

CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES

*J.L.N.B.C.H. Anusandhan Bhawan, No.61-65, Institutional Area,
Opp. 'D' Block, Janakpuri, New Delhi-110058*

F.No.- 32-29/2017-CCRAS/Admn.

Dated: 12.12.2017

NIT FOR EMPANELMENT OF FIRMS/PRINTERS

Sealed tenders in two bid system (technical & financial) are invited from the reputed/registered firms/printers, having five and above years experience in printing works, for empanelment for various printing jobs in the council. The printing of materials is required to be done in English, Hindi, Sanskrit & other Indian as well as foreign languages as per specific request. Work of offset printing such as Books/Monographs, News Letter/Magazine, Wall Calendar, Invitation Card, Instructions Card, ID cards, Neck Badges, Letter-Heads, Visiting Cards, Audited Statement of Accounts & Annual Reports, Folders, Booklets, CD/ DVD (Writing), Face Printing on CD with Cover Label Printing and Paper Posters, Flex Posters, Vinyl Posters & Popup (Standee) along with steel stand and cover etc. is to be carried out as per requirements. The annual estimated expenditure for the above jobs is approx. Rs. 50 Lacs depending upon the requirement.

Interested firms/printers may quote their rates for the annual rate contract to be valid initially for a period of one year from the date of award of work order/contract. The contract may be extended with mutual consent up to three years on yearly basis on the existing rates, terms and conditions subject to satisfactory performance of the firm and with prior intimation one month before the expiry of the contract term. However, the decision of the council will be final and no further correspondence will be entertained in this regard.

The tender forms shall be available on the website of the council, i.e. www.ccras.nic.in and the same may be downloaded and submitted to the Council. The tender forms, technical bids and financial bids should be kept in separate sealed envelopes (duly completed in all respects with supporting documents etc. should be put in separate sealed envelopes and superscribed as 'Envelope No.1: Technical Bid' and 'Envelope No.2: Financial Bid' and the two sealed envelopes should then be put in a larger envelope superscribing- "Tender for empanelment of firms/printers for various printing jobs of the Council"- and this envelope should be put in the Tender Box placed on the second floor, adjoining to room no. 222 of CCRAS Headquarters at the above mentioned address on or before 05.01.2018 by 02:00 PM. The technical bids shall be opened on the same day at 03:00 PM in the presence of the representatives of firms who may choose to be present. The tenders received after the stipulated date and time will be summarily rejected unopened without assigning any reason thereof.

**K.R. Rajan
Admn. Officer (Admn.)**

CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES

J.L.N.B.C.H.A.B., No.61-65, Opp. 'D' Block, Institutional Area, Janakpuri, New Delhi-58

F.No. 32-29/2017-CCRAS/Admn.

Dated: _____

Sub: NIT for Empanelment of reputed Firms/Printers for various printing jobs of the Council.

Sealed tenders in two bid system (technical & financial) are invited from the reputed/registered firms/printers, having five and above years experience in printing works, for empanelment for various printing jobs in the council. The printing of materials is required to be done in English, Hindi, Sanskrit & other Indian as well as foreign languages as per specific request. Work of offset printing such as Books/Monographs, News Letter/Magazine, Wall Calendar, Invitation Card, Instructions Card, ID cards, Neck Badges, Letter-Heads, Visiting Cards, Audited Statement of Accounts & Annual Reports, Folders, Booklets, CD/ DVD (Writing), Face Printing on CD with Cover Label Printing and Paper Posters, Flex Posters, Vinyl Posters & Popup (Standee) along with steel stand and cover etc. is to be carried out as per requirements. The annual estimated expenditure for the above jobs is approx. Rs. 50 Lacs annually depending upon the requirement.

Tender forms duly completed in all respects with supported documents etc. should be put in the Tender Box placed on the second floor of CCRAS Headquarters at the above mentioned address on or before 05.01.2018 by 02:00 PM. The technical bids will be opened on the same day at 03:00 P.M. in the presence of the firms or their authorized representatives who may like to be present. The tenders received after the stipulated date and time will not be accepted. The tender will be available on the website of the council i.e. www.ccras.nic.in, and the same may be downloaded and submitted to the Council. The terms & conditions of the contract are as under:-

- (1) The prescribed tender forms duly completed in all respect with supporting documents etc. may be submitted to the DG, CCRAS in a sealed cover superscribing "Tender for empanelment of firms/printers for various printing jobs in the Council". Unsealed tenders or incomplete tender forms will be rejected out rightly.
- (2) The firms may quote their rates for all the required printed jobs OR any specific item mentioned above in accordance with their manual and mechanical capacity and feasibility. The details are enclosed at Annexure I to II
- (3) The submission of quotation shall be taken as an acceptance of the terms and conditions including furnishing of Earnest Money for the desired amount Rs. 100000/- (One Lac only) in the form of Demand Draft in favour of DG, CCRAS.
- (4) The firms shall be required to furnish tender containing two separate envelops containing Technical and Financial bids for consideration by the council.
- (5) The financial bids will be opened only for those printers who qualify in Technical bid. Intervention of the firms in this regard will not be entertained in any form.
- (6) On the recommendations of duly Constituted Committee and acceptance by the DG, CCRAS, the contract will be awarded initially for a period of one year which can be extended on the same rates, terms and conditions up to three years with mutual consent and subject to satisfactory performance.
- (7) In case of any dispute in this regard after opening of tenders, the decision of DG, CCRAS shall be final and bounding for all the bidders/firms.

