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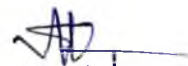
Tender schedule

for

Designing, printing & supply of AYUSH Calendars -2020

Director General

**Central Council for Research in Ayurvedic Sciences
61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi**


11/10

**Central Council for Research in Ayurvedic Sciences
Ministry of AYUSH, Government of India
NOTICE INVITING TENDERS**


Sealed tenders are invited by Director General, Central Council for Research in Ayurvedic Sciences, 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi from reputed printers/firms for:

Designing, Printing & Delivery of 16000 AYUSH Wall Calendars-2020

Date of issue of tenders schedule:11.10.2019

Last date for receipt of Tenders is 01.11.2019

For details refer www.ccras.nic.in, Ph. 011-28521201


Administrative Officer(Admn.) 11/10/19

**Central Council for Research in Ayurvedic Sciences
Ministry of AYUSH, Government of India**

F. No.32-16/2019-CCRAS/Admn./IEC

Date: 11-10-2019

**TENDER NOTIFICATION
DESIGNING, PRINTING & SUPPLY OF AYUSH CALENDARS – 2020**

Central Council for Research in Ayurvedic Sciences(CCRAS) invites bids for Designing, Printing & Supply 16000 of AYUSH Calendar-2020 (8000 English + 8000 Hindi) from reputed Printers/Firms with proven track record in similar type of activity as per the terms and conditions prescribed by the department in the bid document and as per the sizes, specifications & quantities mentioned in the schedule.

The details of work/items for printing & supply of AYUSH Calendar-2020 (8000 English + 8000 Hindi) is here under:

S.No.	Details of item of work(s)	Schedule	To be supplied at
1	Designing, printing & supply of AYUSH Calendar-2020 (8000 English + 8000 Hindi)	A, B & C	Central Council for Research in Ayurvedic Sciences, New Delhi
(Sample of Calendar for reference may be taken from CCRAS office)			

Specifications:

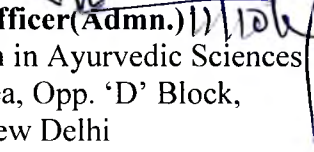
S.No	Item	Specification
1.	Description of Work	<ul style="list-style-type: none">• Printing of seven sheeted (6+1) wall calendar -2020 in Multi color, carrying one month on each side. Printed on both sides with one Fly Leaf.• The envelope for the calendar to be printed Multi color (4x4).
2.	Size	17" x 27" for calendar. The envelope of appropriate size to fit the calendar without fold.
3.	Quantity	Approx. 16000 copies (8000 English + 8000 Hindi).
4.	Process of Production	Multi-color Offset Printing (CTP) (4x4) with varnish coating on calendar.
5.	Size of Picture	The picture will be depicted with 1/3 rd of the total size of the calendar.
6.	Paper	Fine quality 190 GSM texture paper will be used for printing of Calendars and 120 GSM super printing paper for envelopes at printer's cost. In case paper of specified GSM is not available, higher GSM paper will have to be used without any extra cost.
7.	Printing	All calendar page and envelope will be printed in multi color.
8.	Binding	Wiro (White color) with back support of 500 GSM thick white board of size – 17"(W) x4'(H).
9.	Hanger	Strong Metal (White) with non-bendable and non-corrosive hanging rod of 105 mm diameter complete with thick support board of 500 GSM in size 17"x4".
10.	Proof of printing	The Proof (actual size) will be provided till the layout, text etc. is finalized by the CCRAS for printing.
11.	Time schedule	Final design/proof will be provided at the earliest.
12.	Packing	Individual calendars will be placed in envelopes printed.



	Five Calendars (in envelopes) to be packed in PVC bags; 4/5 such bags in a 7-ply box duly strapped, suitable for transportation.
(Sample of Calendar for reference may be taken from CCRAS office)	

The Tender Schedule issue, last date of submission & other details are as follows.

