

ANNEXURE-1

TERMS & CONDITIONS FOR AWARD OF CONTRACT FOR PRINTING OF CSIR-CMERI NEW YEAR DIARY 2020, CSIR-CMERI COMMUNICATION DIRECTORY & PLANNER 2020 AND CSIR-CMERI GREETINGS CARD

i. Items & Quantity required to be printed

Description of the items proposed to be printed is given hereunder. Rates must be quoted separately for Diary, Communication Directory & Planner and Greetings Card

Sl.	Item	Quantity
(1)	CSIR-CMERI New Year Diary 2020	900
(2)	CSIR-CMERI Communication Directory & Planner 2020	500
(3)	CSIR-CMERI Greetings Card	500

ii. Specification

(1) CSIR-CMERI New Year Diary 2020

Page Size	140 mm × 216 mm finished size
Pages	~375
Binding	Hard binding with section sewing
Lamination	Matt on cover
Inside paper	80 GSM Map Litho
Inside Print	Single Colour
Cover print	Four colours with partial UV etching
Design & Artwork	To be done by printing houses following due approval of CSIR-CMERI

(2) CSIR-CMERI Communication Directory & Planner 2020

Page Size	125 mm × 90 mm finished size
Pages	~ 120
Binding	Soft binding with section sewing
Lamination	Matt on cover
Inside Paper	70 GSM Map Litho
Inside Print	Single colour
Cover	300 GSM Art Card, four colours
Design & Artwork	To be done by printing houses following due approval of CSIR-CMERI

(3) CSIR-CMERI Greetings Card

Size	7 inch × 5 inch finished size (One fold)
Card Material	270 GSM Mont Blanc Papers
Envelop Material	90 GSM SSP
Production	All through in four colours, envelop in single colour
Design & Artwork	To be done by printing houses following due approval of CSIR-CMERI

P. C. Dae
22.10.19

24/10/19

iii. Pre-press job

- (1) Matter of both documents will be provided by CSIR-CMERI in electronic format (MS word/PDF)
- (2) Pre-press jobs such as all DTP work including designing/creative options should be done with the printer's own DTP to the satisfaction of the CSIR-CMERI
- (3) Proof reading of the manuscript must be by a good professional proof reader

iv. Samples for submission

Samples of paper as per our specification shall be supplied along with the quotation

v. Quotation

The rates shall include the cost of paper, creative option, plate layout design, proof reading, printing, binding, packing, supply of materials etc. Vender should be able to execute all the required jobs together, part quotation will not be entertained.

vi. Agency

- (1) The bidder should have latest high quality colour printing machine of their own. They should have latest software and hardware and sufficient manpower to operate it along with experience of three similar works. List of machines and equipment held by the firm may be enclosed and representatives of CSIR-CMERI may visit to check the above facility before awarding the work
- (2) Should have PAN/TAN number, Sales tax registration, VAT registration
- (3) Shall have been in the publishing business for not less than five years. Suitable documentary evidence (PO copies etc.) should be provided.
- (4) Shall have experience in working with Government Departments
- (5) The printer/vendor also enclose a certificate stating that his firm has a good reputation and there is no complaint against it and have not been blacklisted by any Government organization.

vii. Other Terms & Conditions

- (1) Rates is to be submitted according to the specifications
- (2) The tenders received late or not fulfilling the terms & conditions will be rejected
- (3) Delay beyond the scheduled time in excess of 10 days will be deemed to have the printing order cancelled.
- (4) The tender validity period is 180 days from the date of opening of tender
- (5) Payment will be released only after it is ensured that the items are in order and to the satisfaction of CSIR-CMERI
- (6) In the event of different bidders quoting lowest rate for different work, the job will be awarded to the lowest bidders for the respective items of works
- (7) CSIR-CMERI reserves the right to accept or reject any / all offer(s) without assigning any reason thereof. Any enquiry after submission of the tender will not be entertained

P. L. Datta
29.10.19

S. S. Sankar
29/10/19