



**Government
eProcurement
System**

eProcurement System Government of India

Tender Details

Date : 19-Dec-2024 03:53 PM

Print

Basic Details

Organisation Chain	Department of Agricultural Research and Education Indian Council of Agricultural Research,DoARE,MoA DKMA-New Delhi - DoARE		
Tender Reference Number	DKMA/25-4/2024-GAS		
Tender ID	2024_DARE_840535_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Empanelment
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments

Offline	S.No	Instrument Type
	1	Bankers Cheque
	2	Bank Guarantee
	3	Demand Draft

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual /Technical	.pdf	Tenderdocument
		.pdf	Tender notice
2	Finance	.xls	BOQ

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	5,00,000	EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Project Director DKMA	EMD Payable At	New Delhi

[Click to view modification history](#)

Work / Item(s)

Title	TENDER DOCUMENT for LASERTYPESETTING GRAPHIC DESIGNING and OFFSET PRINTING WORK 2024 of ICAR DKMA				
Work Description	TENDER DOCUMENT for LASERTYPESETTING GRAPHIC DESIGNING and OFFSET PRINTING WORK 2024 of ICAR DKMA				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	NA				
Show Tender Value in Public Domain	Yes				
Tender Value in ₹	2,50,00,000	Product Category	Miscellaneous Services	Sub category	NA
Contract Type	Empanelment	Bid Validity(Days)	90	Period Of Work(Days)	365

Location	Room 612, KAB-1, Pusa Road, New Delhi-110012	Pincode	110012	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	Room 612, KAB-1, Pusa Road, New Delhi-110012
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	20-Dec-2024 03:00 PM	Bid Opening Date	14-Jan-2025 11:00 AM
Document Download / Sale Start Date	20-Dec-2024 03:30 PM	Document Download / Sale End Date	10-Jan-2025 05:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	20-Dec-2024 03:30 PM	Bid Submission End Date	10-Jan-2025 05:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	Tender Notice	428.89

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	tendocument.pdf	Tender Documents	1174.08
	2	BOQ	BOQ_883531.xls	BOQ	524.00

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	kpsingh@icar.gov.in	KRISHAN SINGH	Krishan Pal Singh
2.	pao42.icari.dl@nic.in	Amit Kumar Marwari	AMIT KUMAR MARWARI
3.	ajay.icar@nic.in	Ajay Gautam	AJAY GAUTAM

GeMARPTS Details

Reason for non availability of GeMARPTS ID	Urgent nature of Procurement
Remarks	Non availability report
Document Name	Anon.pdf
Document Size (in KB)	34.37

Tender Properties

Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Stage to disclose Bid Details in Public Domain	Technical Bid Opening
BoQ Comparative Chart model	Normal	BoQ Comparative chart decimal places	2
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No

TIA Undertaking

S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
1	PPP-MII Order 2017	Agree	
2	MSEs Order 2012	Agree	

Tender Inviting Authority

Name	Dr. Anuradha Agrawal, PD (DKMA)
Address	5th Floor, KAB-1, Pusa Road, New Delhi-110012

Tender Creator Details

Created By	Ajay Gautam
Designation	Deputy Secretary
Created Date	19-Dec-2024 02:23 PM



भा.कृ.अनु.प.- कृषि ज्ञान प्रबंधन निदेशालय

ICAR - Directorate of Knowledge Management in Agriculture

कृषि अनुसन्धान भवन - I

Krishi Anusandhan Bhavan-I

पूसा कैम्पस, नई दिल्ली - 110 012

Pusa Campus, New Delhi - 110 012

F.No. DKMA/25-4/2024-GAS

Dated: 19.12.2024

E-TENDER NOTICE (ई-निविदा सूचना)

(FOR EMPANELMENT OF LASERTYPESETTING, GRAPHIC DESIGNING & OFFSET PRINTING WORK)

(लेजर टाइपसेटिंग, ग्राफिक डिजाइनिंग और ऑफसेट प्रिंटिंग कार्य के लिए पैनल के गठन हेतु)

Online Bids, under two bid systems, on behalf of the Project Director (DKMA) are invited for “Empanelment of Printers for Lasertypesetting, Graphic Designing & Offset Printing Work” at ICAR-DKMA, KAB-I, New Delhi from eligible reputed Firms/Agencies. The contract will be initially valid for 01 year and extendable upto 03 years on the same rates, terms and conditions subject to satisfactory performance of the empaneled firms/agencies.

CRITICAL DATE SHEET (महत्वपूर्ण तिथि-पत्र)

Tender No.	F.No. DKMA/25-4/2024-GAS
Name of Organization	ICAR - Directorate of Knowledge Management in Agriculture (DKMA), Krishi Anusandhan Bhawan-I, Pusa Campus, New Delhi-110012
Date and time for Issue/Publishing	20.12.2024, 03.00 p.m.
Document Download/sale Start (Date and Time)	20.12.2024, 03.30 p.m.
Document Download/Sale End (Date and Time)	10.01.2025, 05.00 p.m.
Bid Submission Start (Date and Time)	20.12.2024, 03.30 p.m.
Bid Submission End (Date and Time)	10.01.2025, 05.00 p.m.
Date and Time for Opening of Technical Bids	14.01.2025, 11.00 a.m.
Estimated cost (approx.)	Rs. 2,50,00,000/- per year
Address for Communication	Under Secretary (DKMA), 612, 6 th Floor, Krishi Anusandhan Bhawan-I, Pusa Campus, New Delhi-110012. Tel: 011-25843565

SUBMISSION OF BIDS (बोलियां प्रस्तुत करना)

1. The tender form/bids document may be downloaded from the Website: www.icar.org.in and <https://eprocure.gov.in/eprocure/app>. Online Submission of Bids only through Central Public Procurement (CPP) Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory and offline bids shall not be accepted. Tenderers/bidders are requested to visit the website: (<https://eprocure.gov.in/eprocure/app>) regularly. Any changes/modifications in the tender document will be intimated by corrigendum through this website only.
2. Applications to this tender will be accepted only in the online mode and no other mode of application will be considered & accepted.
3. Earnest Money Deposit: The interested firms are required to deposit (in original) an Earnest Money Deposit (EMD) of Rs. 5,00,000/- (Rupees five lakhs only) in the form of Demand Draft/Pay Order along with the Tender Documents from any of the Nationalized & Commercial Banks in favour of Project Director, ICAR-DKMA payable at New Delhi and addressed to Under Secretary (DKMA), ICAR, 612, 6th Floor, Krishi Anusandhan Bhawan-I, Pusa Campus, New Delhi-110012 on or before bids submission closing date i.e. 10.01.2025, 05.00 p.m. EMD will be refunded after award of contract without any interest thereon and the forfeiture of the same will be as per the rules. Bids received without

EMD will not be considered except in case of production of NSIC/MSME certificate for the relevant category. The EMD is to be valid for a period of 45 days beyond the bid validity period which is 180 days from the last date of submission of bid. Signed and scanned soft copy of the EMD instrument must be uploaded in the CPP portal along with other bid documents as prescribed in technical bid. **Only online bids shall be accepted.** Bids not received with EMD as mentioned above shall be summarily rejected.

4. The successful bidders shall have to submit Performance Security Deposit of Rs 7,50,000/- (Rupees seven lakhs fifty thousand only) in the form of Bank Draft only drawn in favour of "Project Director, Directorate of Knowledge Management in Agriculture (DKMA), Indian Council of Agricultural Research, New Delhi. The Performance Security Deposit will be kept in the ICAR-DKMA for the entire empaneled period and no interest will be paid for the period of retention in the ICAR-DKMA. Note: EMD will be refunded to bidders after obtaining Performance Security Deposit from the successful bidders within the prescribed time limit.
5. The interested firms are advised to read carefully the entire tender document before submitting their tender bids and the tender documents not received online in prescribed format and/or found incomplete in any respect shall be summarily rejected.
6. Any further clarifications can be sought from the Under Secretary, ICAR-DKMA, 612, 6th Floor, Krishi Anusandhan Bhawan-I, Pusa Campus, New Delhi-110012. Tel: 011-25843565.
7. Manual bids/documents shall not be accepted except for the original documents/instruments as mentioned in this tender document.
8. Bidders are advised to follow the 'Special Instructions to the Contractors/Bidders for the e-submission of the bids online' available through the link 'Help for Contractors' at the e-Procurement Portal <https://eprocure.gov.in/eprocure/app>.
9. Bid Opening: Bids will be opened as per date/time mentioned in the Tender Critical Date Sheet. The results of the bid and the bidder selected will be notified later on.