- (8) *The tender should be submitted along with EMD as mentioned above. The amount may be paid by Bank Guarantee/DD/Pay Order in favour of D.G., CCRAS payable at New Delhi. Cheques will not be accepted. The earnest money of the unsuccessful firms will be returned immediately on finalization of the rate tender. The EMD of the successful firms will be retained till furnishing of work/contract performance security. No interest will be paid for the earnest money deposited for participation in the tender process.*
- (9) *If any firm/printer withdraws from the contract before the expiry of the contract period fixed the earnest money/performance security of the firm, if any, deposited will be forfeited and no correspondence in this regard will be entertained thereafter. No request for enhancing the rates during the contract period shall be entertained.*
- (10) *In their tender, firms shall invariably specify the delivery conditions including the time required for executing the work.*
- (11) *Communication of acceptance of the tender normally constitutes concluded contract. Nevertheless, the successful firms shall also execute an agreement on non-judicial stamp paper of Rs.100/-(Rupees one hundred only) for the fulfillment of the contract within the period to be specified in the letter of acceptance. The contractor shall have to pay all stamp duty, of the agreement. Failure to execute the agreement within the period specified will entail the penalties/forfeiture of EMD.*
- (12) *The successful firms before signing the agreement and within the period specified in the letter of acceptance of his tender, deposit a sum of Rs. 2,50,000/- (Rupees two lacs fifty thousand only) as work performance security money for the satisfactory fulfillment of the contract. The amount of security may be deposited by way of Bank Guarantee/DD/Pay Order/FDR in favour of D.G., CCRAS Payable at New Delhi. Bank guarantee/Letters of guarantee in the prescribed form for the amount of security from an approved bank may also be considered enough at the discretion of the Council. If the successful firms fail to deposit the security, execute the agreements stated above, in respect of carrying out of assigned printing order, the earnest money deposited by them will be forfeited [by the Council; and the contract arranged elsewhere at the defaulter's risk and any loss incurred by the Council on account of the assignment will be recovered from the defaulter who will, however not be entitled to any gain accruing thereby].*
- (13) *In case, where a successful firm, after executing the job partially or does not fulfill the contracts in full, the Council at its discretion may get the work done from the next higher firm who has offered to execute the job and the loss, if any, caused to the Council due to increased rates shall thereby together with such sums as may be fixed by the Council towards damages be borne by the defaulting firm.*
- (14) *The security deposit shall, subject to the conditions specified therein, be returned to the contractor within three months after expiry of the contract period, but in the event of any dispute arising between the Council and the contractor, the Council shall be entitled to deduct out of the deposits or the*

balance thereof, until such dispute is determined the amount of such damages, costs, charges and expenses as may be claimed. The same may also be deducted from any other sum which may be due at any time from the Council to the contractor.

- (15) All incidental expenses incurred by the Council for making payments outside the district in which the claim arises shall be borne by the contractor.*
- (16) The contractor shall not assign or make over the contract of the benefits or burdens thereof to any person or body corporate. The contractor shall not underlet or sublet to any person or persons or body the execution of the contract or any part thereof without the consent in writing of the Director General, CCRAS who shall have absolute power to refuse such consent or to rescind such consent (if given) at any time if he is not satisfied with the manner in which the contract is executed.*
- (17) In case the contractor becomes insolvent or goes into liquidation, or makes or proposes to make any assignment for the benefit of his creditors or proposes to make any composition with his creditors for settlement of his debts, or carries on his business or the contract under inspection on behalf of his creditors or in case any receiving order or orders for the administration of his estate are made against him or in case the contractor shall commit any act of insolvency or in case in which under any clause or clauses of this contract the contractor shall have rendered himself liable to damages amounting to the whole of his security deposits the contract shall there upon after notice given by the Director General, CCRAS to the contractor be determined and the Council may complete the contract in such time and by such persons as the Council shall think fit. All expenses and damage caused to the Council by any breach of contract by the contractor shall be paid by the contractor to the Council and may be recovered from him under the provisions of the Revenue Recovery Act in force.*
- (18) In case the contractor fails to deliver the material within the time provided for delivery of the same, or in case the contractor commits any breach of the covenants, stipulations and agreements herein contained, and on as part to be observed and performed then and in any such case, it shall be lawful for the Council (if they shall think fit to do so) to arrange for the printing of said materials from elsewhere or on behalf of the Council an order in writing under the hand of the Director General, CCRAS put an end to his contract and in case the Council shall have incurred, sustained or been put to any costs, losses, damages or expenses by reasons of such purchase / printing or by reason of this contract having been so put an end to or in case any difference in price, compensation loss, costs, damages continuance of this contract, be payable by the contractor to the Council under and by virtue of this contract, it shall be lawful for the Council to cut off any moneys for the time being payable or owing to the contractor from the Council under or by virtue of this contract, or otherwise, to pay and reimburse to the Council, all such costs, damages and expenses they may have sustained, incurred or been put to be reason of the purchase made elsewhere or by reason of this contract having been so put an end to as aforesaid also all such differences in prices, compensation, loss costs,*