Date of Issue	11-10-2019
Last Date of Submission	01-11-2019, 3.00 P.M
Date of opening	04-11-2019, 3.00 P.M Director General, Central Council for Research in Ayurvedic Sciences, 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi
E.M.D	For Schedule Rs. 50,000/- (Rupees Fifty thousand Only) by way of DD drawn in favour of Director General, Central Council for Research in Ayurvedic Sciences, 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi
Place of opening	Committee Room, II nd Floor, Central Council for Research in Ayurvedic Sciences, 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi


Administrative Officer (Admn.)
 Central Council for Research in Ayurvedic Sciences
 61-65, Institutional Area, Opp. 'D' Block,
 Janakpuri, New Delhi

SCHEDULE-(A)**TECHNICAL BID**

(Should be submitted along with schedules on letter head in a sealed cover super scribed "Technical bid for AYUSH Calendar - 2020")

1.	Name of the Firm & Owner (With Tel./Mob. Nos.)	:	
2.	Office Address with Tel./Fax/Mob. Nos.	:	
3.	Press Address as mentioned in press license issued by competent authority (copy enclosed) With Tel./Fax/Mob. Nos.	:	
4.	Declaration issued by Police Department (copy enclosed)	:	
5.	PAN No.(in the name of Firm; copy enclosed)	:	
6.	TIN/TAN/GST No.(in the name of Firm; copy enclosed)	:	
7.	Annual Turnover minimum 25 lac per year (copy of balance sheets of the years mentioned in next column enclosed)	:	2016-17..... 2017-18..... 2018-19.....
8.	Make/Model of Printing Machines available (Proof enclosed)	:	Machines (Offset/Digital) Qty./Make
			Single colour
			Double colour
			Four colour
			Stepping, binding etc.
	Others		
9.	Three years experience is must with Govt. Departments(copy of work order enclosed)	:	
10.	Sample of paper enclosed	:	
11.	Details of EMD (proof enclosed)	:	
12.	Audited accounts balance sheet for the last 3 years (attested copies to be enclosed)	:	
13.	Income tax assessment certificate for last three years (attested copies to be enclosed)	:	

Note:

1. All the columns of the tender forms shall be duly, properly and exhaustively filled in.
2. All corrections if any must be signed by the tenderer(s) before submission itself. For filling faulty information, the Tender is liable for rejection. The tenderer(s) should sign on each and every page of Tender Schedules and on all the additional documents submitted along with Tender Schedules.
3. The tenderer(s) can enclose additional information, if any, relevant to the Tender separately.
4. At the time of verification of tender schedules, the original documents should be produced for verification.

Place:

Date:

SIGNATURE OF THE TENDERER
WITH SEAL


11/10

SCHEDULE-(B)

FINANCIAL BID

Proforma for Financial Bid

(Should be submitted along with schedules on letter head in a sealed cover super scribed "Financial bid for AYUSH Calender -2020")

S.No	Details of item of work(s)	Unit cost (Rs)	Total cost in figures (in Rs.) (including GST)	Total cost in words
1	Designing, Printing, Packing and Delivery of 16000 (8000 English + 8000 Hindi) Calendars to Director General, Central Council for Research in Ayurvedic Sciences, 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi including safe delivery and including all taxes			
	TOTAL			

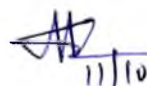
(LI will be decided based on the total cost)

Signature of authorized representative/Owner:

Name:

Seal & Date:

Mobile No.:


11/10

SCHEDULE-(C)

General Terms and Conditions:

- 1) Sealed tenders are invited for designing, printing & supply of AYUSH Calendars-2020 from reputed printers/firms in the prescribed form purchased from the department duly signed and shall only be considered.
- 2) Two bids Viz., Technical and financial should be submitted in two separate sealed covers which may be super scribed as "Technical bid for AYUSH calendar-2020" and "Financial bid for AYUSH calendar-2020" respectively. Both the technical and financial sealed covers shall in turn be placed in another third sealed cover and shall be super scribed as "Tender schedule for AYUSH calendar-2020 with name of the firm clearly displayed on the envelope/cover. The technical bid (Annexure-I) will provide details about the firm, sample paper etc. whereas the financial bid will contain the rates. **The tender processing committee will open the financial bids of only those bidders who stand to qualify on the basis of Technical Bid.**
- 3) The sealed bid document shall be deposited in the tender box available during working hours at 2nd Floor, Central Council for Research in Ayurvedic Sciences, 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi from 19.12.2017 onwards up to 01.00 pm on 23.12.2017. The bids should be deposited on or before the last date and time prescribed.
- 4) Tender Schedule is not transferable.