Submission of e-Tender (ई-निविदा प्रस्तुत करना):

- 1.1 The tender bids shall be submitted online at one stage, viz., technical bid and financial bid should be submitted together.
- 1.2 Signed and scanned copies of the documents, as required in technical bid of this tender document, are to be uploaded by the bidder.

(एलिजबेथ मिंज)
अवर सचिव, कृ.ज्ञा.प्र.नि.

Cost of Tender document: Rs. 00/-
(Technical and Financial Bid)

**TENDER DOCUMENT for
LASERTYPESETTING, GRAPHIC
DESIGNING
& OFFSET PRINTING WORK
2024**

**(लेजर टाइपसेटिंग, ग्राफिक डिजाइनिंग और ऑफसेट
प्रिंटिंग कार्य के लिए निविदा दस्तावेज 2024)**



भा.कृ.अनु.प.- कृषि ज्ञान प्रबंधन निदेशालय

ICAR-Directorate of Knowledge Management in Agriculture

कृषि अनुसन्धान भवन –I, पूसा कैंपस, नई दिल्ली -110 012

Krishi Anusandhan Bhavan – I, Pusa Campus, New Delhi-110012

website: www.icar.org.in



भारत
ICAR

भा.कृ.अनु.प.- कृषि ज्ञान प्रबंधन निदेशालय

ICAR-Directorate of Knowledge Management in Agriculture

कृषि अनुसन्धान भवन –I,

Krishi Anusandhan Bhavan – I

पूसा कैम्पस, नई दिल्ली -110 012

Pusa Campus, New Delhi-110012

F.No. DKMA/25-4/2024-GAS

Dated 19.12.2024

To

M/s

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Sir,

The ICAR-Directorate of Knowledge Management in Agriculture (DKMA), KAB-I, Pusa Campus, New Delhi has been mandated to print books, research journals, periodicals, semi technical magazines, in-house periodicals, books in different categories like monographs, technical books, reference books, technical bulletins, Undergraduate/Postgraduate Textbooks, Handbooks, Annual Reports etc. being developed by 113 Institutes and 731 KVKs.

ICAR-DKMA intends to empanel the reputed offset printers on lowest rates basis for 1 year extendable up to 3 years for the Lasertypesetting, Graphic Designing, Printing and Binding work of ICAR's various publications in different sizes as per the details below:

A. SCOPE OF WORK (कार्य का दायरा):

ICAR-DKMA prints approx. 10 text/technical books, 8 Journals/magazines (monthly and bi-monthly) and a number of other publications in English and Hindi annually.

I. Lasertypesetting work

1. Lasertypesetting work is related to the composing of Books, Journals and Magazines in latest composing and graphic softwares in Hindi & English languages for the National Agricultural Research System and its clients.
2. The Lasertypesetting work would involve typesetting, formatting, designing of scientific texts containing mathematical signs, equations and scientific terms for ICAR Journals, books, magazines, reports, monographs etc. within the defined format as decided and instructed by the council for its effective dissemination through print and e-mode in time bound manner.
3. Maintaining House Style of the ICAR publications as per stipulated format and design as per the technical inputs and editorial requirements.

II. Graphic designing work

1. Conceptualizing, designing of publicity materials, cover designs and layouts through creative infographics including brochures, folders, posters, diaries, calendars, coffee table books. Also for the cover designs of Books, Journals, Magazines etc. including layout designs for textual pages of books, Journals, Magazines etc.
2. The Designer Printer would be responsible for formulating and implementing a Creative Strategy for developing creative ideas and plans in tandem with the promotional strategy for the National Agricultural Research System and its clients.
3. The ICAR-DKMA will supply the photographs, manuscript and other material for the designing work. The firm has to supply at least three/four layout design/options in the actual size and in colour in finished dummy format for the approval of the ICAR-DKMA.
4. The Designer printer has to finalize the designing work for the printing or to supply the finalized design (if required separately other than printed version) in the following form:
 - Final Design in open file including fonts and respective linked files (PSD/TIFF/PDF/JPEG etc.) inservice bureau format of the concerned software.
 - High resolution jpeg and PDF of the finalized design.
 - Colour printout in the form of actual size finished dummy.

III. Printing work

ICAR-DKMA intends to empanel reputed offset printers for the printing and binding work of ICAR's various publications in different sizes as per the details below:

1. Printing of high quality Annual Reports, Books, Technical Bulletins, Newsletters and other similar publications - Text & Plates in B&W/Colour and Multicolored Cover through Photo Offset Process, Computer to Plate (CtP) process.
2. Printing of Journals/Magazines in A-4 size - Text in B&W/Colour and Multicolored Cover through by Photo Offset Process, Computer to Plate (CtP) process.
3. Printing/Reprinting of books and similar other jobs in various book sizes by photo offset process - Text in B&W from negatives/positives by Helio/Wipe-on/P.S plates/CtP process and Multicolored Cover & Plates from positives by P.S. Plates/Computer to Plate (CtP) process.
4. Binding and finishing of the Council's publications as per specific requirements/instructions within given time frame.

B. ESSENTIAL CRITERIA (आवश्यक मानदंड):

I. Essential criteria for empanelment of LASERTYPESETTING & GRAPHIC DESIGNING WORK (Following computers/equipment etc. MUST be under single ownership)

1. At least 4 (Four) i7/ i9 base or advanced computers system for lasertypesetting work having 2TB each storage capacity.
2. At Least 2 (Two) i7/ i9 base or advanced computers system for designing work having 2TB each storage capacity.
3. At least 5 (Five) years' experience and expertise in Lasertypesetting work in Hindi and English of Books, Journals and Magazines using latest page making and graphic designing softwares.
4. At least 5 (Five) years' experience and expertise of doing typesetting of mathematical and scientific nature of work. The firm has to submit few specimen of mathematical and scientific nature of work done in those publications having the print line of the firm.
5. Experience and expertise in graphic designing work of text & covers of Books, Journals and Magazines with specialized latest graphic designing softwares.
6. At least 5 (Five) years' experience and expertise of doing designing work. The firm has to submit few specimens of designing work done in publications having the credit line of the firm.
7. High speed Internet connectivity.
8. High speed Colour and B/W Laser Printers for proofs.
9. High End Flatbed Scanners.
10. U.P.S (Minimum 3 hrs backup facility) dedicated for lasertypesetting work.

II. Essential criteria for empanelment of PRINTING AND BINDING WORK (Following printing, binding and finishing machinery/equipment etc. MUST be under single ownership)

1. Minimum THREE C.P.C. four colour sheetfed offset machines of 20" x 30", 23" x 36", 25" x 36" or above size, one machine must be of 25" x 36" size.
2. Minimum ONE Single or double colour sheetfed offset printing machine of 23" x 36" or 25" x 36" size.
3. Computer to Plate (CtP) unit
4. Digital Printing Machine
5. High end resolution flatbed scanner and planning facilities
6. Complete processing equipment/Image setter (Optional)
7. Complete plate making unit (Optional)
8. Complete binding machinery i.e.
 - (i) Automatic folding machine
 - (ii) Lamination machine
 - (iii) Section sewing machine
 - (iv) Stitching machine
 - (v) Perfect binding machines

- (vi) Programmed cutting machine
- (vii) Shrink Packing machine.
- 9. High speed Internet connectivity
- 10. Power generator of appropriate capacity
- 11. The equipment and machinery should be under one roof.
- 12. The firm should have at least Five years' experience of producing quality publications, i.e., Books, Magazine and Journals. The firm has to submit few specimens of designing work done in publications having the credit line of the firm.
- 13. A list of clients including government departments must be furnished.
- 14. The press should have necessary Press Registration certificate.
- 15. The firm should be located in conforming area.
- 16. The firm should be having registered office in Delhi for frequent coordination of composing work of monthly/bimonthly Journals and Magazines.
- 17. Income tax return of last 5 years.
- 18. Annual Turnover should be minimum of Five crore or more for each year and copy of audited balance sheet for the last three years.

