



भाकृअनुप- प्याज एवं लहसुन अनुसंधान निदेशालय
राजगुरुनगर, पुणे- 410505 (महाराष्ट्र)
ICAR - Directorate of Onion and Garlic Research
Rajgurunagar, Pune-410505 (Maharashtra)
Phone No.(02135) 222026, Fax: (02135) 224056, Email: director@dogr.res.in



F.No.15-245/SP/12-13/Printing

निविदा नोटिस / TENDER NOTICE

प्याज एवम लहसुन अनुसंधान निदेशालय राजगुरुनगर, पुणेमें वार्षिक अनुबंध आधार पर सामान्य मुद्रणकार्य के लिए निविदा फॉर्म

निदेशक, प्याज और लहसुन अनुसंधान निदेशालय, राजगुरुनगर द्वारा इस निदेशालय में वार्षिक अनुबंध आधार पर सामान्य मुद्रण कार्य के लिए प्रतिष्ठित एवं अनुभवी मुद्रण एजेंसियों/फर्मों से सीमित निविदा (कोटेशन) आमंत्रित की जाती हैं। आवश्यक मुद्रण / छपाई एवं बाइंडिंग कार्य हेतु रजिस्टर, पैड एवं फॉर्म इत्यादि का ब्यौरा एनेक्चर में दिया गया है। तथापि आपूर्ति आदेश प्रस्तुत करते समय मुद्रण की जाने वाली सामग्री का प्रोफॉर्मा अलग से प्रदान किया जायेगा। सभी आमंत्रित एजेंसियों से अनुरोध किया जाता है कि अपने कोटेशन में सभी आवश्यक नियम एवं शर्तों का विवरण स्पष्ट रूप से प्रस्तुत करें।

Tender for printing work on Annual Rate Contract basis at Directorate of Onion and Garlic Research, Rajgurunagar, Pune.

Limited Tender (quotation) for printing work on Annual Rate Contract basis at this Directorate are invited from reputed and experienced printing agencies/firms by The Director, Directorate of Onion & Garlic Research. Detail of required printing register, pad and forms etc. is given in the annexure. Though the detail of printing material will be given in separate proforma at the time of placing supply order. All invited agencies are requested to furnish the detail of all applicable term and conditions clearly in their quotation.

Note:

Tender form containing detailed specification, terms and conditions can be obtained from this Office on any working day from 15/12/2014 to 12/01/2015. Tender forms can also be downloaded from office website i.e. www.dogr.res.in. A complete set of tender document along with all requisite papers and Bank Draft of Rs. 5,000/- (Five Thousand) only towards EMD; favoring- **ICAR-UNIT DOGR** should be deposited on or before **14/01/2015** at this Directorate.

पत्राचार हेतु पता/ Address for communication:-

निदेशक / The Director

प्याज एवम लहसुन अनुसंधान निदेशालय / Directorate of Onion and Garlic Research

राजगुरुनगर, पुणे, महाराष्ट्र - 410505 / Rajgurunagar, Pune, Maharashtra- 410 505

दूरभाष /Phone No. (02135) 222026, फैक्स /Fax: (02135) 224056,

ई मेल /Email: director@dogr.res.in

वेबसाइट /Website - <http://www.dogr.res.in>

INVITATION OF TENDER
(Tender for printing work on Annual Rate Contract basis)

Note: - All the communications must be addressed to the Director, Directorate of Onion & Garlic Research, Rajgurunagar – 410 505, Dist. Pune (Maharashtra)

Phone: 02135-222026, Telefax: 02135- 224056

e-mail: director@dogr.res.in & sneeraj@dogr.res.in

From:-

The Director,
Directorate of Onion & Garlic Research Rajgurunagar,
Rajgurunagar – 410 505, Dist. Pune (M.S.)