damages, expenses and other moneys as shall for the time being be payable to the contractor aforesaid. Not with- standing anything contained in the general conditions mentioned herein the Council reserves the right to exclude any item in the list and procure the same through other means, at any time if it considered necessary.

- (19) In case any difference or dispute arises in connection with the contract, all legal proceedings relating to the matter shall be settled within the jurisdiction of New Delhi/Delhi Court only.*
- (20) In case any sum of money is due and payable to the successful firm by the council, it will be adjusted against any sum of money due to the Council by such firm from any other contracts.*
- (21) Any sum of money due and payable to the contractor (including security deposit returnable to him) under this contract may be appropriated by the Director General, CCRAS and set off against any claim of the Director General, CCRAS for the payment of a sum of money arising out of or under any other contract made by the contractor with the Director General, CCRAS or any other person authorized by the Director General, CCRAS.*
- (22) Any notice required to be served for non-compliance of terms/conditions of the supply order shall be sent at the known address of contractor either through speed post or Regd. Post only.*
- (23) Any requests for enhancement of rates for any printing job will not be entertained for any kind of printing job and the contractor shall be required to execute the order as per agreed rates till the agreed period of contract.*
- (24) Any attempt on the part of firms or their agents to influence officials of this Council in their favour by personal canvassing will disqualify the tenders.*
- (25) In the event of default in executing the work and supply of printed materials within the stipulated period the penalty clauses for forfeiting of security deposit shall be applicable.*
- (26) The firm should quote rates for all items required for printed jobs. In any case the successful firm shall bind itself to execute the work entrusted at the rates quoted including the cost of paper. Complete specifications should be spelt out and samples furnished in respect of papers for printing, text-printing, cover printing etc. should be matched. Sub-standard, defective articles / papers / printing works will not be accepted. The same is to be rejected and no payment will be made for defected printed jobs by the Council.*
- (27) The samples of work and other specifications can be seen in the Council office during working hours on all working days between 2 to 4 pm. Marginal adjustments in size will be allowed depending on availability of paper with mutual consent in writing to avoid any likely dispute.*
- (28) For facility of reference a Performa is enclosed giving the items for which normally rates should be quoted in addition to information that may be required to be furnished as per tender conditions.*
- (29) Special conditions, if any, printed on the quotation sheets of the firms or attached with the tender will not be applicable to the contract unless they are expressly accepted in writing by the Council.*

- (30) *The Galley and Final proof should be got approved from the Council Office before commencing of final printing. Any minor changes made therein for convenient and betterment is to be accommodated without any extra charges.*
- (31) *No extra charges will be payable for any minor additions/alternations in proofs, if required.*
- (32) *Composed matter is to be delivered to the Council within 21 days from the date of the delivery of the manuscripts.*
- (33) *Greek letters, diacritical marks and other intricate letters that are likely to be used in Books/Monographs and other publications as and when required.*
- (34) *Paper is to be provided by the firm/press and no advance will be given for this purpose. The sample of paper (both for text and cover) to be used with its full specifications viz. size, brand and poundage is to be furnished with quotations.*
- (35) *The press will not have any kind of copy right whatsoever in respect of the publications printed by them.*
- (36) *The Council reserves the right to reject any or all quotations without assigning any reason.*
- (37) *The Council reserves the right of terminating the contract without assigning any reason during agreed contract tenure for short falls, noticed if any.*
- (38) *Only those Presses / Printers who are registered and whose Quotations have evidence to that extant only need to submit their quotations. In the event, it is found that they are not registered, their quotations are liable to be rejected. The printing press should be located in an Industrial Area. The Tender of Printing Press situated in unauthorized/residential areas will not be considered.*