C. DOCUMENTS TO BE ATTACHED WITH THE TECHNICAL BID (तकनीकी बोली के साथ संलग्न किए जाने वाले दस्तावेज):

1. Technical bid document (ANNEXURE-I and II) duly filled, signed and stamped. The technical bid document proforma as specified by the ICAR-DKMA should only be used for filling all information/details.
Please Note Carefully: The ICAR-DKMA will not accept the proforma other than the prescribed proforma of the ICAR-DKMA.
2. Copy of the purchase order of the CPC offset Printing Machines where make of the machine, year of manufacturing is clearly specified in the purchase order of CPC Offset Printing Machines.
3. **IMPORTANT:** This is an essential document which press should attach in the technical bid document.
4. The Press/firm should be registered in India for the printing of books with the local Municipal Body/Police Commissioner, either under the Shops and Establishment Act/Factories Act/Industries and Commerce Department/Company Act or any other applicable Act duly renewed as on the date of submission of tender. (The self-attested copies of the registration should be enclosed.).
5. Audited copy of the annual turnover of last 3 year should be submitted with Technical bid.
6. Income tax return of last 5 years (certified copy is to be submitted with Technical bid).
7. Bank Draft of Rs. 5,00,000/- (Rupees five lakhs only), as Earnest Money Deposit (EMD), drawn in favour of "Project Director, ICAR-DKMA, New Delhi. However, the firm(s)/units registered with NSIC/MSME are exempted from submission of EMD as per Govt. policy. The firms/units have to submit a NSIC/MSME registration certificates with the technical bids.
8. No cutting overwriting, in scanned documents/DD to be uploaded, is allowed.

D. FINANCIAL BID (वित्तीय बोली)

1. The financial bid document (BOQ) as specified by the ICAR-DKMA should only be used for filling the rates quote.

E. PERFORMANCE SECURITY (परफॉर्मेंस बैंक गारंटी)

The successful bidders shall have to submit Performance Security Deposit of Rs 7,50,000/- (Rupees seven lakhs fifty thousand only) in the form of Bank Draft only drawn in favour of "Project Director, ICAR-Directorate of Knowledge Management in Agriculture (DKMA), Indian Council of Agricultural Research, New Delhi. The Performance Security Deposit will be kept in the ICAR-DKMA for the entire empaneled period and no interest will be paid for the period of retention in the ICAR-DKMA. Note: EMD will be refunded to bidders after obtaining Performance Security Deposit from the successful bidders within the prescribed time limit.

F. **PRINTING WORK (प्रिंटिंग कार्य)**: It encompasses Lasertypesetting, Graphic Designing and Offset Printing work.

G. **PROCESS OF EMPANELMENT OF PRINTERS (प्रिंटर्स का पैनल बनाने की प्रक्रिया)**:

1. The bidders are requested to upload their lowest quotations for the Printing job of the ICAR-DKMA Publications/Journals/Miscellaneous jobs in English and Hindi. The quoted rates shall be valid for One year in the first instance extendable up to total of 3 years on yearly basis. Once the rates are submitted and/or approved by the ICAR-DKMA, request for any increase in rates will not be considered by the ICAR-DKMA during the entire period of the contract validity.
2. The rates should be quoted strictly on the basis of 'Form of Quotations' (Annexure IV) enclosed with this letter. If the quotations are not complete in any respect or is not given item-wise as in the prescribed "Forms of Quotations" (Annexure IV) will not be considered. The 'Terms and conditions' governing the Laser Typesetting, Designing & Printing work of the ICAR-DKMA is enclosed (Annexure III) in the tender document.
3. First, Technical bids will be opened and evaluated by a duly constituted committee as per criteria laid down for empanelment in the tender document.
4. An inspection team shall visit the Printers premises for the physical inspection of available infrastructure with the press as per the detail furnished by the Printer in the enclosed proforma and criteria laid down for empanelment. The visit shall be made after opening of technical bid.
5. Printers or their representatives may attend the opening of the technical bid as scheduled. No separate communication/intimation shall be given in this regard.
6. Financial Bid of the technically qualified firms will then be opened and evaluated by a duly constituted committee.
7. A basket of rates encompasses the lowest item wise quoted rates of each item in the financial bids submitted by the bidders shall be offered to the technically qualified bidders (Annexure-V) who fulfil requirement of the ICAR-DKMA as per tender document and found suitable for the Printing of ICAR-DKMA Publications and will be empaneled for a period of one year extendable up to 3 years subject to the satisfactory performance of the empaneled firms/agencies.
8. The printer accepting the basket of rates as elaborated at Sl No. H (7) shall convey their acceptance as per the format given at Annexure-VI alongwith Performance Security Deposit and two copies of Contract agreement (as per Annexure-VII).

(एलिजबेथ मिंज)

अवर सचिव, कृ.ज्ञा.प्र.नि.

ANNEXURE-I

**Directorate of Knowledge Management in Agriculture
Indian Council of Agricultural Research, KAB-I, Pusa Campus, New Delhi-110 012**

ESSENTIAL DETAILS FOR OFFSET PRINTERS

1. Name of the firm
2. Full Address
(As per press Registration)
3. E-mail address
4. Telephone Number (s)
5. Fax No.
6. Date of establishment of the firm
7. Is your firm registered under:
 - a) The Indian Companies Act, 2013
 - b) The Indian Factories Act, 1948
 - c) Another Act. If not, who are the owners? (Please give full names)
**(Enclose registration certificate/certificate of incorporation and list of owner/partner/
Board of Directors)**
8. GST Number: _____ PAN Number: _____
9. Name and address of your Bankers, stating
the name in which the account stands
10. Whether insured against fire, Theft, and Burglary
if so, please state the amount for which insured,
the name of the insurance company and policy No.
11. Give details of equipment and manpower
of your firm/ unit in Annexure 'II' attached
12. Any other information, which you may
Consider necessary to furnish

Certified that:

1. *We have read the terms and conditions governing the lasertypesetting, Graphic Designing and Offset Printing work of the ICAR-DKMA and hereby agree to abide by them.*
2. *The information provided by us above regarding the details of equipment & Manpower is correct & any information found incorrect by the Inspection Team of ICAR-DKMA should lead to the cancellation/ rejection or removal of our firm from your panel.*

Date:

Signature _____

Stamp of the firm _____

ANNEXURE-II

DETAILS OF EQUIPMENT & MANPOWER FOR OFFSET PRINTING FIRM
(in case the space is less in the form, attach separate sheet duly signed and stamped)

A. COMPUTER SYSTEM

	Year of in Manufacturing	No. of Machines	Languages which work can be done
1. Computers (PCs or Mac)	_____	_____	_____
2. Image Setter	_____	_____	_____
3. Laser Printers:			
(i) Colour	_____	_____	_____
(ii) B/W	_____	_____	_____
4. Digital Printing Machine	_____	_____	_____
5. STAFF:			
Number of Lasertypesetting operators		_____	
Number of Proof readers		_____	

B. PROCESSING

	Name & Model/Type	Size	Number
1. Cameras	_____	_____	_____
2. Contact Box	_____	_____	_____
3. Developing equipment	_____	_____	_____
4. Scanner			
(a) Drum Scanner	_____	_____	_____
(b) Flat bed Scanner	_____	_____	_____
5. Any other equipment	_____	_____	_____
6. STAFF:			
a) Number of Camera Operators	_____		
b) Number of retouch artists	_____		
c) Any other staff	_____		

C. CtP (COMPUTER TO PLATE UNIT) STAFF

Name & Model/Type	Size
_____	_____
_____	_____

D. PASTING

1. No. of Layout Artists _____
2. Other staff, if any _____

E. PLATE MAKING

1. No. of CtP Unit _____
 2. No. of Printing Down Frames _____
 3. No. of Whirlars _____
 4. Other equipment, if any _____
- STAFF
- a) _____
 - b) _____

F. MACHINE ROOM

Details of Offset Machinery

	Name/Make of Machines	Year of Manufacturing	Size of Machines	No. of Machines	No. of Units/ Colour
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____

STAFF

- a. No. of Foreman/supervisor _____
- b. No. of Machine men _____
- c. No. of Feeder men _____
- d. No. of Helpers _____
- e. Other staff, if any _____

G. BINDING SECTION

	Name & Model	Size	No. of Machine
1.	Programmed Cutting Machine	_____	_____
2.	Three Knife Cutting Machine	_____	_____
3.	Folding Machine	_____	_____
4.	Stitching Machine	_____	_____
5.	Section Sewing Machine	_____	_____
6.	Perfect Binding Machine	_____	_____
7.	Thermal Lamination Machine	_____	_____
8.	Hand Numbering Machine	_____	_____
9.	Creasing Machine	_____	_____
10.	Perforating Machine	_____	_____
11.	U.V. Curing Machine	_____	_____
12.	Punching Machine	_____	_____
13.	Digital UV Machine	_____	_____
14.	Any other bindery equipment	_____	_____

STAFF *(Please give details of all Bindery staff)*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

B. MISCELLANEOUS EQUIPMENT _____

(Not falling under any of the previous headings)

_____	_____	_____
_____	_____	_____
_____	_____	_____

.....
.....

Signature and Stamp of the Press

Annexure III

TERMS AND CONDITIONS GOVERNING THE PRINTING WORK OF THE PUBLICATIONS OF INDIAN COUNCIL OF AGRICULTURAL RESEARCH

1. Printing work encompasses Lasertypesetting, Graphic Designing and Offset Printing work.
2. The ICAR-DKMA will supply the typed Manuscript duly marked with the style of the ICAR-DKMA for composing and supply of proofs. Alternatively, it may supply the matter in the soft form in the available software with the ICAR-DKMA along with the hard copy. In this case, the Typesetter will convert the matter in Design or any other suitable programme and do the formatting and supply the galley proofs to the ICAR-DKMA for its approval. Thereafter, the pages will be made as per the instructions of the ICAR-DKMA. In either case the Typesetter will pass the entire matter through a "Spell Check" software and will also ensure that there is no 'See Copy' in the proofs. This is very important and may please be noted with utmost care. Failure on this account can lead to the rejection of the entire job.
3. After the job is completed and the final Laser Print Outs are to be approved for further printing work.
4. Conceptualizing, designing of publicity materials, cover designs and layouts through creative infographics including brochures, folders, posters, diaries, calendars, coffee table books. Also for the cover designs of Books, Journals, Magazines etc. including layout designs for textual pages of books, Journals, Magazines etc.
5. The Designer/Printer would be responsible for formulating and implementing a Creative Strategy for developing creative ideas and plans in tandem with the promotional strategy for the National Agricultural Research System and its clients.
6. The ICAR-DKMA will supply the photographs, manuscript and other material for the designing work. The firm has to supply at least three/four layout design/options in the actual size and in colour in finished dummy format for the approval of the ICAR-DKMA.
7. The printer has to finalize the designing work for the printing or to supply the finalized design (if required separately other than printed version) in the following form:
 - Final Design in open file including fonts and respective linked files (PSD/TIFF/PDF/JPEG etc.) in service bureau format in concerned software.
 - High resolution jpeg and PDF of the finalized design.
 - Colour printout in the form of actual size finished dummy.
8. Detailed specifications may please be seen at separate Annexures attached to the tender document. If the quotations are not complete in any respect or are not given item wise as per CPP Portal (BOQ), they will not be considered.
9. The Text of the publications complete in all respects, final copy in the form of Laser Printout for printing by CTP Process or in the case of reprinting of a job, the ICAR-DKMA may also supply the complete negative/positives of the job, for printing and binding.
10. All negative/positives of the Reprinted publications will become the property of the ICAR-DKMA. As such all the negatives/positives duly arranged in sequence and interleaved with butter paper will have to be returned to the ICAR-DKMA in good condition immediately after the jobs have been reprinted and their bulk copies supplied to the ICAR-DKMA.
11. Within the time-frame, fresh date-wise Printing schedule can also be prepared if so desired by the Press. Once finalized, it will have to be adhered to strictly. Printer shall be responsible for timely delivery of work and time is the essence of the contract. The printer may be liable to penalty as further decided by the ICAR-DKMA in respect of delay in printing of journals and other ICAR publications.
12. In the event of press being not able to complete the job and leaving it unfinished in between for whatever reason, no payment whatsoever will be made to the press by the ICAR-DKMA for the part of the work done irrespective of its nature and quantum.
13. If the ICAR-DKMA feels at any time that any job is being delayed by the press for whatsoever reason, it will have the right to withdraw the same and entrust the same to any other empaneled firm/agency for urgent execution.
14. Complete ferro/ammonia proofs/laser print out or digital files of the jobs, will have to be shown to the ICAR-DKMA for its approval before undertaking the final printing. The instructions/ corrections marked by the ICAR-DKMA on the ferro/ammonia proofs/ laser print out will have to be carried out very carefully by the press without any extra cost to the ICAR-DKMA. In some cases, wherever essential another set of corrected ferro/ammonia prints will also have to be shown without any extra cost to the ICAR-DKMA.
15. The empaneled firms will be required to collect all the material, i.e. manuscripts, illustrations, transparencies/ colour prints/soft Break up etc., from the ICAR-DKMA. However, paper for the printing of ICAR books/

publications are to be utilized by the empaneled firms from their own stock strictly as per the quality specified and finalized and conveyed to the firms.

16. Failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work is liable to lead to the rejection of quotations/empanelment.
17. The Project Director, ICAR-Directorate of Knowledge Management in Agriculture (DKMA), Indian Council of Agricultural Research, New Delhi is not bound to accept the lowest quotations or any quotation or to assign any reason for rejection of any or all the quotations. PD, ICAR-DKMA also reserves the right of accepting the whole or any part of the quotations. The decision of PD, ICAR-DKMA in these matters shall be final and binding on the press.
18. The Printing arrangement with the press will be initially for a period of one year which may be extended for a period of 3 years in total on mutual consultation with firms.
19. The Printer shall typeset and finalize the Camera-ready Copy of the complete job in one installment in a clear and legible type format and style as prescribed by the ICAR-DKMA in a good and workmanlike manner (all of which the ICAR-DKMA shall be the sole judge) within the time limit as the ICAR-DKMA may deem reasonable and specify and in such quantity or quantities as may be from time-to-time ordered by the ICAR-DKMA.
20. The Printer will have to make necessary arrangement for proof reading/comparison of the first galley proofs only along with the original manuscript supplied by the ICAR-DKMA. Thus the corrected galley proofs only will have to be supplied to the ICAR-DKMA.
21. The ICAR-DKMA will supply typed manuscript duly marked with the style of the ICAR-DKMA for composing and supply of proofs. Alternatively, it may supply the matter in the form of the Soft file in the appropriate programme. In this case the Printer will do the formatting and supply the galley proofs for ICAR-DKMA's approval. Thereafter pages will be made as per the instructions of the ICAR-DKMA.
22. The Printing arrangement may be terminated at any stage of the work at the discretion of the Project Director, ICAR-Directorate of Knowledge Management in Agriculture (DKMA), Indian Council of Agricultural Research, New Delhi without assigning any reason and payment will be made for the work considered satisfactory by him. The decision of the Project Director, ICAR-Directorate of Knowledge Management in Agriculture (DKMA), Indian Council of Agricultural Research, in all these matters shall be final and binding on the press.
23. The ICAR-DKMA also reserves the right to withdraw any part of the job or the whole of it at any stage, even after acceptance of the quotations/finalization of the printing arrangement and assignment of the job without assigning any reasons thereof. The decision of the Project Director, ICAR-Directorate of Knowledge Management in Agriculture (DKMA), Indian Council of Agricultural Research, in all these matters shall be final and binding on the press.
24. The Graphic Designer shall design and deliver the digital file of the complete job as per format and style as prescribed by the ICAR-DKMA in a good and workmanlike manner (all of which the ICAR-DKMA shall be the sole judge) within the limits of time as the ICAR-DKMA may deem reasonable and specify and in such quantity or quantities as may be from time-to-time ordered by the ICAR-DKMA.
25. The work will be assigned to all the empaneled firms in the first instance as per availability of work in the ICAR-DKMA on rotational basis. In this regard, the quality of output and maintenance of timeliness by the firm will be monitored as per laid down standards of the ICAR-DKMA. In case, firm fails to comply the deadlines/guidelines issued for completing the work, an advisory will be issued to the firm at the first failure. In case the firm fails in delivering the quality and maintenance of time Schedule in his second job, the firm is liable to be removed from the panel.
26. In the case of any item of work not covered under the printing arrangement, the rates decided by the ICAR-DKMA thereof, will be final and binding on the press.
27. Submission of the quotations for these jobs would mean that bidders have agreed to abide by the terms & conditions governing the printing work of the ICAR-DKMA as given in Annexure as well as in this letter.
28. No separate contract, as such, will be drawn up, and acceptance by this Office of the quotations of the selected press will constitute a valid contract for the enforcement of the terms and conditions (Annexure-III).
29. The printer shall print, bind and deliver the work in clear and legible form in a good and workmanlike manner (all which the ICAR-DKMA shall be the sole judge) within the stipulated time as the ICAR-DKMA may deem reasonable and specify and in such quantity or quantities as instructed from time to time ordered by the ICAR-DKMA.
30. As a measure of expediency it may be decided in some cases not to call for checking and passing the proofs shall rest with the printer. It shall be advisable, therefore, for the printer to give a final reading when the forms are in the machine so as to avoid misprints. No remuneration on account of this proof reading or

extra care will, however, be admissible.

31. The printed copies shall be supplied by the printer to the ICAR-DKMA duly tied up into suitable size bundles of an equal number. Local delivery shall be made with wrapping paper or otherwise as directed by the ICAR-DKMA. No packaging and delivery charges shall be paid by ICAR-DKMA for local delivery. Outstation consignment, which cannot be sent by post, shall be dispatched by speed post Courier/transport Booking/Railway may be properly packed in gunny cloth or in packing cases, (whichever is less expensive consistent with the safety of the contents). Outstation Delivery Charges shall be paid on actuals on the basis of receipt in original.
32. As a measure of expediency it may be decided in some cases not to call for proofs for checking and approval before final design print outs are taken. In such cases the responsibility of checking and passing the design proofs shall rest with the Graphic Designer.
33. The printer shall, however, if called upon to do so full information with regard to the work in hand, and shall also permit the officer deputed by the ICAR-DKMA to inspect the printer's premises at all reasonable times and shall give assistance and information as may be required by him in connection with the work.
34. The printer shall not assign or sublet the work or any part thereof without obtaining the permission of the ICAR-DKMA. The ICAR-DKMA shall have the liberty in its discretion, to refuse such request of the printer.
35. All jobs shall be carried out by the printer with due regard to economy in paper consumption as well as in production cost without loss of clarity and efficiency. The paper spoilage and wastage shall be admissible as per the latest BIS standard guidelines.
36. The printer shall take every care to see that the work or any portion thereof does not fall into unauthorized hands. Care shall be taken to execute the work under security conditions. Burning in the presence of a responsible person of the press shall destroy all proof and trial and spare copies. The printer shall send a certificate to this effect to the ICAR-DKMA after the completion of the work.
37. Paper and materials: All papers and binding materials necessary for the work shall be arranged by the printer as per the approved specification and rate structure. Press has to furnish a certificate duly signed and stamped in respect of quality and quantity of paper used for the printing of publication.
38. After the work has been completed, the bill for the work, in triplicate, prepared on the basis of the approved rates shall be submitted by the printer to the ICAR-DKMA within the one week together with (i) Receipt/delivery voucher of the supplies made, (ii) account showing the consumption of the paper in prescribed proforma (iii) copy of specimens of the work done and (iv) any other document/documents in support of the items charged for in the bill.
39. All Film negatives/positives, proofings, soft files, etc. which have been supplied by the ICAR-DKMA or have been prepared by the Printer for the work shall be returned to the ICAR-DKMA in good condition (duly packed) after completion of the work.

PENALTY:

- a) A sum not exceeding Two percent of the composing, page-making and plate making charges/ printing and binding charges, shall be deducted by the ICAR-DKMA not exceeding Eight percent from the amount of the bill of the printer for every week's delay or part thereof for not complying with the date of delivery of the proofs/fair copies, respectively. After 28 days, the work order shall be cancelled and warning letter shall be issued. In case three such warning letters issued against a particular printer, the printer shall be blacklisted and Performance Security shall be forfeited.
- b) In the event of the printer failing to: (i) observe or perform any of the condition of the work as set out herein OR (ii) to execute the work in a good and workmanlike manner and satisfaction of and by the time fixed by the ICAR-DKMA it shall be lawful for the ICAR-DKMA in its discretion, in the former event, to remove or withheld any part of the work until such time as it may be satisfied that the printer is able to do and will duly observe the said condition and, in the events aforesaid, to make such arrangements as it may think fit for the reproduction of the work so remove or in lieu of that so rejected or removed as aforesaid on the account and at the risk and cost of the printer.
- c) Provide further, that if in either event any excess cost be incurred by the reason of the difference between the prices paid and the accepted rates (to be certified by the ICAR-DKMA whose certificate shall be final), the ICAR-DKMA may charge the amount of such excessive cost of the printer and the same may at any time be deducted from any sum or sums then due or which at any time thereafter may become due to the printer under this or any other work or may be demanded of him to be paid within fifteen days to the ICAR-DKMA.
- d) In the event of any discovery of error or defect due to the fault of printer at any time after the delivery of

the copies ordered, the printer shall be bound, if called upon to do so, rectify such error or defect at his own cost to the satisfaction of and within the time fixed by the ICAR-DKMA. In the event of the delivery of any defective work, which owing to urgent or for any other reason cannot be wholly rejected the ICAR-DKMA shall have the power to deduct from any payment due to the printer such as it may deem expedient not exceeding 10% of the value of the particular portion or portions adjudged to be defective.

- e) In the event of a work-wholly rejected, the ICAR-DKMA may at its own discretion either:
- (i) Permit the printer to redo the same within such time as the ICAR-DKMA may specify at Printer's own cost which shall include the cost of paper and other materials.

OR

- (ii) Arrange to get the work done elsewhere and by any other person or from any other source than the printer, in which case the amount of extra cost, if any, shall be recovered by the ICAR-DKMA from the printer in the manner provided in sub-clause (b) of this clause.

- f) In events of local strikeout/closure of press on account of liquidation, combination of workmen, fire, accidents or circumstances beyond the control of the Printer causing stoppage of the work, the delivery or completion of the work, may be suspended without penalty and the ICAR-DKMA shall have the power during such stoppage to get the work done elsewhere, without any charge to the Printer. The later shall afford every facility for the removal and use of work elsewhere of such standing type and materials as may be necessary for the completion of the work.

40. **Precautionary Measures:** The Printer shall take every care to see that the work or any portion thereof does not fall into unauthorized hands. Care shall be taken to execute the work under security conditions. All proofs and trial and spare copies shall be destroyed by burning in the presence of a responsible person of the press. A certificate to this effect shall be sent by the Printer to the ICAR-DKMA after the completion of the work.
41. The Printer shall not assign or sublet the work or any part thereof without having first obtained the permission in writing of the ICAR-DKMA. The ICAR-DKMA shall be at liberty in its discretion, to refuse such request of the Printer.
42. In the event of the Printer having adjudged insolvent or having a receiving order or other order under the Insolvency Act and in the case of a Company, of the passing of any resolution or making of any order for winding up, neither voluntary nor otherwise, the ICAR-DKMA shall have the power to cancel the work without previous notice.
43. In the event of lockout/closure of a press on account of liquidation, strike, fire accident, or any other circumstances the ICAR-DKMA reserves the right to withdraw the job, at whatever stage it be, without any obligation of payment or reimbursing expenditure in respect of work done (including films/soft files/plates/formes made) and also to withdraw/take possession of the manuscript, photographs, illustrations etc. supplied earlier in connection with the printing of the job.
44. The printing quality and adhering to the deadlines is the sole criteria for allocation of work to the printer, however, the work will be assigned to all the empaneled firms in the first instance as per availability of work in the ICAR-DKMA. In this regard, the quality of output and maintenance of timeliness by the firm will be monitored as per laid down standards of the ICAR-DKMA. In case, firm fails to comply the deadlines/guidelines issued for completing the work, an advisory will be issued to the firm at the first failure. In case the firm fails in delivering the quality and maintenance of Time Schedule in his second job, the firm is liable to be removed from the panel and work shall be got done through other empaneled firm without any obligation towards payment or reimbursing expenditure in respect of work done.
45. In the event of making a supply of the printed copies short of the actual number of copies ordered, the ICAR-DKMA will deduct the sale price of the copies supplied short from their respective bills.
46. The ICAR-DKMA reserves the right to entrust the work to other printers on the basis of the lowest quotations accepted by the ICAR-DKMA.
47. In the event of the Printer failing to comply with any of the conditions specified herein or in the offer document or in the form of specifications of different jobs, the ICAR-DKMA shall have the power to cancel the work without previous notice or assigning any reason therefor.
48. The variety of Printing paper and cards is used for printing of publications, accordingly the firm has to quote the rates at CPP Portal BOQ for different brands of paper. The lowest rates of paper/ card will be offered to all the empaneled firms/agencies. These rates shall be operational throughout the validity of empanelment. The Paper spoilage & wastage for all the ICAR-DKMA Publications will be governed by the latest BIS Standard Guidelines.

49. **Force Majeure**

- a. **Definition:** For the purposes of this Contract, "*Force Majeure*" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable and not brought about by or at the instance of the Party claiming to be affected by such events and which has caused the non-performance or delay in performance, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstance and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other extreme adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies.
 - b. *Force Majeure* shall not include (i) any event which is caused by the negligence or intentional action of a Party or by or of such Party's employees, nor (ii) any event which a diligent Party could reasonably have been expected both to take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations hereunder.
 - c. **No breach of Contract:** The failure of a Party to fulfil any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of *Force Majeure*, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.
 - d. **Measures to be taken:** A Party affected by an event of *Force Majeure* shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of *Force Majeure*.
 - e. A Party affected by an event of *Force Majeure* shall notify the other Party of such event as soon as possible, and in any case not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.
 - f. Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of *Force Majeure*.
50. In the event of any dispute/s arising between the parties hereto, it shall be the endeavor of all parties to first make attempts to resolve the dispute amicably by mutual discussion and deliberation, failing which the dispute shall be referred to Arbitration. The Arbitration shall be conducted as per the provisions of the Arbitration and Conciliation Act, 1996. The Arbitral Tribunal shall consist of a Sole Arbitrator, to be appointed by the Secretary (DARE) and Director General, ICAR. The Jurisdiction of Arbitration shall be Delhi. The language of Arbitration shall be English. The decision of the Project Director, ICAR-DKMA shall be final and binding on all parties regarding any aspect of the contract."

(एलिजबेथ मिंज)
अवर सचिव, कृ.ज्ञा.प्र.नि.

Annexure – IV

FINANCIAL BID

Form of Quotations

(Important: please quote all the rates inclusive of all taxes)

LASERTYPESETTING			
Item Number	Item Description	Unit of Measure	Rate
A	Rates for Lasertypesetting in English in case the Manuscript (hard copy) is provided by the ICAR-DKMA for composing Rates 600 D.P.I (English)		
1	TEXT MATTER		
1.1	8pt./9pt. text with 2 pt. interline space	Rate per sq. cm	
1.2	10 pt./11pt. text with 2 pt. interline space	Rate per sq. cm	
1.3	12 pt./13pt. text with 2 pt. interline space	Rate per sq. cm	
1.4	14 pt. text and above	Rate per sq. cm	
2	TABULAR MATTER		
2.1	8pt./9pt. text with 2 pt. interline space	Rate per sq. cm	
2.2	10 pt./11pt. text with 2 pt. interline space	Rate per sq. cm	
2.3	12 pt./13pt. text with 2 pt. interline space	Rate per sq. cm	
2.4	14 pt. text and above	Rate per sq. cm	
B.	Rates for Lasertypesetting in Hindi in case the Manuscript (hard copy) is provided by the ICAR-DKMA for composing 600 D.P.I (Hindi)		
3	TEXT MATTER		
3.1	10pt./11pt. text with 3 pt. interline space	Rate per sq. cm	
3.2	12 pt./13pt. text with 3 pt. interline space	Rate per sq. cm	
3.3	14 pt./15pt. text with 3 pt. interline space	Rate per sq. cm	
3.4	16 pt. text and above	Rate per sq. cm	
4	TABULAR MATTER		
4.1	10pt./11pt. text with 3 pt. interline space	Rate per sq. cm	
4.2	12 pt./13pt. text with 3 pt. interline space	Rate per sq. cm	
4.3	14 pt./15pt. text with 3 pt. interline space	Rate per sq. cm	
4.4	16 pt. text and above	Rate per sq. cm	
C.	Rates for Lasertypesetting in English in case the Soft Copy of Manuscript is provided by the ICAR-DKMA for composing along with hard copy 600 D.P.I (English)		
5	TEXT MATTER		
5.1	8pt./9pt. text with 2 pt. interline space	Rate per sq. cm	
5.2	10 pt./11pt. text with 2 pt. interline space	Rate per sq. cm	
5.3	12 pt./13pt. text with 2 pt. interline space	Rate per sq. cm	
5.4	14 pt. text and above	Rate per sq. cm	
6	TABULAR MATTER		
6.1	8pt./9pt. text with 2 pt. interline space	Rate per sq. cm	
6.2	10 pt./11pt. text with 2 pt. interline space	Rate per sq. cm	
6.3	12 pt./13pt. text with 2 pt. interline space	Rate per sq. cm	
6.4	14 pt. text and above	Rate per sq. cm	
D.	Rates for Lasertypesetting in Hindi in case the Soft Copy of Manuscript is provided by the ICAR-DKMA for composing along with hard copy 600 D.P.I (Hindi)		
7	TEXT MATTER		
7.1	10pt./11pt. text with 3 pt. interline space	Rate per sq. cm	

7.2	12 pt./13pt. text with 3 pt. interline space	Rate per sq. cm	
7.3	14 pt./15pt. text with 3 pt. interline space	Rate per sq. cm	
7.4	16 pt. text and above	Rate per sq. cm	
8	TABULAR MATTER		
8.1	10pt./11pt. text with 3 pt. interline space	Rate per sq. cm	
8.2	12 pt./13pt. text with 3 pt. interline space	Rate per sq. cm	
8.3	14 pt./15pt. text with 3 pt. interline space	Rate per sq. cm	
8.4	16 pt. text and above	Rate per sq. cm	
9	RATE FOR DIFFERENT ITEMS		
9.1	Composing of Mathematical/Scientific Equations/Symbols/Reactions/Structural Formulas etc. (In any pt size of the English/Hindi Text)	Rate per 300 Sq. cm.	
9.2	Scanning of colour/grayscale/b&w photographs/ illustrations on Flatbed Scanner	Rate per picture	
9.3	Making/improvement of multicolour/grayscale/ b&w Image/Halftones/flow chart/ bar chart/pie chart/histortam/line drawing/schematic diagrams/illustrations etc.	Rate per picture	
9.4	Planning of pages (Inserting line illustrations, colour scanned pictures, charts maps in colour, duotone including reversing/vigenetting of matter/design and inserting the desire colour shade/text matter/creating special effects/colouring of text as per the instructions of the ICAR-DKMA) upto A-4 size.	Rate per Page	
9.5	Rate for additional Print Outs in B/W (upto A-4 size) (The rates inclusive additional of corrections beyond 3 stages of corrections as decided by the ICAR-DKMA. The printouts on the smooth quality opaque paper of at least 80 GSM Paper in a minimum of 600 DPI)	Rate per Page	

GRAPHIC DESIGNING

Item Number	Item Description	Unit of Measure	Rate
1	Rates for finished design for :		
1.1	Cover (up to A-4 Size)	Nos.	
1.2	Folders (up to A-4 Size)	Nos.	
1.3.1	i) Single Fold Folder	Nos.	
1.3.2	ii) Two Fold Folder	Nos.	
1.3.3	iii) Three Fold Folder	Nos.	
1.4	Flier (up to A-4 Size)	Nos.	
1.5	Posters (up to 25"X36" Size)	Nos.	
1.6	Brochure (up to A-4 Size) upto 16 pages brochure	Nos.	
1.7	Rates for finished design for :		
1.7.1	Calenders upto A3 Size	Rates per Page	
1.7.2	Coffee Table Books upto A3 Size	Rates per Page	
1.7.3	Logo	Nos.	
1.8	Rate for Print Outs (B/W)		
1.8.1	i) Rate per page/side of A-4 size	Rates per Page	
1.8.2	ii) Rate per page/side of A-3 size	Rates per Page	
1.9	Rate for Print Outs (Colour)		
1.9.1	i) Rate per page/side of A-4 size	Rates per Page	
1.9.2	ii) Rate per page/side of A-3 size	Rates per Page	

PRINTING			
Item Number	Item Description	Unit of Measure	Rate
1	Scanning		
1.1	Scanning from Art Work/Bromide/TP's (B/W)	per sq. inch	
1.2	Scanning from Art Work/Bromide/TP's (Four Colour)	per sq. inch	
1.3	Output from Image Setter from CD/Pen drive etc.	per sq. inch	
2	PROCESSING: (for text & line drawings)		
2.1	Negatives making	per sq. inch	
2.2	Positives making	per sq. inch	
3	PLATEMAKING: (Rate in Rs. Per plate) In sizes: 23"x36"/26"x34"/20"x30"/20"x26"		
3.1	Surface Plates	Rate in Rs. Per plate	
3.2	P.S. Plates	Rate in Rs. Per plate	
3.3	CTP Plates	Rate in Rs. Per plate	
3.4	PLATEMAKING: (Rate in Rs. Per plate) In sizes: 18"x23"/17"x26"/15"x20"/13"x20"/Cover		
3.5	Surface Plates	Rate in Rs. Per plate	
3.6	P.S. Plates	Rate in Rs. Per plate	
3.7	CTP Plates	Rate in Rs. Per plate	
4	PRINTING:		
4.1	Single Colour (B/W), 2 Colour, 3 Colour (Rate in Rs. per colour upto 500 copies)		
4.1.1	For sizes 23"x36"/26"x34"/20"x30"/20"x26" (Upto 500 copies)	Rate in Rs. per colour	
4.1.2	For sizes 18"x23"/17"x26"/15"x20"/13"x20"(Upto 500 copies)	Rate in Rs. per colour	
4.1.3	For sizes 11.5"x18"/13"x17"/10"x15"/10"x13"(Upto 500 copies)	Rate in Rs. per colour	
4.1.4	Cover of all sizes (including inside cover) (Upto 500 copies)	Rate in Rs. per colour	
4.2	FOUR COLOUR (Rate in Rs. per colour upto 500 copies)		
4.2.1	For sizes 23"x36"/26"x34"/20"x30"/20"x26" (Upto 500 copies)	Rate in Rs. per colour	
4.2.2	For sizes 18"x23"/17"x26"/15"x20"/13"x20"(Upto 500 copies)	Rate in Rs. per colour	
4.2.3	For sizes 11.5"x18"/13"x17"/10"x15"/10"x13"(Upto 500 copies)	Rate in Rs. per colour	
4.2.4	Cover of all sizes (including inside cover) (Upto 500 copies)	Rate in Rs. per colour	
4.3	Single Colour (B/W), 2 Colour, 3 Colour (Rate in Rs. per colour From 501 copies to 1000 copies) Only these rates will be payable for all print-orders between 501 copies to 1000 copies		
4.3.1	For sizes 23"x36"/26"x34"/20"x30"/20"x26" (From 501 copies to 1000 copies)	Rate in Rs. per colour	
4.3.2	For sizes 18"x23"/17"x26"/15"x20"/13"x20"(From 501 copies to 1000 copies)	Rate in Rs. per colour	
4.3.3	For sizes 11.5"x18"/13"x17"/10"x15"/10"x13"(From 501 copies to 1000 copies)	Rate in Rs. per colour	
4.3.4	Cover of all sizes (including inside cover) (From 501 copies to 1000 copies)	Rate in Rs. per colour	
4.4	FOUR COLOUR (Rate in Rs. per colour From 501 copies to 1000 copies) Only these rates will be payable for all print-orders between 501 copies to 1000 copies		
4.4.1	For sizes 23"x36"/26"x34"/20"x30"/20"x26" (From 501 copies to 1000 copies)	Rate in Rs. per colour	
4.4.2	For sizes 18"x23"/17"x26"/15"x20"/13"x20"(From 501 copies to 1000 copies)	Rate in Rs. per colour	
4.4.3	For sizes 11.5"x18"/13"x17"/10"x15"/10"x13" (From 501 copies to 1000 copies)	Rate in Rs. per colour	

4.4.4	Cover of all sizes (including inside cover) (From 501 copies to 1000 copies)	Rate in Rs. per colour	
4.5	Single Colour (B/W), 2 Colour, 3 Colour (Rate in Rs. per colour) Additional Per 1000 copies upto 10,000 copies		
4.5.1	For sizes 23''X36''/26''X34''/20''X30''/20''X26'' (Additional Per 1000 copies upto 10,000)	Rate in Rs. per colour	
4.5.2	For sizes 18''x23''/17''x26''/15''x20''/13''x20'' (Additional Per 1000 copies upto 10,000)	Rate in Rs. per colour	
4.5.3	For sizes 11.5''x18''/13''x17''/10''x15''/10''x13''(Additional Per 1000 copies upto 10,000)	Rate in Rs. per colour	
4.5.4	Cover of all sizes (including inside cover) (Additional Per 1000 copies upto 10,000)	Rate in Rs. per colour	
4.6	FOUR COLOUR (Rate in Rs. per colour) Additional Per 1000 copies upto 10,000 copies		
4.6.1	For sizes 23''X36''/26''X34''/20''X30''/20''X26'' (Additional Per 1000 copies upto 10,000)	Rate in Rs. per colour	
4.6.2	For sizes 18''x23''/17''x26''/15''x20''/13''x20'' (Additional Per 1000 copies upto 10,000)	Rate in Rs. per colour	
4.6.3	For sizes 11.5''x18''/13''x17''/10''x15''/10''x13'' (Additional Per 1000 copies upto 10,000)	Rate in Rs. per colour	
4.6.4	Cover of all sizes (including inside cover) (Additional Per 1000 copies upto 10,000)	Rate in Rs. per colour	
5	THERMAL LAMINATION		
5.1	Gloss	per sq.inch	
5.2	Matt	per sq.inch	
5.3	UV (Spot Lamination) (per impression per side upto 20 sq.inch)	per sq.inch	
5.4	Digital UV Embossing (Pro-rata) (Creating different effects/pattern 3D embossing/leafing digitally)	per page upto A4 Size	
6	BINDING (Pro-rata:		
6.1	Quote one rate for following 3 Sizes: (I) Crown Octavo, 20''X30''/16vo (4.75''x7'') (II) Demy Octavo, 23''x36''/16vo (5.5''x8.8'') (iii) A5, 26''x34''/16vo (6''x8'')		
6.1.1	1. Centre Stitching: (Rate in Rs. Per 1000 copies)		
6.1.1 (a)	a. 16 pages forme (folding/gathering)	Rate Per 1000 copies	
6.1.1 (b)	b. 8/4 pages forme	Rate Per 1000 copies	
6.1.1 (C)	c. Cover Creasing & Stitching	Rate Per 1000 copies	
6.1.2	2. Section Sewing: (Rate in Rs. Per 1000 copies)		
6.1.2(a)	a. 16 pages form (folding/gathering/sewing)	Rate Per 1000 copies	
6.1.2(b)	b. 8/4/2 pages forme	Rate Per 1000 copies	
6.1.2(c)	c. Pasting of Cover on perfect binding machine	Rate Per 1000 copies	
6.1.3	3. Perfect Binding: (including folding/gathering)		
6.1.3(a)	a. Rates per copy upto 100 pages (in Rs.)	Rate Per 1000 copies	
6.1.3(b)	b. Rates per copy per additional 16 /8/4 page form	Rate Per 1000 copies	
6.1.4	Hard Bound (Rate in Rs. Per copy) (binding the section sewn formes in boards through pasting of end-leaves to inner side of the boards and head & tail band pasted at the spine)		
6.1.4(a)	Case making with Cloth	per copy	
6.1.2(b)	Case making without Cloth	per copy	

6.2	Quote one rate for following 3 Sizes: (I) Crown Quarto, 20"X30"/8vo (7.25"x9.5") (II) Royal Octavo, 20"x26"/8vo (6.25"x9.5") (iii) A-4, 25"x36"/8vo (8.25"x11.75")		
6.2.1	1. Centre Stitching: (Rate in Rs. Per 1000 copies)		
6.2.1 (a)	a. 16 pages forme (folding/gathering)	Rate Per 1000 copies	
6.2.1 (b)	b. 8/4 pages forme	Rate Per 1000 copies	
6.2.1 (C)	c. Cover Creasing & Stitching	Rate Per 1000 copies	
6.2.2	2. Section Sewing: (Rate in Rs. Per 1000 copies)		
6.2.2(a)	a. 16 pages form (folding/gathering/sewing)	Rate Per 1000 copies	
6.2.2(b)	b. 8/4/2 pages forme	Rate Per 1000 copies	
6.2.2(c)	c. Pasting of Cover on perfect binding machine	Rate Per 1000 copies	
6.2.3	3. Perfect Binding: (including folding/gathering)		
6.2.3(a)	a. Rates per copy upto 100 pages (in Rs.)	Rate Per 1000 copies	
6.2.3(b)	b. Rates per copy per additional 16 /8/4 page form	Rate Per 1000 copies	
6.2.4	Hard Bound (Rate in Rs. Per copy) (binding the section sewn formes in boards through pasting of end-leaves to inner side of the boards and head & tail band pasted at the spine)		
6.2.4(a)	Case making with Cloth	per copy	
6.2.3(b)	Case making without Cloth	per copy	
7	Printing through Screen Printing Process with Paper		
7.1	Letterhead (upto A4 size)	per100 copies /colour	
7.2	Visiting Card	per100 copies /colour	
7.3	Envelops upto 6"x9" size	per100 copies /colour	
7.4	Invitation Card upto 6"x9" size	per100 copies /colour	
8	Printing through Digital printing machine with paper		
8.1	Letterhead upto A-4 size	per100 copies /colour	
8.2	Visiting Cards	per100 copies /colour	
8.3	Envelops upto 6"x9" size	per100 copies /colour	
8.4	Invitation Card upto 6"x9" size	per100 copies /colour	
9	Digital Printing Service		
9.1	Digital Printing Service (B/W) with paper including wastage		
9.2	B&W Printing (80 GSM Super Printing Paper) Demy Octavo (23"×36/16mo)	per page	
9.3	B&W Printing (80 GSM Super Printing Paper) Royal Octavo (20"×26/8vo)	per page	
9.4	B&W Printing (80 GSM Super Printing Paper) Crown Quarto (20"×30"/8vo)	per page	
9.5	B&W Printing (80 GSM Super Printing Paper) A-4/Demy Quarto (25"×36"/8vo)	per page	
9.6	Digital Printing Service (Colour) with paper including wastage		
9.7	Colour Printing (100 GSM Art Paper) Demy Octavo (23"×36/16mo)	per page	
9.8	Colour Printing (100 GSM Art Paper) Royal Octavo (20"×26/8vo)	per page	
9.9	Colour Printing (100 GSM Art Paper) Crown Quarto (20"×30"/8vo)	per page	
9.10	Colour Printing (100 GSM Art Paper) A-4/Demy Quarto (25"×36"/8vo)	per page	
9.11	Paperback binding including 4 color cover page printing/paper & lamination upto A4 size (upto 200 pages)	per copy	
9.12	For next form of 8-page	per forme	
9.13	Hard binding including a jacket with lamination, paper & sirhaza upto A4 size (upto 200 pages)	per copy	

9.14	For next form of 8-page	per forme	
10	Leaf/Foil Printing		
10.1	Die Making (Male & Female die)	Per sq cm	
10.2	Printing (Colour: Gold, Silver, Bronze, Chrome or any other colour specified (halftone/solid)	per100 copies /colour	
11	Other binding operations		
11.1	Manual Numbering (Pro-rata)	per 1000 copies	
11.2	Perforation (Pro-rata)	per 1000 copies	
11.3	Eyleting (Pro-rata)	per 1000 copies	
11.4	Cutting, Creasing (Pro-rata)	per 1000 copies	
11.5	Scoring (Pro-rata)	per 1000 copies	
11.6	Gumming (Pro-rata)	per 1000 copies	
12	Paper Basic Requirements		
12.1	Maplitho Printing Paper	Rates per kg	
12.2	White Super Printing Paper	Rates per kg	
12.3	Art Paper (Glossy/Mat finish)	Rates per kg	
12.4	Art Card (Glossy/Mat finish)	Rates per kg	
12.5	High Bulk Paper (White/Natural shade)	Rates per kg	
12.6	Plastic Coated Paper	Rates per kg	
12.7	Azure Laid Ledger Paper	Rates per kg	
12.8	Parchment Paper	Rates per kg	
12.9	D.O. Paper	Rates per kg	
12.10	Coloured Paper	Rates per kg	
12.11	Hand Made Paper/card	Rates per kg	
12.12	Re-cycled (off white/yellowish shade) chlorine free Paper	Rates per kg	
12.13	Specialized Papers: Irish Paper, Renro, Monc Blanc etc.	Rates per kg	

FORMAT OF LETTER OFFERING SCHEDULE OF RATES BY ICAR - DKMA, NEW DELHI TO THE PRINTERS

To

M/s _____,
_____,
_____.

Dear Sir/Madam,

In response to your application for enlistment on the approved panel of the printers of ICAR - Directorate of Knowledge Management in Agriculture, Krishi Anusandhan Bhawan -I, Pusa Campus, New Delhi, you are advised to complete the following requirements:

1. Confirm your unconditional acceptance after studying the schedule of rates for printing with paper on unit cost basis. Two copies of the schedule of rates are enclosed. One copy may be returned to us duly signed and stamped along with your letter as per the format given in Annexure VI.
2. Submit a Performance Security Deposit of Rs 7,50,000/- (Rupees seven lakhs fifty thousand only) in the form of Bank Draft only drawn in favour of "Project Director, ICAR-Directorate of Knowledge Management in Agriculture (DKMA), Indian Council of Agricultural Research, New Delhi. The Performance Security Deposit will be kept in the ICAR-DKMA for the entire empaneled period and no interest will be paid for the period of retention in the ICAR-DKMA.
3. Two copies of the agreement form as per the format given in Annexure-VII on non-judicial stamp paper duly signed and return it to us. One copy of this agreement will be returned to you after counter-signatures by the Competent Authority of ICAR-DKMA.

Yours faithfully,

(Elizabeth Minz)
Under Secretary, ICAR-DKMA

(On Press/firm letterhead)

FORMAT OF LETTER CONFIRMING ACCEPTANCE OF LI RATES OFFERED BY ICAR-DKMA, NEW DELHI

To

The Project Director,
ICAR-DKMA,
KAB-I, Pusa Campus, New Delhi 110012

Ref: ICAR-DKMA's letter no _____ dated _____

Sir/Madam,

1. I/We hereby confirm our unconditional acceptance of the schedule of rates offered by ICAR-DKMA in the letter cited above, in token of our acceptance, we return herewith a copy of the rates duly signed and stamped.
2. We have paid a Security Deposit of Rs. _____/- through Bank Draft vide Ref. No. dated _____ (enclosed).
3. I/We accept that the Security Deposit of _____/- (Rupees _____ only) shall remain with ICAR-DKMA till our press exists on the panel of printers of ICAR-DKMA's office at New Delhi. No interest on the Security Money shall be claimed by me/us or my/our successor or nominee at any point of time,
4. I/We have signed the Contract Agreement (Annexure-VII) after fully understanding and accepting the terms and conditions of the Contract. Both copies of the agreement are enclosed for counter-signature on behalf of the ICAR-DKMA,
5. I/we agree to the conditions that in case if our press is found blacklisted in any of the Government organizations, ICAR-DKMA apart from forfeit of security deposit shall take necessary action against our press/firm for submitting a false declaration.

Yours faithfully,

Signature of the Authorized Signatory
with stamp

ON NON JUDICIAL STAMP PAPER

Empanelment of Printers for Printing of ICAR's publications

Agreement No. _____

MEMORANDUM OF AGREEMENT made in Delhi this _____ day of _____

Two Thousand and _____ between _____

(hereinafter called the PRINTER, which expression shall, where the context so admits, include its legal representatives, successors, and assigns) of the one part and the ICAR-DKMA, which expression shall, where the context so admits, include its successors and assigns of the other part.

WHEREAS the PRINTER desires to get itself registered with the ICAR-DKMA for printing work as per the terms and conditions contained in the tender document.

It is hereby agreed by and between the parties:

Printer's signature

Signature on behalf of ICAR-DKMA

Stamp

Stamp