



**कृषिरत महिला अनुसंधान निदेशालय**  
**DIRECTORATE OF RESEARCH ON WOMEN IN AGRICULTURE**  
(भारतीय कृषि अनुसंधान परिषद) (Indian Council of Agricultural Research)

Opposite Kalinga Studio, Post-Baramunda  
Bhubaneswar – 751 003, Odisha, INDIA  
Phone: +91-674-2386220, Fax: +91-674-2386242  
e-mail: [nrcwa@nic.in](mailto:nrcwa@nic.in) ,  
Website: <http://www.drwa.org.in>

F.No. IV-17011/02/12-Admn

Dated: October 16, 2012

To

M/s

**Sub: Rate Contract for Printing & supply of DRWA Publications [DRWA, AICRP (HS), and other projects]- reg.,**

Sir,

Quotations are invited from reputed printers for printing of various publications of DRWA including publications of AICRP on Home Science, and other projects as per the details given herewith / published on our website <http://www.drwa.org.in>. The item wise quotes be given for total cost including all charges like transportation/proof/sales tax/VAT/Service tax etc.

Interested agencies may download the same and submit their rates as per the terms and conditions at the following address:

**The Director,**  
Directorate of Research on Women in Agriculture,  
Bharatpur Square, Baramunda Post,  
Bhubaneswar 751 003 (Orissa) India.  
**Website: [drwa.org.in](http://www.drwa.org.in)**

1. **The last date for receipt of sealed quotations : November 8, 2012 :: 02:30 p.m.**
2. **The date and time of opening the quotations : November 8, 2012 :: 03:00 p.m.**

Yours faithfully,

**Administrative Officer**



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**Subject: Empanelment of Printing Agency**

Directorate of Research on Women in Agriculture, Bhubaneswar, intend to empanel the reputed Offset Printers and Laser typesetters for the printing and laser typesetting of high quality Books, Journals, Reports, Newsletters, Proceedings and other similar high quality publications in Demy Quarto, Royal octavo, Crown quarto size from Positives by P.S. Plates or through CtP (Computer to Plate ) process.

**You are requested to furnish the technical bid in enclosed proforma.** An inspection team would visit the firms for the physical inspection of available infrastructure with the press as furnished in the enclosed proforma. Those bidders who fulfill our requirement and found suitable for the Printing of Publications will be empanelled.

**The Financial Bid is also to be submitted along with the Technical Bid in two separate sealed envelop, i.e. for Technical and another for Financial Bid clearly specifying the Technical Bid and Financial Bid on the envelope.**

The terms and condition of the contract for printing are as under:

1. The press/firm will either be provided with Camera ready composed and made up pages of Text of the publications complete in all respects, in the form of Laser Printout or digital copy in FLOPPY/CD for processing (negative/positive making) and printing.
2. The laser typesetter shall compose the galley/ pages as per the specifications, style and layout prescribed by the Institute and supply the proofs accordingly in the time frame manner at every stage of proofs.
3. Laser typesetting work will generally include the following stages:
  1. **STAGE I** Supply of first Galley proofs **in duplicate sets** after passing them through a "Spell Check" software and ensuring that there is no 'See Copy' in the proofs.
  2. **STAGE II** Supply of corrected and formatted proofs in the format prescribed by the Institute.
  3. **STAGE III** Supply of final Laser Print from the original tr cartridge on smooth quality opaque paper (at least 80 GSM PAPER) in a minimum of 600 DPI, in the format prescribed by the Institute.
4. The Typesetter shall have to redo such of the pages where mistakes marked by the Institute have escaped corrections without any obligation to the Institute.
5. Cutting and pasting of any matter/correction is not permissible
6. If the Institute 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 press for urgent execution.