To

Dear Sir,

On behalf of On behalf of the Secretary, Indian Council of Agricultural Research, New Delhi Limited Tender (quotation) for printing work on Annual Rate Contract basis at this Directorate is invited from reputed and experienced printing agencies/firms by The Director, Directorate of Onion & Garlic Research. Detail of required printing register, pad and forms etc. is given in the annexure.

1) SERVICE REQUIREMENT

1. Service is required for printing of various bulletins, news reports, annual report & other related books as per requirement in stipulated time. Penalty @ 2% per week delay may be imposed on the selected firm if the printing work will not delivered in stipulated time.
2. Annual Rate Contract is for typing, setting, designing, laying, lamination (outer cover), binding (centre stitch) binding (perfect).
3. Office stationery & other related books & registers with reputed firm. For this purpose, this office is invited proposals from various firms.
4. Annexure-I & II are enclosed with this tender document to furnish unit rates as per page size & quantity/quality.
5. This Directorate will send separate work order for each printing work time to time as & when needed. The proof must be sent to this Directorate before carried out final printing work/job work.
6. It is required to deliver printed material at this Directorate & no transportation charges shall be paid for it.

2) ELIGIBILITY CONDITIONS:

1. An amount of Rs. 5000/- (Five Thousand) only should be deposited towards Earnest money in respect of said tender through Demand Draft drawn on State Bank of India, Rajgurunagar in favor of ICAR Unit- DOGR, Rajgurunagar'. In no case cash or cheque will be accepted. The particulars of the earnest money deposited must also be super scribed on the top of the envelope by indicating the number and date of the Demand Draft. The tender will not be considered if the D.D. is not included in the form.
2. The firm should have experience of performing same kind of work and supporting documents should be attached with the quotation.
3. The firm should have Service Tax Registration/VAT No. (If applicable).
4. The firm should have PAN//TAN/CST Number (as Applicable) in the name of firm/contractor/proprietor of firm.
5. A declaration to the effect that the firm has not been black-listed by any Govt. Office/ Institute / ICAR for any reason.
6. The rates quoted in tender should be for a period of one year. No alteration of any sort in the rates quoted in tender is allowed.
7. The firm should have average turnover of Rs. **5 Lakh** p.a. in the last three financial years. The firm should provide their Bank detail and Balance sheet.

3) TERM OF CONTRACT

Initially the term of the contract will be for one year. On the expiry of the contract or its termination, the Director DOGR reserves the right to renew the contract on monthly/yearly basis on the terms and conditions that may then be mutually agreed upon.

4) TERMINATION

The contract can be terminated by giving one month's notice on either side. If any point of time the services of the firm are not found satisfactory the Director, DOGR reserves the right to terminate the contract immediately

5) MODE OF PAYMENT: -

The bill payment for each printing work is subject to correct quality & quantity and satisfactory certification of concerned Incharge/Indenter. The payment for each printing work will be made through NEFT/RTGS after successful delivery of printed material at DOGR office site. However all applicable taxes can be deducted at source from the printing work bill. An amount equivalent to 2% of Bill/Invoice can be deducted for per week delay against the work assigned under the Annual Rate Contract.

6) SECURITY DEPOSIT:

The successful bidder will be required to deposit Performance Guarantee/Security Deposit towards Annual Rate Contract for Printing Work at this Directorate. The same may be refunded after successful completion of Annual Rate Contract. No interest will be paid on the security money deposited with this Office.

