



केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद्

(भारत सरकार स्वास्थ्य एवं परिवार कल्याण मन्त्रालय के अधीन गठित स्वशासी निकाय)
जवाहर लाल नेहरू भारतीय चिकित्सा एवं होम्योपैथी अनुसंधान भवन
नं. ६१-६५, इंस्टिट्यूशनल एरिया, सम्मुख 'डी' ब्लॉक, जानकपुरी, नई दिल्ली-११००५८

CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES

(An autonomous organisation under Ministry of Health & Family Welfare, Govt. of India)
Jawahar Lal Nehru Bhartiya Chikitsa Evam Homoeopathy Anusandhan Bhawan
No.61-65, Institutional Area, Opp.'D' Block, Janakpuri, New Delhi-110058

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File No. 1-8/2011-CCRAS/Library/News Letter

Dated 26/08/2014

TENDER NOTICE FOR PRINTING AND SUPPLY OF QUARTERLY NEWSLETTER OF THE CCRAS

Central Council for Research in Ayurvedic Sciences, New Delhi invites Tender from reputed firms for printing and supply of Council's quarterly newsletter (English & Hindi) for the financial year 2014-2015.

2. The interested printers should submit their quotation in sealed cover super scribed "Quotation for Printing and supply of quarterly Newsletter of the Council", to Central Council for Research in Ayurvedic Sciences, 61- 65 Institutional Area, Opp. D-Block, Janak Puri, New Delhi latest by 5:00 pm of 15/09/2014 positively along with EMD for Rs. 5,000/- only by bank draft/pay order in favour of "The Director General, Central Council for Research in Ayurvedic Sciences, payable at New Delhi". Quotations received after the stipulated date/time shall not be entertained. The Council reserves the rights for accepting/rejecting the whole or part of tender.

3. The relevant specifications and other requirements are as under:-

i.	Quality of Paper	130 GSM 'CINAR MASS' Paper (Samples may also be attached)
ii.	Description of work	Quarterly Newsletters of CCRAS
iii.	Language	Hindi & English (Separate)
iv.	No. of Pages	20 (both Hindi & English, News Letters will be printed in 20 pages)
v.	Additional pages	Rates to be indicated
vi.	Description of work	All pages will be in 4 colours along with line designed borders, screen, sub-headings etc. multi-colour to be used.
vii.	Text	4 colours
viii.	Periodicity	Quarterly
ix.	No. of Copies	500 (English) and 500 (Hindi)

x.	Size of Newsletter	A-4 Size
xi.	Binding	Center Stapling
xii.	The Printer shall deliver first proof along with layout design of the Newsletter within 2 days after the receipt of the text and will provide subsequent revised Proofs as the case may be along with the final printed copy in next two days. In addition, the firm is also required to give the final printed MS Word version e-mailed as well as in CD in HTML format with hyperlinks as well as in PDF format along with the supply of Newsletter.	
xiii.	The text will be composed by the printer at his own cost for 2 to 3 columns as per lay-out.	
xiv.	Publication is meant for distribution in India and abroad therefore high quality production along with adherence to the time schedule of delivery is essential failing which the tender is liable to be cancelled.	
xv.	Proof etc. will be seen at the CCRAS office and promptly proofs should be supplied till the Editor is fully satisfied that no further corrections need to be made. These will be supplied between 9:30 am and 6.00 pm. It will be the responsibility of the printer to supply the printed copies in this office at his own cost and risk.	
xvi.	Arrangements will have to be made by the printer for collection of material etc. and delivery of proof and printed copies in this office.	
xvii.	Colour and design of masthead and entire design layout may also be changed, as and when needed, samples for which will be provided by the printer.	
xviii.	The Council reserves the right to terminate the contract at any stage without assigning any reason for the same.	
xix.	The rates quoted by the tenderers will be valid for one year.	
xx.	Compensation and connected expenses, what-so-ever, in case of any casualty (unforeseen) shall be the liability of the firm and borne by the firm.	
xxi.	The Council will deduct TDS u/s 1940 of the IT Act, 1961.	
xxii.	Payment will be made within a reasonable time period preferably in one month from the date of delivery of the Newsletter only after satisfactory supply of copies of Newsletter.	