7. Complete ferro/ammonia proofs/colour ferro laser print out of the jobs, will have to be shown to the Institute for its approval before undertaking the final printing. The instructions/corrections marked by the Institute 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 Institute.
8. The selected press will be required to collect all the material, i.e. composed pages, illustrations, transparencies/colour prints etc., from the Institute Office.
9. The Director, Directorate of Research on Women in Agriculture is not bound to accept the lowest quotations or any quotation or to assign any reason for rejection of any or all the quotations. She also reserves to herself the right of accepting the whole or any part of the quotations. Her decision in these matters shall be final and binding on the press.
10. The Institute also reserves the right to offer the lowest rates received from any press and accepted by it to any of the other press or presses to enter into parallel printing arrangement, if so decides whatever the reason be.
11. In the case of any item of work not covered under the printing arrangement, the rates decided by the Institute thereof, will be final and binding on the press.
12. The printing arrangement will be made for a period of two years and the same may be extended on the existing rates, terms and conditions etc. for such a period as the Institute may decide in consultation with the press.
13. The bidder will have to submit an Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees ten thousand only) by B.G./Demand Draft in the name of "ICAR UNIT-DRWA" Payable at SBI P.D. Market, Bhubaneswar in the envelope along with the pre-qualification bid. The Earnest money of unsuccessful tenderers will be refunded. The Earnest Money of the successful bidder will be refunded on submission of performance bank guarantee as mentioned below.
14. A performance Bank Guarantee (BG) of Rs. 50,000/- (Rupees fifty thousand only) will have to be deposited with DRWA at the time of signing the agreement. The bank guarantee should be valid for a period of 27 (twenty seven) months from the date of signing the agreement. In case agency terminates the contract without any valid reason, the bank guarantee shall be encashed by DRWA. In case of unsatisfactory performance despite advice to improve the same, DRWA reserves the right to encash the Bank Guarantee. The encashment will be over and above the imposition of penalty for poor quality work.
15. The pre-qualification envelopes will be opened in the presence of the bidders or persons authorized in writing on **November 8, 2012:: 03:00 p.m.** at (venue) Conference Hall, DRWA, Bhubaneswar.
16. The successful bidder will have to sign an agreement with DRWA within 7 days of receipt of acceptance of tender failing which the contract will stand withdrawn.
17. DRWA reserves the right to cancel any or all bids without assigning any reason or to accept any bid in part or full.
18. The tender should be valid for a period of Two years/ contract period.
19. In case of any dispute, the same will be resolved within Bhubaneswar jurisdiction only.
20. **DRWA RESERVES THE RIGHT TO TERMINATE THE CONTRACT BY GIVING 45 DAYS NOTICE.**

21. The tender should be submitted by **November 8 , 2012 :: 02:30 p.m.**
22. **THE ENVELOPES CONTAINING THE BID SHOULD BE DEPOSITED AT THE ADMINISTRATION SECTION- ROOM NO. 103, DRWA, OPP. KALINGA STUDIO, BARAMUNDA, BHUBANESWAR.**
23. The financial bids will be opened after short-listing the qualifying agencies in the presence of the bidders or their authorized representative, the date of which shall be informed to short listed agencies.
24. The Envelopes containing Quotations are send to be addressed to:

**The Director,**

Directorate of Research on Women in Agriculture,  
Bharatpur Square, Baramunda Post,  
Bhubaneswar 751 003 (Orissa) India.

**E-mail: [dir@drwa.org.in](mailto:dir@drwa.org.in)**

**Website: [drwa.org.in](http://drwa.org.in)**

25. All the tenders received will be considered on the basis of the following criteria:
  - a. C.P.C. four colour offset machine of 19" x 25" size
  - b. four colour offset machine of 19" x 25" size
  - c. single colour offset printing machine of 23" x 36" size
  - d. Computer to Plate (CtP) unit
  - e. Scanning and planning facilities
  - f. Complete processing equipment.
  - g. Complete plate making unit
  - h. Complete binding machinery i.e.
  - i. Automatic folding machine
  - j. Section sewing machine
  - k. Perfect binding machine
  - l. Automatic cutting machine
  - m. High speed E-Mail/Internet connectivity
  - n. Power generator of 50 K.V.A
  - o. Three Pentium base computers (P-4)
  - p. with CD and DVD Writer
  - q. High speed E-Mail/Internet connectivity
  - r. 1200 DPI B/W Laser Printer
  - s. Colour printer
  - t. High Quality Flatbed Scanner
  - u. U.P.S (Minimum 3 hrs. backup facility)
  - v. Facilities for the staff of DRWA to work with in case of urgent nature of work
  - w. Experience in the field

**Yours faithfully,**

**Administrative Officer  
for DIRECTOR**

**TENDER FOR ANNUAL RATE CONTRACT FOR PRINTING WORKS FOR  
DIRECTORATE OF RESEARCH ON WOMEN IN AGRICULTURE, BHARATPUR  
SQUARE, BARAMUNDA POST, BHUBANESWAR 751 003**

From:

Full Name of the tenderer	
Address:-	
Teleph No.	
Email:	

To

**The Director,**

Directorate of Research on Women in Agriculture,  
Bharatpur Square, Baramunda Post,  
Bhubaneswar 751 003 (Orissa) India.

Madam,

I/we have read all the particulars regarding the general information and other terms and conditions for Annual Rate / Work Contract for Printing works for Directorate of Research on Women in Agriculture, Bharatpur Square, Baramunda Post, Bhubaneswar 751 003 and agree to provide the services as detailed in schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in schedule attached "I" and "II" to this tender and I/we agree to hold this offer open till 120 days. I/ we shall be bound by a communication acceptance despatched within the prescribed time.

