

[www.cift.res.in](http://www.cift.res.in)

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**केन्द्रीय मात्स्यकी प्रौद्योगिकी संस्थान**  
**CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY**

(भारतीय कृषि अनुसन्धान परिषद)

(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)


विल्लिंगडन आइलैंड, मत्स्यपुरी पी. ओ., कोच्चिन-682 029

WILLINGDON ISLAND, MATSYAPURI P.O., COCHIN-682 029



**TENDER FOR THE RATE CONTRACT FOR  
PRINTING WORKS AT CIFT, KOCHI FOR 2 YEARS.**

Tender Enquiry No.: [F.No. 17-1/2019-Purchase](#)

(Click here to  view the tender in CPP Portal)

email: [ciftpurchase@gmail.com](mailto:ciftpurchase@gmail.com)

website: [www.cift.res.in](http://www.cift.res.in)

[www.eprocure.gov.in](http://www.eprocure.gov.in)

Tel: 0484 – 2412397 / 2412345 / 2412302

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## NOTICE INVITING TENDER

CIFT invites e-tenders for the Rate Contract for Printing Works through the website [www.eprocure.gov.in](http://www.eprocure.gov.in) under two bid systems from reputed printing firms.

| Tender Enquiry No. : F.No. 17-1/2019-Purchase |                       |
|---|-----------------------|
| Published Date                                | 27.06.2020 - 1500 hrs |
| Bid Security submission end date              | 21.07.2020 - 1130 hrs |
| Bid submission start date                     | 27.06.2020 - 1530 hrs |
| Bid submission end date                       | 21.07.2020 - 1130 hrs |
| Bid opening date                              | 22.07.2020 - 1130 hrs |

### IMPORTANT NOTES:-

1. Tender Documents can be downloaded from CIFT website [www.cift.res.in](http://www.cift.res.in) or from the Central Public Procurement Portal [www.eprocure.gov.in](http://www.eprocure.gov.in). Bidders should enroll / register in the e-procurement module of Central Public Procurement Portal through the website : [www.eprocure.gov.in](http://www.eprocure.gov.in) for participating in the bidding process. Bidders should also possess a valid DSC for online submission of bids.
2. **Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.**
3. CIFT reserves the right to accept / reject any or all the tenders in part /full without assigning any reason thereof.
4. CIFT will not be responsible for any delay in enrollment / registration as bidder or submitting /uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website [www.eprocure.gov.in](http://www.eprocure.gov.in) and enroll their Digital Signature Certificate and upload their quotation well in advance.
5. Any change / corrigendum/ extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.

**(P. Krishnakumar)**  
**Asst. Admn. Officer (P)**  
**FOR DIRECTOR**

Place: Kochi

Date: 27.06.2020

[www.cift.res.in](http://www.cift.res.in)

Phone: 0484-2412300

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### **INSTRUCTIONS TO THE TENDERERS**

The tender shall be submitted in accordance with these instructions and any tender not confirming the instructions as under is liable to be rejected. These instructions shall form the part of the tender and the contract.

1. For Online Bid Submission, as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.

More information useful for submitting the online bids on the CPP Portal is available obtained at [“Bidders Manual Kit”](#)

2. **For Registration:** Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link [“Online Bidder Enrollment”](#). Enrolment on the CPP Portal is free of charge.
3. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.
4. Director, CIFT, reserves the right to accept/reject any bid wholly or partly or to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Institute's action.
5. The Technical Committee constituted by the Director, CIFT shall have the right to verify the particulars furnished by the bidder independently.
6. All the tender documents to be uploaded as per this tender are to be digitally signed by the bidder.
7. All the communications with respect to the tender shall be addressed to:

**The Director,**  
**Central Institute of Fisheries Technology,**  
**Willingdon Island, Matsyapuri P.O.**  
**Kochi – 682029.**



**केन्द्रीय मात्स्यकी प्रौद्योगिकी संस्थान**  
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WILLINGDON ISLAND, MATSYAPURI P.O., COCHIN-682 029



## GENERAL TERMS & CONDITIONS

1. Name of the Contract : **Rate Contract for Printing Works at CIFT, Kochi for 2 years.**
2. Only bids received on CPP Portal will be considered for opening. Bids in any physical form sent through fax/email/courier/post/ delivered personally will not be considered.
3. Bidder should log into the site well in advance for bid submission so that the bid is uploaded in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
4. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
5. Samples of papers should be submitted to CIFT, Cochin along with the Bid Security (EMD) by post/hand. It should bear the firm's seal and signature.
6. The rates quoted should be for the printing works in excel format in the BOQ(Price Bid) as detailed in **ANNEXURE I**. The tender shall be valid for a period of **2 year** from the date of award/acceptance of contract. **If taxes, duties or any other charges over and above the rate quoted is payable by the purchaser actuals of such taxes/duties/charges should be indicated.**
7. The Tenderer shall upload PDF format copy of GST Registration, Income Tax PAN, bank details in the e-tender
8. The tenderers shall upload their address with valid mail id in PDF format
9. **Bid Security:**
  - a. The units registered with Central Purchase Organization (DGS&D), National Small Industries Corporation (NSIC) or the concerned Ministry or Department shall be exempted from the payment of Bid Security (Earnest Money Deposit) as defined under Rule 170 of General Financial Rules (GFR), 2017. In such case, copy of the certificate showing registration with the above mentioned institutions to be uploaded in the respective filed of the e-tender in PDF format.

- b. In case the unit is not covered as above, it shall submit the offer along with the **Bid Security (EMD) for Rs. 8,000/- (Rupees eight thousand only)**
  - c. The Bid Security of Rs. 8,000/- (Rupees eight thousand only) can be submitted in the form of Demand Draft /Bankers cheque in favour of “ICAR Unit CIFT, Cochin” payable at State Bank of India, Willingdon Island Cochin-682009 or **Bank Guarantee** ([←click here to download the BG Format](#)) in the prescribed format, valid for 45 days beyond the validity of bid. This has to be submitted to this office **on or before 21.07.2020**. Name of the Bidder, Tender and Tender reference number has to be furnished behind the Bid Security DD/Bankers cheque. The scanned copy of Bid Security by way of Demand Draft/Bankers Cheque /BG in PDF form should be included in the E-tender. The offers without bid security will be rejected.
  - d. The Bid Security (EMD) will be returned to the unsuccessful bidders after the orders are placed with the successful bidder.
  - e. The Bid Security will be forfeited if the bidder fails to accept the order based on his/her offer (bid) or fail to supply the items.
10. Performance Security: The successful Firm/Party is required to remit a performance security amounting to 5% of the cost of the work in the form of Demand Draft /Bankers cheque drawn in favour of “ICAR Unit CIFT, Cochin” payable at State Bank of India, Willingdon Island Cochin-682009 or Bank Guarantee from a commercial Bank as directed by this office. The performance security to be remitted within 10 days from the formal intimation. If the bidder fails to remit the Performance Security the Bid security will be forfeited and the acceptance of the tender will be withdrawn and no further correspondence in this regard will be entertained.
11. Payment will be made on the receipt of bill in triplicate after satisfactory supply of the printed material by way of Bank/Electronic Transfer. Quotations giving any other mode of payment may be avoided.
12. 2% of the amount from all the bills will be recovered towards Income Tax.
13. The Director, CIFT, Cochin - 682 029 reserves the right to accept/reject in part or full of tenders in the best advantage of this Institute.

## ANNEXURE-1

CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY  
(Indian Council of Agricultural Research)  
Willingdon Island, CIFT Junction, Matsyapuri P.O.  
Cochin - 682 029.

### RATE CONTRACT FOR PRINTING WORKS

1. Language : English/Hindi/Malayalam
2. No. of Pages : Varying from 8 to 200 pages depending on the actual printing  
matter in colour and black & white illustrations.
3. Size : Demy 1/8, Demy 1/4, Demy 1/16 and Crown 1/4
4. No. of Copies : Minimum 500 copies or part thereof.
5. Process of Printing : DTP composing and offset printing
6. Binding : Folding, gathering, cover pasting, section sewing, side stapling,  
perfect binding, Hard board binding.

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#### Description of the Job/materials

---

##### I. Type Setting: DTP Per page

- |              |                               |
|--------------|-------------------------------|
| I. Demy 1/8  | English<br>Malayalam<br>Hindi |
| 2. Crown 1/4 | English<br>Malayalam<br>Hindi |
| 3. Demy 1/4  | English<br>Malayalam<br>Hindi |
| 4. Demy 1/16 | English<br>Malayalam<br>Hindi |

## **II. Printing (Minimum quantity 500 copies or part thereof)**

### **I. Demy 1/8 size**

- a.
  - i. Single colour (B&W) per form of 8 pages or part thereof up to 500 copies
  - ii. Every additional 500 copies or part thereof
- b.
  - i. Cut colour per form of 8 pages or part thereof per colour
  - ii. Every additional 500 copies

### **2. Demy 1/8 size four colour**

- a. Per form of 8 pages or part thereof up to 500 copies per colour
- b. Every additional 500 copies or part thereof per colour

### **3. Demy 1/4 sizes or crown 1/4 size**

- a. Single colour (B/W) per form of 4 pages or part thereof 500 copies
- b. Every additional 4 pages upto 500 copies
- c. Cut colour per form of 4 pages or part thereof per colour

### **4. Dy 1/4 size or crown 1/4 size- 4 colour**

- a. Per form of 4 pages or part thereof upto 500 copies per colour
- b. Every additional 500 copies or part thereof per colour

### **5. Cover cut colour**

- a. For Dy 1/8 size Book single colour upto 500 copies
- b. Every additional cut colour per colour up to 500 copies

### **6. Cover 4 colour**

- a. For Dy 1/8 size book or Dy 1/4 size or Crown 1/4 size upto 500 copies per colour
- b. Every additional 500 copies or part thereof per colour
- c. Additional cut colour gold/silver upto 500 copies

7. Demy 1/16 size four colour

- a. Per form of 16 pages or part thereof  
up to 500 copies per colour
- b. Every additional 500 copies or part thereof  
per colour

8. Demy 1/16<sup>th</sup> size single colour

- a. Per form of 16 pages or part thereof  
up to 500 copies
- b. Every additional cut colour per colour  
up to 500 copies

III.

1. Scanning (Minimum size 300 Sq.cm)

- a. 4 colour scanning charge per sq.cm
- b. 4 colour, scanning with super imposing  
per sq.cm

2. Film (Minimum size 300sq.cm)

- a. Halftone/line-single colour plate making/  
Film making charge
- b. 4 colour film charge per sq.cm

3. Colour Proof

- a. A4
- b. A3

4. Black & white drawings/pictures

IV. Binding

- a. Centre Stapling
  - i. Folding, gathering and stitching forms of  
Dy 1/8 - 16pages/Dy 1/4 - 8pages/1/16-16 pages
  - ii. Every additional 16 pages or part thereof
  - iii. Folding, gathering, side stapling and  
cover pasting per form of Dy 1/4 pages on  
Dy 1/8 16pages
  - iv. Folding, gathering, section screwing and  
cover pasting per form of Dy 1 /4 - 8 pages  
of Dy 1/8 -16 pages
- b. Perfect Binding
- c. Hard Board Binding
- d. Case Binding
- e. Leather Binding
- f. Metal Clip Binding
- g. Spiral Binding
- h. Clip Binding

V. Paper Cost (Min 500 copies)

1. 60 GSM Maplitho

- a. Double /Demy.
- b. Double Crown

2. 70 GSM Maplitho

- a. *Double /Demy (22"x3.5") 18.6kg per ream*
- b. *Double Crown (20"x30") 13.6kg per ream*

3. 80GSM Maplitho

- a.*D/Dy.23 .6kg per ream*
- b.*D/Crown 15.5kg per ream*

4. 80 GSM executive bond paper

5. 90 GSM Maplitho

- a. *D/Dy per ream*
- b. *D/Crown per ream*

6. 100 GSM Maplitho

- a. *D/Dy per ream*
- b. *D/Crown per ream*

7. 32 kg D/Dy.maplitho

8. Colour Wove 54 GSM, Demy

9. Indian Art Paper *D/Dy.*

- a. 80 GSM *D/Dy.Per ream*
- b. 90 GSM *D/Dy.Per ream*
- c. 100 GSM *D/Dy.Per ream*
- d. 130 GSM *D/Dy. Per ream*
- e. 170 GSM *D/Dy.Per ream*
- f. 220 GSM *D/Dy.Per ream*
- g. 230 GSM *D/Dy.Per ream*

10. Indian Art paper Double Crown

- a. 100 GSM Double Crown
- b. 130 GSM Double Crown
- c. 170 GSM Double Crown
- d. 210 GSM Double Crown

- e. 220 GSM Double Crown
- f. 230 GSM Double Crown
- g. 300 GSM Double Crown

11. Imported Art Paper

- a. 100 GSM *D/Dy.Per* ream
- b. 130 GSM *D/Oy.Per* ream
- c. 170 GSM *D/Dy. Per* ream
- d. 210 GSM *D/Dy.Per* ream
- e. 300 GSM *D/Dy.Per* ream

12. Lucky parchment *D/Dy.21.3kg* per ream

13. Chromo Art Paper 24kg *D/Dy. Per* ream

14. Imported Art Card (22"x28")

- a. 210 GSM Per sheet
- b. 220 GSM Per sheet
- c. 230 GSM Per sheet
- d. 300 GSM Per sheet

15. Indian Art Card (22"x28")

- a. 175 GSM Per sheet
- b. 210 GSM Per sheet

16. Pulp Card (22"x28")

17. Handmade paper per sheet

18. Ledger paper *D/Dy.Per* ream

VI. Lamination

- 1. Glossy 100sq.inch
- 2. Mat finish-per 100sq.inch
- 3. Spot UV Lamination

### **Online Bid Submission Details**

#### **Online Bid Submission:**

The Online bids (complete in all respect) must be uploaded online in Two Covers as explained below:-

| <b><u>COVER – I</u></b><br>(Following documents to be provided as PDF file) |                  |   |                   |
|---|------------------|---|-------------------|
| <b>Sl.No.</b>   | <b>Documents</b> | <b>Content</b>  | <b>File Types</b> |
| 1.  | Technical Bid    | Terms & conditions of the contract  | .PDF              |
| 2.  |                  | Copy of GST Registration, Income Tax PAN, Bid Security by way of Demand Draft/BG  | .PDF              |
| 3.  |                  | Copy experience in printing works Govt. Organization PSUS, performance certificate from the existing clients/organizations. | .PDF              |
| 4.  |                  | Details of taxes claimed, if any (in %)   | .PDF              |
|   |                  | <b>COVER II</b>   |                   |
| 1.  | Financial Bid    | Price bid (BOQ) to be filled in Excel format as per instructions given in price bid   | .xls              |

All the documents and BOQ has to be digitally signed by the bidder.

**(P. Krishnakumar)**  
**Asst. Admn. Officer (P)**  
**For DIRECTOR**