4. Bids:

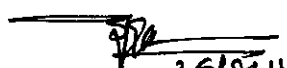
4.1 Technical Bid:

This bid shall contain the following documents:

- i. The Proprietor of the Firm/Printer shall ensure and apprise himself of that he has all the necessary clearances/registration certificates etc. with the concerned authorities including DCP Licensing, Delhi Police required for filing the declaration for the registration of the Newsletter with DCP (Licensing) and RNI, failing which onus will lie on him for any action by CCRAS or by any other authority.
- ii. The proprietor of the printing press will ensure that he has trained staff who can understand at least written English and Hindi and does not make typographical errors.
- iii. Proprietor of the printing press shall ensure that he has a trained Graphic Designer who can assist the Editor in designing the layout of the Newsletter.
- iv. The Firm must be having the Annual Turnover of at least Rs. 50 lacs in each Financial Year for the last three years.
- v. The Firm also has to enclose the copies of the Income Tax Returns Certificate along with copies of the Audited Final Accounts of the last three Financial Years to establish the clause (i) above.
- vi. An earnest money of Rs...5,000/- to be deposited in the form of bank draft drawn in favour of "The Director General, CCRAS payable at New Delhi".
- vii. A detailed profile of the firm.
- viii. The list of Central Government Ministries/Departments/other Government offices for which the firm is doing the printing work.
- ix. A copy of the registration of the firm for running the business, issued by appropriate authority and also that they are registered for paying the service tax.
- x. PAN Number of the Firm.
- xi. The undertaking to the effect that the firm has not been blacklisted by any of the Government offices.
- xii. Samples of paper and work samples particularly of newsletters and magazines should be enclosed with the quotation. No quotation will be considered if it is without the samples required.
- xiii. The above documents etc. must be kept in sealed cover super scribed as "Technical Bid for printing and supply of CCRAS newsletter (English & Hindi)". The interested firms should send the above information/documents otherwise their quotation will be rejected.
- xiv. The EMD must be kept in the envelope containing the Technical Bid. (**Annexure- I**).
- xv. The technical bids only shall be opened for evaluation. Based on the Technical report, the commercial bids of those found suitable, as per requirements of the Council, shall be opened.

4.2 Commercial Bid:

- i. This bid shall indicate the price offer being made by the tenderer duly filled in **Annexure-II**. The bidder must quote for item wise offer for each items of work in the format viz "Commercial Bid for printing and supply of CCRAS newsletter (English & Hindi)".
- ii. Rates once quoted should be final and should be quoted in Indian Rupees only.
- iii. The rates for additional pages may also be quoted separately.
- iv. Rate mentioned in quotation should be **inclusive of all charges**, incidental charges, miscellaneous charges, taxes etc.
- v. It may be noted that no escalation at the contracted rate shall be admissible on any reason what so ever during the currency of annual contract.
- vi. The commercial bid should be in a separate sealed cover duly filled in **Annexure-II** and super scribed as Commercial Bid for printing and supply of CCRAS Newsletter.
- vii. Both the separate sealed covers containing the Technical Bid and Commercial Bid should be kept in another big sealed cover super scribed as "Quotation for printing and supply of Newsletter of the CCRAS".
- viii. Successful firm should have to deposit an amount of Rs...25,000/- as Performance Guarantee in the form of Bank Draft/ Pay Order payable to "The Director General, CCRAS, Payable at New Delhi". The EMD of the successful firm will be refunded after receipt of Performance Guarantee. The Performance Guarantee of the firm will be refunded on successful completion of the contract.
- ix. The CCRAS reserves the right to accept or reject any tender in full or in part without assigning any reason thereof and giving any compensation. The decision of the Council in this regard shall be final and binding on the firm.
- x. In case of delay in making supplies a penalty @2% will be imposed by the Council.


(H.O. Kaushik)
Admin. Officer

Technical Bid

Annexure-I

Sl. No.	Particulars of requirements	Whether enclosed or not	Remarks, if any
1.	Copies of necessary clearances/ registration certificates etc. with the concerned authorities including DCP Licensing, Delhi Police required for the registration of the Newsletter with DCP (Licensing) and RNI.		
2.	The Firm must be having the Annual Turnover at least 50 Lacs in each Financial Year for the last three years and Firm has to enclose the copies of the Income Tax Returns Certificate along with copies of the Audited Final Accounts of the last three Financial Years.		
3.	EMD (Rs. 5000/-)		
4.	Detailed Profile of the firm		
5.	List of Clients (copies of work order/ contract to be enclosed)		
6.	Duly attested copy of the Registration Certificate of Firm & TIN No.		
7.	PAN No.		
8.	Undertaking in r/o not being blacklisted by Govt. Deptt.		
9.	Sample of Paper and copies of newsletters and magazines as mentioned in Technical Bid		

**SIGNATURE AND SEAL OF
THE AUTHORIZED SIGNATORY**

COMMERCIAL- BID

Annexure-II

Sl. No.	Particulars of requirements	Rates quoted, excluding VAT	Remarks, if any
1.	500 nos. of English quarterly News Letter of the Council		
2.	500 nos. of Hindi quarterly News Letter of the Council		
3.	Charges for additional copies		

**SIGNATURE AND SEAL OF
THE AUTHORIZED SIGNATORY**