2. I/we have understood the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

3. THE FOLLOWING PAGES HAVE BEEN ADDED TO AND FORM A PART OF THIS TENDER\_\_\_\_\_. THE **SCHEDULES I AND II** TO ACCOMPANY THIS TENDER ARE AT PAGE NOS.\_\_\_\_\_.

4. EVERY PAGE SO ATTACHED WITH THIS TENDER BEARS MY SIGNATURE AND THE OFFICIAL SEAL.

5. PAY ORDER/DEMAND DRAFT NO.\_\_\_\_\_ OF RS.\_\_\_\_\_  
\_\_\_\_\_DRAWN IN FAVOUR OF ICAR UNIT-DRWA AND PAYABLE AT BHUBANESWAR IS ENCLOSED AS EARNEST MY AS REQUIRED.

Signature & Seal of Tenderer with date\_\_\_\_\_

Address\_\_\_\_\_

Name & Signature of witness\_\_\_\_\_

Address\_\_\_\_\_

***Schedule-I***  
**DETAILS OF EQUIPMENT & MANPOWER FOR  
 OFFSET PRINTING FIRM**

*(in case the space is less in the form, attach separate sheet duly signed and stamped)*

**MACHINES**

		Year of Manufacturing	No. of Machines	Languages in which work can be done
1.	Computers (PCs or Mac)	-----	-----	-----
2.	Image Setter	-----	-----	-----
3.	Laser Printers:			
	Colour	-----	-----	-----
	B/W	-----	-----	-----

**STAFF:**

Number of Lasertypesetting operator	-----
Number of Proof readers	-----

	<b>PROCESSING</b>	<b>Name &amp; Model/Type</b>	<b>Size</b>	<b>Number</b>
4.	i). Scanner			
	(a) Drum Scanner	-----	-----	-----
	(b) Flat bed Scanner	-----	-----	-----
	ii). Any other equipment	-----	-----	-----

	<b>CtP (COMPUTER TO PLATE UNIT)</b>	<b>Name &amp; Model/Type</b>	<b>Size</b>
5.		-----	-----

**6. PLATE MAKING**

i). No. of Printing Down Frames	-----
ii). Other equipment, if any	-----

**7. MACHINE ROOM**

**Details of offset Machinery**

	<b>Name/Make</b>	<b>Year of Manufacturing</b>	<b>Size</b>	<b>No. of Machines</b>	<b>No. of Units</b>
a.	-----	-----	-----	-----	-----
b.	-----	-----	-----	-----	-----
c.	-----	-----	-----	-----	-----
d.	-----	-----	-----	-----	-----
e.	-----	-----	-----	-----	-----
f.	-----	-----	-----	-----	-----

**8. BINDING SECTION**

	<b>Name &amp; Model</b>	<b>Size</b>	<b>No. of Machines</b>
a.	Paper Cutting Machine		
	a) Programme Cutting Machine	-----	-----
	b) Manual Cutting Machine	-----	-----
b.	Folding Machine	-----	-----
c.	Stitching Machine	-----	-----
d.	Section Sewing Machine	-----	-----
e.	Perforating Machine	-----	-----
f.	Punching Machine	-----	-----
g.	Hand Numbering Machine	-----	-----
h.	Creasing Machine	-----	-----
i.	Perfect Binding machine	-----	-----
j.	U.V. Curing Machine	-----	-----
k.	Plastic Lamination Machine	-----	-----
l.	Any other bindery equipment	-----	-----

**9. MISCELLANEOUS EQUIPMENT**

*(Not falling under any of the previous headings)*

**Signature and Stamp of the Firm**

Directorate of Research on Women in Agriculture  
Bhubaneswar-751003 ORISSA

**[FINANCIAL BID]**

**Form of Quotation- Quotes the rates in Indian Rupees in the space provided against each item. Overwritten figures shall be ignored and bid shall be cancelled**

S. No	Items	Sizes of Publications to be Printed			
		Demy Quarto 8.5"X11"	Crown quarto 7.25"X9.5"	Demy Octavo 5.5"X8.5"	Royal Octavo 6.25"X9.5"
1.	<b>Laser-type-setting</b> (Hindi, English, Local languages) rates include; typesetting, making of Tables/Graphs/Flow charts etc. i)English (Rate per page)				
	ii) Hindi (Rate per page)				
	iii) Local language (Rate per page)				
	iv) Rate for additional Print outs				
2.	<b>Scanning (Inputting)</b> Single, Two, Three or Four Colour (Rate per scanning)				
3.	<b>Planning of Pages</b> (Rate per page) Rates include; placing of photographs, Graphs/Flow charts etc.				
4.	<b>Outputting of Pages</b> (Making Positives) (Rate per page)  1 Single Col.				
	2 Four Col.				
	3 Additional Col.				

S. No	Items	Sizes of Publications to be Printed			
		Demy Quarto 8.5"X11"	Crown quarto 7.25"X9.5"	Demy Octavo 5.5"X8.5"	Royal Octavo 6.25"X9.5"
5.	<b>Printing</b> (Per 1000 copies including the cost of P.S Plate charges) a) Rate per colour per 4 pages form for first 1000 impression				
	b) Rate for additional 1000 impression				
	c) Rate per colour per 8 pages form for first 1000 impression				
	d) Rate for additional 1000 impression				
6.	<b>Printing through CtP (Computer to Plate) Process</b> (Per 1000 copies including the cost of Plate making) (a) Rate per colour per 4 pages form for first 1000 impression				
	(b) Rate for additional 1000 impression				
	(c) Rate per colour per 8 pages form for first 1000 impression				
	(d) Rate for additional 1000 impression				
7.	<b>Lamination Charges (Matt/Gloss/Thermal)</b> Rate per Cover for (Pro-rata) 1. Mat 2. Gloss 3. Thermal				

S. No	Items	Sizes of Publications to be Printed			
		Demy Quarto 8.5"X11"	Crown quarto 7.25"X9.5"	Demy Octavo 5.5"X8.5"	Royal Octavo 6.25"X9.5"
8.	<b>Spot Lamination</b> (UV Curing) Rate per page per 1000 (Pro-rata)				
9.	<b>Binding</b> a) Art card Binding (Section Sewing with cover to be pasted with perfect binding machine with hot Glue) up to 400 pages Rate per copy				
	b) Center stitch Binding up to 64 pages)				
	c) Hard Binding (up to 1000 pages) Rate per copy				
	d) Perfect Binding (up to 400 pages) Rate per copy				
	e) Spiral Binding (up to 400 pages) Rate per copy				
	f) Wiro Binding (up to 400 pages) Rate per copy				
10.	<b>Paper</b> a) Super Sunshine Paper Size 23"X36" - 80 GSM (Bilt) Rate per Ream				
	b) Super Sunshine Paper Size 30"X40" - 80 GSM (Bilt) Rate per Ream				

S. No	Items	Sizes of Publications to be Printed			
		Demy Quarto 8.5"X11"	Crown quarto 7.25"X9.5"	Demy Octavo 5.5"X8.5"	Royal Octavo 6.25"X9.5"
	c) Super Sunshine Paper Size 26"X40" - 80 GSM (Bilt) Rate per Ream				
	d) Art Paper (Matt/Gloss finish) (Megnostar) Size 23"X36" 120 GSM Rate per Ream				
	e) Art Paper (Matt/Gloss finish) (Megnostar) Size 20"X30" 120 GSM Rate per Ream				
	f) Art Paper (Matt/Gloss finish) (Megnostar) Size 20"X26" 120 GSM Rate per Ream				
	g) Art Card (Matt/Gloss finish) (Megnostar) Size 22"X28" 210 GSM Rate per Ream				
	h) Art Card (Matt/Gloss finish) (Megnostar) Size 22"X28" 300 GSM Rate per Ream				
	i) Surfaced sized Maplitho Paper 70 GSM with 80% (Minimum) Brightness and 85% (Minimum) Opacity remaining values of paper conforming to BIS Specifications IS 1848/2007 with latest amendments. (Type 'A')				
11	Rate for Colour Prints				
12	Cover Design (rates for per cover)				

13	a) Poster - including Paper, Printing, Packing Size : 22"x17"	Maplitho Paper 70gsm	Maplitho Paper 80gsm	Maplitho Paper 90gsm	
	b) Poster - including Paper, Printing, Packing Size : 14"x19"				
	c) Poster - including Paper, Printing, Packing Size : 22"x17"	ART PAPER Paper 90gsm	ART PAPER Paper 130gsm	ART PAPER Paper 170gsm	
	d) Poster - including Paper, Printing, Packing Size : 14"x19"				
14	CD/DVD Printing and Writing/Replication (rates per CD/DVD with printing and writing/replication)				
15	a) <b>Display material-</b> Front lit flex- Digital Printing	Rate per sq. ft. with material			
	b) Display material- Back lit flex- Digital Printing				
	c) Display material- cloth- Screen printing				
	d) Display material- Aluminum / Tin- Eco-solvent Printing				
	e) Display material- Vinyl- Digital Printing				
	f) Display material- Poly Vinyl- Eco-solvent Printing				
<i>Please indicate %age of Sales Tax/VAT to be charged</i>					

**Signature and Seal of the Firm quoting the rates**