Scope of work:

- 5) Items and quantities to be printed

S.No.	Details of item of work(s)	Pages	Quantity
1.	Designing, Printing & Supply of AYUSH calendar-2020	07 sheets (back and back)	16000 (8000 English + 8000 Hindi)

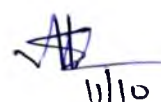
6) Specifications

S.No	Item	Specification
1	Quantity	16000 Nos. (8000 English + 8000 Hindi)
2	No. of Sheets	07 sheets (back to back)
3	Size	17"x 27" sheet
4	GSM & Paper	Multi colour 170 gsm art paper with Wire mounting.
6	Designing, Printing & supply	Printing in Multi colour sheets with photos & top side rimming and supply.
7	Delivery	Director General, Central Council for Research in Ayurvedic Sciences, 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi

The CCRAS will provide the draft copy of the AYUSH calendar along with photos. The selected Agency shall have to design the calendar as per the specifications prescribed.

Eligibility criteria:

- 7) Firms having experience of (3) years in printing & supply of annual calendars to the govt., dept., PSUS/corporations etc., (Relevant proof need to be furnished.)
- 8) Last 3 (Three) year's turnover minimum 25 lac per year-(Audited Balance Sheets, for the relevant years should be enclosed).
- 9) Applications without required information or enclosures are liable to be rejected.


11/10

10) Invitation of tenders shall not confer any right to the tenderers to insist for work orders.
The tenders shall be approved as per the rules in vogue.

11) Incomplete tender and conditional offers submitted shall be summarily rejected.

Earnest Money Deposit:

12) EMD shall be paid in the shape of DD drawn from any nationalized bank in favour of "Director General, Central Council for Research in Ayurvedic Sciences, 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi" payable at SBI, CCRAS, Janakpuri, New Delhi as detailed. Tenders without E.M.D shall be summarily rejected.

S.No.	Details of item of work(s)	EMD (in Rs.)
1.	Printing & Supply of AYUSH Calendar-2020 –16000 copies (8000 English + 8000 Hindi).	50,000/-

13) Cheque, DD and Postal Orders will be accepted as EMD.

14) EMD in the shape of Demand Draft shall be valid for 180 days from date of receipt of application.

15) The applications without Earnest Money Deposit in the prescribed manner are liable to be rejected.

16) No interest shall be paid over EMD amount.

17) EMD deposited by the applicant will be forfeited in the event of Agency either modifying or withdrawing his bid at his instance within the bid validity period.

Security Deposit:

18) The E.M.D of the successful tenderer shall be retained as security deposit and refunded only after satisfactory completion of work/period of Agreement. The E.M.D of unsuccessful tenderers shall be refunded after finalization of the tender and execution of agreement by the successful tenderer.

19) The work performance security amount Rs.1,00,000/- in the form of DD/FDR in favour of Director General, CCRAS, payable at New Delhi. This may however be noted that no interest amount shall be paid on security deposited.

20) The security deposit can be withheld or forfeited in full or part in case the supply order is not executed satisfactorily within the stipulated time.

21) The security deposit of the Applicant shall be refunded only one month after issue of the final certificate or otherwise of completion of the work or till the final bill has been prepared and passed whichever is later.

Completion period:

22) Period of completion of work is within 15 days of issuing of work order.
The work shall be completed in all respects and should be delivered within the stipulated days from the date of issuing the work order.

Submission of 1st draft – within 3 days from award of contract

Submission of final proof – Within 2 days of receipt of corrected version


11/10

- of the draft
- Printing & supply of material – within 10 days of receipt of the approved final version.
- 23) The agencies which shall undertake the work shall be responsible for timely and quality delivery at the places agreed upon.
- 24) Director General, Central Council for Research in Ayurvedic Sciences, 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi shall have the right to terminate the work/agreement in violation of any prescribed conditions and non performance.