Other Terms & Conditions

- I. *The tender will be in the form of two bids viz., Technical and Financial bids should be submitted/separately in a sealed cover which may be super scribed as "Quotation for Printing Works". The technical bid (Annexure I) will provide the detail about the Firm, its capacity, printing machines, manpower, clientage, sample of paper to be used etc. whereas the Financial Bid (Annexure II) will contain the rates of the desired sample. Tender Processing Committee will open the Financial Bids of only those bidders who stand qualified on the basis of details provided in Technical Bid.*
- II. *The bidder firm should have the following qualifications for bidding:*
 - a) *Shall have been in existence for not less than five years.*
 - b) *Shall be having sufficient experience and expertise in the relevant field*
 - c) *Should have PAN/TIN/TAN/GST registration.*
 - d) *Shall have experience in dealing with Government Departments.*
 - e) *Shall have annual turnover of more than Rs.1 crore for the last three years.*
 - f) *Should have performed atleast 03 works of upto Rs. 1 Lac. each for any Govt. Organization.*

- III. *The firms have to submit self attested Xerox copies of valid Press License issued by competent authority, Declaration Certificate issued by Police Department, PAN card, TIN/TAN/GST registration in the name of firm.*
- IV. *The rates quoted by the selected firm, and approved by the Council shall remain valid for a period of ONE YEAR from the date of award of Contract. Any request to increase the rates for any item(s), during the period of the contract, shall not be considered.*
- V. *This Council, however, reserves the right to conduct performance review at any time during the contract period and deficiencies, if any, the same will be rectified by the selected printer. If the selected Printer fails to rectify the deficiencies or fails to comply with other directions/instructions of the Council, the contract is liable to be terminated. The Council further reserves the rights to suo moto terminate the contract at any point of time without giving any prior notice.*
- VI. *The selected Firm(s) will be required to supply one sample each of the material being printed for the approval of competent authority. No final printing should be resorted to unless otherwise specifically asked for by the CCRAS. The selected Firm shall ensure the delivery of the items in the office of the Council. No separate charges shall be paid for delivery of printed material.*
- VII. *The selected Firm will also submit soft copy of the printed material in PDF & editable format to this Office for future use and record. The soft and hard copy of the printed material will be the property of CCRAS and the Printer will not use the material anywhere else.*
- VIII. *Supply should normally be made during the office hours on any working day. The Council will have the authority to place order for supply of items beyond office hours and on holidays, for which, no additional payment will be made.*
- IX. *Order for items will be placed on requirement basis. No advance payment will be made by the Council. Payment will be released only after it is ensured that the items are in order and the quality of items supplied is to the entire satisfaction of the Council.*
- X. *The Council will have the authority to cancel any order, if the required items are not supplied on time or do not meet the specifications of the Council.*
- XI. *In the event of different bidders quoting lowest rate for different work, the job will be awarded to the lowest bidders for the respective items of work.*
- XII. *The bidder should have latest high quality colour printing machine of their own. They should have latest DTP software and hardware & sufficient manpower to operate it.*
- XIII. *The Council reserves the right to reject any /all offer(s) without assigning any reason thereof. Any enquiry after submission of the tender will not be entertained.*

XIV. The tender submitted without the requisite valid documents/EMD and Declaration and Undertaking 'Performa: 1' will be summarily rejected.

Note: The vendor must ensure safe custody and maintain confidentiality in the printing material supplied by CCRAS.

*Administrative Officer (Admn.)
For Director General*

Encl.:-

- 1. General Information*
- 2. Tender form*
- 3. Terms and Conditions of Contract*
- 4. Proforma for Technical BID*
- 5. Proforma for Financial BID*

PERFORMA: I
UNDERTAKING

(Original signed copy on company letterhead)

Letter No. _____

Dated: __/__/____

To,

The Director General,
Central Council for Research in Ayurvedic Sciences,
Jawahar Lal Nehru Bhartiya Chikitsa Avum Homeopathy Anusandhan Bhavan,
No.61-65, Institutional Area, Opp. 'D' Block, Janakpuri,
New Delhi - 110058 (India)

Subject: - Declaration Letter for “Empanelment of Firms/Printers for various printing jobs in the Central Council for Research in Ayurvedic Sciences (CCRAS)”.

Sir/Madam,

This is to inform you that our Company/LLP/Partnership/Society/Proprietorship M/s. _____ intends to submit a proposal in response to NIT for Empanelment of Firms/Printers for various printing jobs in the Central Council for Research in Ayurvedic Sciences (CCRAS).

We also declare that our Company/LLP/Partnership/Society/Proprietorship or some of its owners/Directors have not been blacklisted by any Central/State Government Department/Public Sector Undertaking.

Sincerely,

(Signature of authorized person)

Name: _____

Designation: _____

General Information

- Last date and time for receipt of tender* : 05.01.2018 upto 02:00 PM
- Date & Time for opening of tender* : On 05.01.2018 by 03:00 PM in the presence of all the firms/representatives, who like to be present.
- Refundable Earnest money for Council's Publication* : Rs.1,00,000/- (Rupees One Lac only).
- The period of validity of approved rates of the Printer/Firm* : 12 months from the date of award of contract.
- Quality of Paper* : As per required, specification & Mill should be followed before commencing the final printing jobs, sample of paper may be got approved from office in writing.
- Estimated Value* : Approx. Rs.50/- Lac per annum.

The printed materials/jobs are to be supplied F.O.R. to Central Council for Research in Ayurvedic Sciences, at Jawaharlal Nehru Bhartiya Chikitsa Evum Homoeopathy Anusandhan Bhawan, No.61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110058 [at the cost of selected Firm] without any extra charges.

PROFORMA FOR TECHNICAL BID

1.	Name of the Firm & Owner (With Tel./Mob. Nos.)	:-	
2.	Office Address with Tel./Fax/Mob. Nos.	:-	
3.	Press Address 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 (copy of balance sheet enclosed)	:-	2014-15..... 2015-16..... 2016-17.....
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.	Past experience with Govt. Departments–Name and Period to whom service provided (Proof enclosed) (Should have performed atleast 03 works of upto Rs. 1 Lac. each for any Govt. Organization.)	:-	
10.	Staff (Proof enclosed)	:-	
11.	Whether sample paper of each item attached (copies enclosed)	:-	
12.	Details of EMD (proof enclosed)	:-	
13.	Other details, if any	:-	

I/We have read the terms & Conditions of the Notice Inviting Tender. I/We agree with all the terms & conditions.

(Signature of Owner/Authorized Representative)

PROFORMA FOR FINANCIAL BID

(A) SPECIFICATIONS FOR PRINTING AND SUPPLY OF NEWSLETTER/ BOOKS/ MONOGRAPHS /MAGAZINES/AUDITED STATEMENT OF ACCOUNTS/ANNUAL REPORT ETC.

1.	Version	Hindi/English/Sanskrit/Regional/Foreign Language(s) etc.		
2.	Size	7" x 9.5", B5 (JIS) & A4		
3.	Paper	Text	100 GSM Maplitho (Balarpur). 130 GSM Art Paper (sinarmass). 170 GSM Art Paper (sinarmass).	
		Cover	-300 GSM Imported Art Card for Perfect binding with lamination -Hard bound with jacket {130 GSM Art Paper with Lamination for Jacket} -Hard bound without jacket with lamination	
4.	Colour	Text	1)Single Colour, 2) Double Colour and 3)Four Colour	
		Cover	4+4	
5.	Type of Material	Manuscripts		
6.	Binding	-Perfect binding -Hard bound with jacket {130 GSM Art Paper with Lamination for Jacket} -Hard bound without jacket		
7.	Rate per page (including typesetting, scanning +planning, plate making & printing)	For 200 copies		
			7" x 9.5"/B5(JIS)Size A4 Size	
		Text :1) Single Colour	Rs.....	Rs.....
		2) Double Colour	Rs.....	Rs.....
		3) Four Colour	Rs.....	Rs.....
		For 500 copies		
		7" x 9.5"/B5(JIS)	A4	
Text :1) Single Colour	Rs.....	Rs.....		
2) Double Colour	Rs.....	Rs.....		
3) Four Colour	Rs.....	Rs.....		
		For 1000 copies		
		7" x 9.5"/B5(JIS)	A4	
Text :1) Single Colour	Rs.....	Rs.....		
2) Double Colour	Rs.....	Rs.....		
3) Four Colour	Rs.....	Rs.....		
		For subsequent (1000 copies)		
		7" x 9.5"/B5(JIS)	A4	
Text :1) Single Colour	Rs.....	Rs.....		
2) Double Colour	Rs.....	Rs.....		
3) Four Colour	Rs.....	Rs.....		
8.	Cost of Text paper per leaf	7" x 9.5"/ B5(JIS)	A4 Size	
		100 GSM Maplitho (Balarpur). Rs.....p.leaf	Rs.....p.leaf	
		130 GSM Art Paper (sinarmass). Rs.....p.leaf	Rs.....p.leaf	
		170 GSM Art Paper (sinarmass). Rs.....p.leaf	Rs.....p.leaf	

9.	Cost of cover (including typesetting scanning +planning, plate making & printing + Lamination & Binding)	Perfect-		
			7" x 9.5"/ B5(JIS)	A4 Size
		Upto 100 pages	Rs.....per copy	Rs.....per copy
	Upto 200 pages	Rs.....per copy	Rs.....per copy	
	Upto 300 pages	Rs.....per copy	Rs.....per copy	
	Upto 400 pages	Rs.....per copy	Rs.....per copy	
	More than 400 pages	Rs.....per copy	Rs.....per copy	
		Hard Bound (resin) with Jacket {130 GSM Art Paper with Lamination for Jacket}-		
		7" x 9.5"/ B5(JIS)	A4 Size	
	Upto 100 pages	Rs.....per copy	Rs.....per copy	
	Upto 200 pages	Rs.....per copy	Rs.....per copy	
	Upto 300 pages	Rs.....per copy	Rs.....per copy	
	Upto 400 pages	Rs.....per copy	Rs.....per copy	
	More than 400 pages	Rs.....per copy	Rs.....per copy	
		Hard Bound without Jacket-		
		7" x 9.5"/ B5(JIS)	A4 Size	
	Upto 100 pages	Rs.....per copy	Rs.....per copy	
	Upto 200 pages	Rs.....per copy	Rs.....per copy	
	Upto 300 pages	Rs.....per copy	Rs.....per copy	
	Upto 400 pages	Rs.....per copy	Rs.....per copy	
	More than 400 pages	Rs.....per copy	Rs.....per copy	

Note:-Complete material in CD (in editable form) is to be deposited with the Council.

(B) SPECIFICATION FOR PRINTING AND SUPPLY OF FOLDERS

1.	Folder / Version	: Hindi / English / Regional Language(s) / Foreign Language(s) etc.
2.	Size	: Single Fold (10.5"x12.5") Double Fold (10.5"x19")
3.	Paper	: 225 GSM Magnastar art card
4.	Colour	: 4+4
5.	Type of Material	: Soft copy will be provided and designing will be done by printer.
6.	Period for completion of work	: Fifteen days.
7.	Rate	: For 1000 Folders {225 GSM Magnastar art card With matt lamination} For Subsequent 500 Folders {225 GSM Magnastar art card With matt lamination} Single Fold Rs.(10.5"x12.5")each Rs.(10.5"x12.5")each Double Fold Rs.(10.5"x19")each Rs.(10.5"x19")each
8.	Taxes if any	:
9.	Period for completion of work	

Note:-Complete material in CD (in editable form) to be deposited with the Council.

(C) SPECIFICATION FOR PRINTING AND SUPPLY OF BOOKLETS

1.	<i>Booklets / Version</i>		<i>Hindi / English / Regional Language(s) etc.</i>												
2.	<i>Size</i>		<i>5.5" x 8"</i>												
3.	<i>Quantity</i>		<i>1000 Copies</i>												
4.	<i>Paper</i>	<i>Text</i>	<i>100 GSM Maplitho (Balarpur). 130 GSM Art Paper (sinarmass). 170 GSM Art Paper (sinarmass).</i>												
		<i>Cover</i>	<i>250 GSM Imported Art Card.</i>												
5.	<i>Colour</i>	<i>Text</i>	<i>1)Single Colour, 2) Double Colour and 3)Four Colour</i>												
		<i>Cover</i>	<i>4+4</i>												
6.	<i>Type of Material</i>		<i>Manuscripts</i>												
7.	<i>Binding</i>		<i>Perfect /Centre Stapling</i>												
8.	<i>Rate per page (including typesetting, scanning +planning, plate making & printing) for 1000 copies</i>		<table><thead><tr><th></th><th><i>For 1000 copies</i></th><th><i>Subsequent 500 copies</i></th></tr></thead><tbody><tr><td><i>Text :1) Single Colour</i></td><td><i>Rs.....</i></td><td><i>Rs.....</i></td></tr><tr><td><i>2) Double Colour</i></td><td><i>Rs.....</i></td><td><i>Rs.....</i></td></tr><tr><td><i>3) Four Colour</i></td><td><i>Rs.....</i></td><td><i>Rs.....</i></td></tr></tbody></table>		<i>For 1000 copies</i>	<i>Subsequent 500 copies</i>	<i>Text :1) Single Colour</i>	<i>Rs.....</i>	<i>Rs.....</i>	<i>2) Double Colour</i>	<i>Rs.....</i>	<i>Rs.....</i>	<i>3) Four Colour</i>	<i>Rs.....</i>	<i>Rs.....</i>
	<i>For 1000 copies</i>	<i>Subsequent 500 copies</i>													
<i>Text :1) Single Colour</i>	<i>Rs.....</i>	<i>Rs.....</i>													
<i>2) Double Colour</i>	<i>Rs.....</i>	<i>Rs.....</i>													
<i>3) Four Colour</i>	<i>Rs.....</i>	<i>Rs.....</i>													
9.	<i>Cost of Text paper per leaf</i>		<table><thead><tr><th></th><th><i>For 1000 copies</i></th><th><i>Subsequent 500 copies</i></th></tr></thead><tbody><tr><td><i>100 GSM Maplitho (Balarpur).</i></td><td><i>Rs.....per leaf</i></td><td><i>Rs.....per leaf</i></td></tr><tr><td><i>130 GSM Art Paper (sinarmass)</i></td><td><i>Rs.....per leaf</i></td><td><i>Rs.....per leaf</i></td></tr><tr><td><i>170 GSM Art Paper (sinarmass)</i></td><td><i>Rs.....per leaf</i></td><td><i>Rs.....per leaf</i></td></tr></tbody></table>		<i>For 1000 copies</i>	<i>Subsequent 500 copies</i>	<i>100 GSM Maplitho (Balarpur).</i>	<i>Rs.....per leaf</i>	<i>Rs.....per leaf</i>	<i>130 GSM Art Paper (sinarmass)</i>	<i>Rs.....per leaf</i>	<i>Rs.....per leaf</i>	<i>170 GSM Art Paper (sinarmass)</i>	<i>Rs.....per leaf</i>	<i>Rs.....per leaf</i>
	<i>For 1000 copies</i>	<i>Subsequent 500 copies</i>													
<i>100 GSM Maplitho (Balarpur).</i>	<i>Rs.....per leaf</i>	<i>Rs.....per leaf</i>													
<i>130 GSM Art Paper (sinarmass)</i>	<i>Rs.....per leaf</i>	<i>Rs.....per leaf</i>													
<i>170 GSM Art Paper (sinarmass)</i>	<i>Rs.....per leaf</i>	<i>Rs.....per leaf</i>													
10.	<i>Cost of cover (including typesetting, scanning +planning, plate making & printing + Lamination & Binding) for 1000 copies</i>		<i>Perfect-</i> <i>Upto 50 pages Rs.....</i> <i>Upto 100 pages Rs.....</i> <i>More than 100 pages Rs.....</i>												
11.	<i>Taxes if any</i>														
12.	<i>Period for completion of work</i>														

Note:-

Complete material in CD (in editable form) is to be deposited with the Council.

(D) SPECIFICATION FOR CD/DVD (writing) PRINTING AND COVER LABEL PRINTING AND SUPPLY

1.	Version	Hindi / English / Regional Language(s) etc.	
2.	Size	Standard	
3.	Quantity	Minimum 100 {CD/DVD (writing) Printing and Cover Label Printing}	
4.	Paper	130 GSM Art Paper(Cover Label)	
5.	Colour	Text	(1) Double colour & (2) Four Colour
6.	(A) Rate per CD/DVD and Cover Label (including Designing, planning, Printing & cost of paper) for 100	CD (writing) printing and cover label printing Double colour Rs.each	Four colour Rs.each
	(B) For subsequent 100 copies Rate per CD/DVD and Cover Label (including Designing, planning, Printing & cost of paper) .	CD (writing) printing and cover label printing Double colour Rs.each	Four colour Rs.each
		DVD (writing) and cover label printing Double colour Rs.each	Four colour Rs.each
7.	Taxes if any		
8.	Period for completion of work		

Note:- Complete material in CD (in editable form) is to be deposited with the Council.

**(E) SPECIFICATION FOR PRINTING AND SUPPLY OF PAPER POSTERS
/FLEX (banner) & POPUP (Standee).**

1.	Version	Hindi/English/Regional Language(s)/Foreign Language(s)
2.	Paper Poster (including designing, printing, gumming & cost of paper)	130 GSM Sinarmass Rs..... sq. ft. 170 GSM Sinarmass Rs..... sq. ft. 225 GSM Art cards Rs..... sq. ft.
3.	Flex (Posters/Banner) {including designing, printing and cost of flex}	Star Flex Rs. sq. ft. Normal Rs. sq. ft.
4.	Vinyl Posters {including designing, printing and cost of Vinyl}	Rs. sq. ft.
5.	Popup (Standee) along with Steel Stand & cover (including designing, printing & cost of material)	Rs. sq. ft.
6.	Colour	4 colour
7.	Type of Material	Manuscripts
8.	Taxes if any	
9.	Period for completion of Work.	

Note:-Complete material in CD (in editable form) is to be deposited with the Council.

(F) SPECIFICATION FOR PRINTING AND SUPPLY OF AYUSH WALL CALENDAR

1.	<i>Version</i>	<i>Hindi / English</i>
2.	<i>Size</i>	<i>17" x 22"</i>
3.	<i>Quantity</i>	<i>Approx. 10000</i>
4.	<i>Paper</i>	<i>225 GSM Art paper (Sinarmass)</i>
5.	<i>Binding</i>	<i>Wiro from 17" side</i>
6.	<i>Colour</i>	<i>Four Colour Printing</i>
7.	<i>No. of Folio</i>	<i>07 Folio with both side printing</i>
8.	<i>Rate per Calendar (including Designing, planning, Printing, lamination & cost of paper)</i>	<i>Rs. per Calendar</i>
9.	<i>Taxes, if any</i>	
10.	<i>Period for completion of work</i>	

Note:-Complete material in CD (in editable form) is to be deposited with the Council.

(G) SPECIFICATION FOR PRINTING AND SUPPLY OF INVITATION and OTHER CARDS

1.	<i>Version</i>	<i>Hindi / English</i>
2.	<i>Size</i>	<i>7" x 5" & 8" X 5.5"</i>
3.	<i>Quantity</i>	<i>100</i>
4.	<i>Paper</i>	<i>300 GSM Avery paper</i>
5.	<i>Colour</i>	<i>Four Colour</i>
6.	<i>Envelope</i>	<i>With four colour face printing</i>
7.	<i>Rate per Card (including Designing, planning, Printing & cost of paper)</i>	<i>Rs. per Card for 7" x 5"</i> <i>Rs. per Card for 8" X 5.5"</i>
8.	<i>Taxes, if any</i>	
9.	<i>Period for completion of work</i>	

Note:-Complete material in CD (in editable form) is to be deposited with the Council.

(H) SPECIFICATION FOR PRINTING AND SUPPLY OF CERTIFICATES

1.	<i>Version</i>	<i>Hindi / English</i>
2.	<i>Size</i>	<i>A4</i>
3.	<i>Quantity</i>	<i>AS PER REQUIREMENTS</i>
4.	<i>Paper</i>	<i>300 GSM Art Card</i>
5.	<i>Colour</i>	<i>Four Colour Printing</i>
6.	<i>Rate per Certificate (including Designing, planning, Printing, lamination & cost of paper)</i>	<i>Rs. per Certificate</i>
7.	<i>Taxes, if any</i>	
8.	<i>Period for completion of work</i>	

Note:-Complete material in CD (in editable form) is to be deposited with the Council.

(I) SPECIFICATION FOR PRINTING AND SUPPLY OF LETTERHEAD

1.	<i>Version</i>	<i>Hindi / English</i>
2.	<i>Size</i>	<i>A4</i>
3.	<i>Quantity</i>	<i>100 pages Letterhead pad</i>
4.	<i>Paper</i>	<i>100 GSM Bond paper</i>
5.	<i>Colour</i>	<i>Four Colour</i>
6.	<i>Rate per Letterhead pad of 100 pages (including Designing, planning, Printing & cost of paper)</i>	<i>Rs. per Letterhead pad of 100 pages</i>
7.	<i>Taxes, if any</i>	
8.	<i>Period for completion of work</i>	

Note:-Complete material in CD (in editable form) is to be deposited with the Council.

(J) SPECIFICATION FOR PRINTING AND SUPPLY OF ID CARDS/NECK-BADGES/VISITING CARDS

1.	Version	Hindi / English
2.	Size	3.370"x2.125" (ID Card) 5"x4" (Neck-Badges) 3.5"x2" (VISITING CARDS)
3.	Quantity	As per requirements
4.	For Paper For PVC Plastic Card	300 GSM Art Paper Card Thickness- 30 Mil Quality- CR-80 Plastic Card type- PVC Graphics
5.	Colour	Four Colour
6.	Rate per ID Card (including Designing, planning, Both Side Printing, Lamination/Cover & cost of paper) Rate per Neck-Badge (including Designing, planning, Printing, Ribbon, Cover & cost of paper) Rate per PVC Plastic ID Card (including Designing, Planning, Both Side Printing, Lamination, Ribbon, holder and cost of material) Rate Visiting Card Per 100Nos. (including Designing, planning, Both Side Printing, Lamination/Cover & cost of paper)	Rs. per Card Rs. per Neck-Badge Rs. per Card Rs. per 100Nos.
7.	Taxes, if any	
8.	Period for completion of work	

Note:-Complete material in CD (in editable form) is to be deposited with the Council.

(K) SPECIFICATION FOR PRINTING AND SUPPLY OF CCRAS DIARY

1.	Version	Hindi / English
2.	Size	Inside: 17.5 Cms. X 24.5 Cms. Outside: 18Cms. X 25.5 Cms.
3.	Quantity	Approx. 500
4.	Paper	1. White Super Sunshine Printing Paper (Ballarpur) 2. Aster/Inner Cover paper: White Indian Art Paper of 130 gsm. For front and back plus 4 fillers of Indian Art Paper 130 gsm. Sheets for photographs/company advertisements in the beginning of each month.
5.	Cover	Board of 2 mm thickness of Star Mill on front and back cover to be used. PU Letherite material of Indian Make in Dark Blue and TAN color with one side foam padding 4 mm high density foam with council's name and logo and year on front with embossing in Golden color.
6.	Colour	Printing of text could be done in single colour (Offset Process) 4 fillers/sheets of Indian Art Paper, 130gsm. Would be printed on both sides with multi colour.
7.	Binding and packing	Binding process should be carried in automatic binding units. Each diary should be shrink wrapped and packed in white coated duplex carton box of 300 gsm.
8.	Embossing of names	The names of officers are required to be embossed on front right side of the diary.
9.	Price per diary (Including all process, material and costs)	Rs.....Per pc. (500 nos.) Rs.....Per pc. (1000 nos.)
10.	Taxes, if any	
11.	Period for completion of work	

Note:-Complete material in CD (in editable form) is to be deposited with the Council.