7) OTHER TERMS & CONDITIONS

1. The tenderer is being permitted to tender in consideration of the stipulation on his/her part that after submitting his/her tender, he/she will not refuse his/her offer or modify the terms and conditions thereof. Should the tenderer fail to observe and comply with the foregoing stipulations the earnest money will be forfeited by the Centre.
2. In the event of the offer made by the tenderer not being accepted/selected, the amount of earnest money deposited by the tenderer will be refunded to him/her after he /she has applied for the same, in the manner prescribed by the Centre.
3. In the event of selection, the firm is required to enter in a formal contract by signing the contract's terms & conditions on Rs. 100/- non judicial stamp paper.
4. Tenders submitted by the firm should be in sealed envelope containing all the required documents mentioned in ELIGIBILITY CONDITION Para of this document. Sealed envelope containing offer & all requisite documents is required to be super scribed as "ANNUAL RATE CONTRACT FOR PRINTING".
5. The Centre does not pledge itself to accept the lowest or any tender & also reserves to itself the right of accepting the whole or part of the tender. Also this centre reserves the right to reject any tender or to terminate/hold the overall process of tendering at any time for without giving the reasons thereof.
6. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, every page of the tender and all other related documents must be signed by every partner of the firm.
7. Acceptance of tender by the Centre will be communicated by express letter/fax/ e-mail or any other form of communication. Formal letter of acceptance of the tender will be forwarded as soon as possible, but the earlier instructions in the express letter / fax/ e-mail etc. should be acted upon immediately.
8. All disputes are under Rajgurunagar Jurisdiction Only.

Administrative Officer

Particular	Paper quality in GSM	Rate for Page including typing, setting, designing, laying, LAMINATION (OUTER COVER), BINDING (CENTRE STITCH) BINDING (PERFECT) For A4 Pages							Rate for Page including typing, setting, designing, laying, LAMINATION (OUTER COVER), BINDING (CENTRE STITCH) BINDING (PERFECT) etc. for 1/5 demi							Rate for Page including typing, setting, designing, laying LAMINATION (OUTER COVER), BINDING (CENTRE STITCH) BINDING (PERFECT) etc. For 1/8 demi							
		QTY							QTY							QTY							
		5000	1000	500	400	300	200	100	5000	1000	500	400	300	200	100	5000	1000	500	400	300	200	100	
FOUR COLOUR PRINTING	70																						
	80																						
	90																						
	100																						
	110																						
	120																						
	130																						
	170																						
	220																						
	250																						
SINGLE COLOUR PRINTING	70																						
	80																						
	90																						
	100																						
	110																						
	120																						
	130																						
	170																						
	220																						
	250																						
CD/DVD making, sticker printing	Price may be quote per unit basis																						
Transparent PVC cover for CD/DVD Jewel Acrylic Case	Price may be quote per unit basis																						

S.N.	Description	No of pages	Size	Printing	Paper quality	Remarks	Rate
1	Register	200 Pages	35 x 22 cm	Both Side	80 GSM	Binding in best type with the symbol and address of DOGR. Printing on white/ Off green paper (as per requirement)	
2	Register	300 Pages	35 x 22 cm	Both Side	80 GSM	-Do-	
3	Register	500 Pages	35 x 22 cm	Both Side	80 GSM	-Do-	
4	Register	200 Pages	45 x 35 cm	Both Side	80 GSM	-Do-	
5	Register	300 Pages	45 x 35 cm	Both Side	80 GSM	-Do-	
6	Register	500 Pages	45 x 35 cm	Both Side	80 GSM	-Do-	
7	Forms Pad	100 Pages	A4 size	One Side	70 GSM	Colored front page and hard back pulp page. Printing on white paper.	
8	Forms Pad	100 Pages	A4 size	Both Side	70 GSM	-Do-	
9	Receipt Book	100 Pages	24 x 20 cm	1+1+1 Pages White+Pink+Yellow	80 GSM	Binding in best type with the symbol and address of DOGR. Printing on white paper. Numbering on each page.	
10	Indent Book	100 Pages	A4 size	1+1 Pages White+Yellow	80 GSM	-Do-	
11	Gate Pass	100 Pages	21 x 14.5 cm	1+1+1 Pages White+Red+Off Green	70 GSM	-Do-	
12	Gate Pass	100 Pages	21 x 14.5 cm	1+1 Pages White+Red	70 GSM	-Do-	
13	File Cover	Each	34.5 x 23 cm	Regular card paper (Red)	-	Printed with the symbol and address of DOGR.	