Payments:

- 25) No advance payment will be paid by the Director General, Central Council for Research in Ayurvedic Sciences, 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi. Payment will be released only after it is ensured that the items are in order and the quantity of the items supplied is to the entire satisfaction of the Director General, Central Council for Research in Ayurvedic Sciences, 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi.
- 26) Payment of the amount will be done only through online. The selected firm has to furnish details of the bank account- Following bank account details of the Firm/Agency shall be submitted for the purpose of payments towards work done – (a) Name of account holder (b) Account No: (c) Bank name (d) Branch address (e) IFSC code no. (f) Any other relevant details.
- 27) Payment shall be made after production and submission of acknowledgements duly signed by the authorized persons from the Director General, Central Council for Research in Ayurvedic Sciences, 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi.
- 28) Income tax as applicable will be recovered at source before the making payment from work bills and the same will be remitted to concerned income tax authority.
- 29) Taxes as applicable.

Other Conditions:

- 30) The tender validity period is 90 days from the date of opening of the tender. The rates quoted by the bidders will remain valid for a period of 90 days or till the date of finalization of tender, whichever is later.
- 31) The Agency / Firm to whom work is allotted is responsible for collecting the draft material while designing from Director General, Central Council for Research in Ayurvedic Sciences, 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi.
- 32) The soft & hard copy of the printed material will be the property of the Director General, Central Council for Research in Ayurvedic Sciences, 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi and the printer/ agency/ firm will not use the material anywhere else.
- 33) The sizes, specifications & quantities as per format finalized and communicated under each item of work as mentioned in the schedule should be adhered and any non-fulfillment will liable for rejection and does not qualify for any payment.
- 34) The Quantity mentioned in indicative and is likely to vary
- 35) The rates should be quoted as indicated in the financial bids. L1 will be decided based on the total cost of the financial bids.
- 36) The agencies which shall undertake the work shall be responsible for timely and quality delivery at the places agreed upon.

- 37) CCRAS Officer shall have the right to visit and inspect the work at any stage of designing or printing by the Agency / Firm.
- 38) The Firm/ Agency shall ensure safe custody and maintain confidentiality in the printing material supplied by the Department.
- 39) Sample of paper and previous work samples in the same field should be submitted in sealed cover separately.
- 40) Any violation of the above terms and conditions will be severely dealt with.
- 41) The decision of the Director General, Central Council for Research in Ayurvedic Sciences, 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi, will be final and binding and no further correspondence will be entertained.
- 42) The Arbitrator for fulfilling the duties set forth in the arbitration clause shall be the Director General, Central Council for Research in Ayurvedic Sciences, 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi, and his/her decision shall be final and binding. The provisions of Indian Arbitration Act 1940 or any statutory amendment, modifications or re-enhancement their of and the rules made there under and for the time being in force shall apply to the arbitration proceedings. In case of dispute if any, it shall be subject to the Jurisdiction of Courts at Hyderabad only.
- 43) The Director General, Central Council for Research in Ayurvedic Sciences, 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi, or his/her nominee reserves the right to accept, reject or cancel the tenders at any time without assigning any reasons thereof.

I have read and understood all the terms and conditions laid down in the Tender document and abide to them.

Signature:

Full Name:

Designation:

Organization:

Address:

Office Seal:

(Signed documents to be enclosed with the EOI bid document)



Letter Head

**DECLARATION BY THE FIRM/ AGENCY
(ON Rs.100/- NON JUDICIAL STAMP PAPER)
(TO BE NOT ARISED)**

I/We, _____ Owner / representative of
M/s _____, solemnly declare that

1. We are submitting application for “DESIGNING, PRINTING & SUPPLY OF AYUSH CALENDAR- 2020 Director General, Central Council for Research in Ayurvedic Sciences, 61-65, Institutional Area, Opp. ‘D’ Block, Janakpuri, New Delhi” tender notification No. _____ dated _____.
2. All information furnished by me/us in respect of fulfilment of eligibility criteria and qualification information of this tender notification is complete, correct and true.
3. All documents/ credentials submitted along with this application are genuine, authentic, true and valid.
4. If any information and documents submitted is found to be false/ incorrect at any time, the Director General, Central Council for Research in Ayurvedic Sciences, 61-65, Institutional Area, Opp. ‘D’ Block, Janakpuri, New Delhi may cancel my / our Bid an action as deemed fit may be taken against me/us, including termination of the application, forfeiture of all dues including EMD/ Security Deposit and banning/ de listing / blacklisting of our firm etc.

Date:

Signature of the Owner/Agency
Seal:

