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ciftpurchase@gmail.com



केन्द्रीय मात्स्यकी प्रौद्योगिकी संस्थान
CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY
(भारतीय कृषि अनुसन्धान परिषद्)
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)
विल्लिंगडन आइलैंड, मत्स्यपुरी पी. ओ., कोच्चिन-682 029
WILLINGDON ISLAND, MATSYAPURI P.O., COCHIN-682 029



**TENDER FOR THE RATE CONTRACT FOR
DESIGNING AND PRINTING WORKS AT CIFT, KOCHI FOR TWO YEARS**

Tender Enquiry No.: [F.No. 17-1/2025-Purchase](#)

email: ciftpurchase@gmail.com

website: www.cift.res.in

www.eprocure.gov.in

Tel: 0484 – 2412397 / 2412345

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NOTICE INVITING TENDER

Online tenders are hereby invited in two bid system by the Director CIFT, Kochi from reputed Printing Firms who are based in and around Kochi having latest Five Colour Offset Printing Machine for entering into Annual Rate for designing & printing various jobs and other publications of the Institute in English/Hindi and Malayalam as per the schedule of requirements attached (Annexure-I) for a period of two years from the date of award of the rate contract from Central Procurement Portal www.eprocure.gov.in

Tender Enquiry No. : F. No:17-1/2025-Purchase	
Published Date	12.08.2025 -17 30 Hrs
Bid submission start date	12.08.2025-17 45 Hrs
Bid Security Submission end date	03.09.2025 -17 30 Hrs
Bid submission end date	03.09.2025 -11 30 Hrs
Technical bid opening date	04.09.2025 -11 30 Hrs

IMPORTANT NOTES:-

1. Any change / corrigendum/ extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.

Asst. Administrative Officer (Purchase)
for DIRECTOR

Place: Kochi

Date: 12.08.2025



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INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. The tender form/bid documents may be downloaded from the <http://eprocure.gov.in/eprocure/app>. Online submission of bids through the Central Public Procurement Portal is mandatory. Manual/offline bids shall not be accepted under any circumstances. Bidders should enroll/register in the e-procurement module of the Central Public Procurement Portal through website www.eprocure.gov.in for participating the bidding process. Bidders should also possess a valid DSC for the online submission of bids.
2. Tenders/Bidders are requested to visit the website [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) regularly. Any changes/modifications in the tender enquiry will be intimated by the corrigendum through this website only.
3. **Reputed printing firms with inhouse designing and offset printing facility in and around Kochi only have to submit their bids for entering into the Rate Contract for printing and designing works.**
4. For online Bid Submission, as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificated. More information useful for submitting online bids on the CPP Portal is available at “[Bidders manual Kit](#)”.
5. For registration: Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “[Online Bidder Enrollment](#)”. Enrolment on the CPP Portal is free of charge.
6. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.
7. In case, any holiday is declared by the Government on the date of opening, the tenders will be opened on the next working day. The Director, CIFT, Kochi reserves the right to accept or reject any or all the tenders.
8. Firms having minimum 5 years’ experience in the field of printing will only be considered. The bidder shall submit one hard copy of his/her best publication bearing the print line of the press as a sample for the rate quoted, so as to assess

the quality of the printing/workmanship and the same may also be addressed to Director ICAR-CIFT, Kochi-29 on or before the bid opening date.

9. ICAR-CIFT will supply the photographs, datasheet, write up, manuscripts etc. for:

- a) Preparing layout designs, page setting, preparation of infographics, cover designs and other designing works. The firm has to supply at least three/ four layout designs in the actual size and colour in finished dummy format for the approval of the Director, ICAR-CIFT, Kochi.
- b) Preparing design as approved by ICAR-CIFT as per the instructions and corrections marked by ICAR-CIFT. The firm has to supply actual size and colour furnished dummy format design for the final approval of the Director, ICAR-CIFT.
- c) The firm has to supply final design as:
 - Final design as open file including font and respective linked files (PSD/TIFF/ JPEG /PDF)
 - Colour printout in the form of actual size finished dummy.
 - The firm must keep the design source file for at least 2 years.

10. In the event of the firm being not able to complete the job and leaving it unfinished in between for whatever reason, no payment whatsoever will be made to the firm by ICAR-CIFT for the part of the work done irrespective of its nature and quantum.

11. If ICAR-CIFT feels at any time any job is being delayed at your firm for whatever reason, it will have the right to withdraw the same and entrust the same to any other firm for urgent execution. You will be required to extend the fullest cooperation to ICAR-CIFT in this regard.

12. The rates should be quoted as per the Annexure- I enclosed.

13. The firms are also required to upload copies of the following documents:

I. Technical Bid (in PDF format)

- a) Scanned copy of Earnest Money Deposit (EMD)/its exemption, if any
- b) Scanned copy of firm's registration, PAN Card, GST No.
- c) Scanned copy of Income Tax statement for the last three years.
- d) Scanned copy of evidence of experience in the field of printing.
- e) Scanned copy of firms address with valid mail ID & phone no.
- f) Scanned copy of duly signed tender document.
- g) Scanned copy of tender acceptance letter.
- h) Scanned copy of cover page & inner first page of the best publication.
- i) List of the machineries & facilities including pre-press, press, post press.

II. Financial Bid (in excel format)

- a) Price bid (BOQ) to be filled in Excel format which is available in the tender document.

**Asst. Administrative Officer
(Purchase)**



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GENERAL TERMS & CONDITIONS

1. Tenders received through CPP Portal only will be considered for opening. Bids in any physical form sent through fax/e-mail/courier/post/delivered personally will not be considered.
2. The firm may be asked to depute the services of designer at the respective office/room at ICAR-CIFT for speedy execution of the work and to avoid communication gap.
3. In case of any item of work not covered under the arrangement, the rates decided by the ICAR-CIFT therefore will, be final and binding on all concerned.
4. Preferences would be given to those designing firm who are operating the shifts and nearby to ICAR-CIFT, Kochi for the quick execution of the job.
5. The arrangement may be terminated at any stage of the work at the discretion of the Director, ICAR-CIFT without assigning any reason and payment will be made for the work considered satisfactory by him. The decision of the Director, ICAR-CIFT in all these matters shall be final and binding.
6. No advance pay, in any case would be paid. However payment will be made after satisfactory completion of service.
7. The designing & printing arrangement may be extended beyond the initial 2 year period at the existing rates, terms and conditions etc. for a duration as determined by ICAR-CIFT in consultation with the firm.
8. Price Bid not complying with the above conditions and not as per the schedule of requirements (see Annexure-I) are liable to be rejected.

Asst. Administrative Officer
(Purchase)

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GENERAL TERMS & CONDITIONS COVERING THE DESIGNING AND PRINTING WORKS OF ICAR- CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY, KOCHI

1. *Firms having a minimum of 05 years' experience in the field of designing and printing and should have five colour (multicolor) offset printing machine, computer to plate (CTP) machine including pre-press and post-press facilities and who are based in and around Kochi will only be considered.* Documentary evidence of the experience/references may also be submitted. The scanned copies may be uploaded in the CPP Portal along with the bidder.
2. The committee at CIFT may visit the infrastructure and facility of the printing firm for evaluation. Pre-press, Press, Post-press facility may also be checked by the committee. On technical evaluation of the bid, the committee report may also be considered.
3. All designing and printing works shall done in English/Hindi/Malayalam as required. The firm will also be responsible for designing according to the instructions of this office and getting it approved by the concerned officers of the Institute.
4. The firm must have valid GST No. and submit documentary proof in this regard. PAN Number of the firm has to be furnished. The scanned copies may be uploaded along with the tender.
5. The rates quoted should be strictly in accordance with the specification for printing works in excel format in the **BOQ (Price Bid) as detailed in Annexure- I.**
6. The firm shall also make arrangements to collect the designing matter and delivering the proofs to the concerned officers of the Institute (and for collecting them back promptly).
7. Proofs will be produced by the printer/bidder in made up pages and the bidder will be responsible for the first 3 proof corrections (if any) marked by the Institute. And also be responsible for making the dummy according to the instructions of this office and getting it approved by the concerned officers of the Institute.
8. Additional proofs for quality printing such as awards received from State or National level recognized Institutions/organizations etc. for giving weightage at the time of evaluation of technical bids may be enclosed.

9. High quality printing/binding will have to be ensured by the firm. For improperly printed copies, poor binding, poor colour scan etc; a penalty ranging from 2% to 10% of the total value of the work may be imposed as decided by the Competent Authority.
10. The material will not be acceptable in case it is not in acceptable quality as per the terms of the contract and is liable to be rejected outright.
11. The technical bid has to be provided in a PDF file and the financial bid as an Excel File.

12. **Bid Security:**

- a. The units registered with Micro Small Enterprises(MSEs) as defined in MSE Procurement Policy issued by Dept. of Micro, Small and Medium Enterprises(MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) shall be exempted from the payment of Bid Security (Earnest Money Deposit) as defined under Rule 170(i) of General Financial Rules (GFR), 2017. In such case, copy of the certificate showing registration with the above mentioned institutions to be uploaded in Cover - I of the e-tender in PDF format.
- b. In case the unit is not covered as above, it shall submit the offer along with the **Bid Security for Rs.5000/- (Rupees five thousand only)**
- c. The Bid Security of **Rs. 5000/- (Rupees five thousand only)** can be submitted in the form of Demand Draft /Bankers cheque in favour of "ICAR Unit CIFT, Cochin" payable at State Bank of India, Willingdon Island, Cochin or **Bank Guarantee** in the prescribed format, valid for 45 days beyond the validity of bid. **The Bid security is to be submitted to this office on or before** Name of the Bidder, Tender and Tender reference number has to be furnished behind the Bid Security DD/Bankers cheque. The scanned copy of Bid Security by way of Demand Draft/Bankers Cheque /BG or its exemption certificate in PDF form should be included in Cover –I of the E-tender. The offers without Bid Security will be rejected.
- d. The Bid Security will be returned to the unsuccessful bidders.
- e. The Bid Security will be forfeited if the bidder fails to accept the order based on his/her offer (bid) or fail to supply the items.

13. **Performance Security:**

The successful Firm/Party is required to remit a performance security or performance bank guarantee (PBG) or Security Deposit (SD) amounting to **5% of the contract value** in the form of an account payee, Demand Draft drawn in favour of "**ICAR unit, CIFT, Cochin payable at State Bank of India, Willingdon Island, Cochin – 682003** or fixed deposit receipt from a commercial bank, bank guarantee issued/confirmed from any other

commercial bank in India in as acceptable form as directed by this office. The Performance security to be remitted within 14 days after notification of the awards and it should remain valid for a period of 60 (Sixty) days beyond the date of completion of all contractual obligations of the supplier, including warranty obligation.

Performance Security shall be refunded to the contractor without interest, after he duly performs and completes the contract in all respect but not later than 60 days of completion of all such obligations including warranty under contract.

Performance Security will be forfeited and credited to the Procuring Entity's account in the event of a breach of contract by the contractor.

14. Liquidated Damage Clause:

If any time during the performance of the contract, the firm encounters conditions hindering timely delivery of the goods/service, the firm shall promptly inform the institute in writing the fact of the delay and likely duration of the same. After receipt of the communication, the Institute shall decide as to whether to cancel the contract for the un-supplied portion after the existing delivery period or to extend the delivery period suitably by issuing an amendment to the contract. If the supplier fails to deliver the service and or perform the service within the delivery period for reasons other than circumstances beyond the firm' control (which will be determined by the institute) and the purchaser extends the delivery period, the purchaser also deduct from the contract price, as liquidated damages as sum equivalent to 0.5% (half percent) of the delivered price of the delayed goods or unperformed services for each week of delay or part thereof until actual delivery or performance. The maximum limit such deduction will however, be 10% (ten percent) of the contract price of delayed goods or services.

**Asst. Administrative Officer (Purchase)
for Director (ICAR-CIFT)**



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TERMS AND CONDITIONS GOVERNING THE DESIGNING AND PRINTING
WORK OF ICAR-CIFT

1. The bidder shall design and deliver the digital file of the complete job as per the format and style prescribed by ICAR-CIFT in a good and workman like manner (all of which the CIFT shall be the sole judge) within the time limits, quality and quantity prescribed by ICAR-CIFT.
2. The bidder will have to make necessary arrangements for proof reading/comparison of the first galley proof along with the original manuscript supplied by the institute. Thus the corrected designed proofs only will have to be supplied to ICAR-CIFT.
3. As a measure of expediency it may be decided in some cases not to call for proofs for checking and approval before the final dummy printouts are taken. In such cases the responsibility of checking and passing the proofs shall rest with the bidder.
4. The bidder shall, is called upon to do so, give full information with referred to all the work of the ICAR-CIFT to inspect bidder's premises at all reasonable times and shall give all assistance and information as may be required in connection with the work.
5. If any items of work not provided for, are required to be performed by the bidder, rates to be paid therefore shall be determined by ICAR-CIFT.
6. **The bidder 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 or by shredding in the presence of a responsible person of the firm/company. All design/photographs/dummy etc. will become the property of ICAR-CIFT and the copy rights of all times will be of ICAR-CIFT. No photographs/ design may be reproduced or handed over to any person or printed without the written permission of ICAR-CIFT.**
7. After the job is completed and the final laser printouts supplied by the bidder, the complete backup of the final matter should be submitted to ICAR-CIFT in CD/DVD. This is very important and may please be noted with care.
8. Even after supplying the entire backup of the publication to ICAR-CIFT, the bidder has to keep the same backup at his end for the entire period of empanelment.
9. The bidder shall not assign or sublet the work or any part thereof without obtaining the permission in writing from ICAR-CIFT. ICAR-CIFT shall be at liberty in its discretion, to refuse such a request of the bidder.

10. After the work has been completed, a pre-receipted bill, in triplicate, prepared on the basis of the accepted rates shall be submitted by the bidder to ICAR-CIFT, together with the delivery vouchers for the supplies made (i) receipt/delivery vouchers of the MSS, Photographs, line illustrations or any other materials, if any.
11. A sum not exceeding two percent of the designing charges, shall be deducted by ICAR-CIFT from the amount of the bill of the bidder for every week's delay of apart thereof in not complying with the date of delivery of the design, but this clause shall not operate if the delay caused is due to circumstances' beyond bidder's control. ICAR-CIFT shall have the power to determine the scale of deduction, if any, in such cases under this clause and its decision shall be final.
12. In case of strikes, combination of workmen, fire accidents or circumstances beyond the control of the bidder causing stoppage of the work, the delivery of completion of the work may be suspended without penalty and ICAR-CIFT shall have the power during such stoppage to get the work done elsewhere, without any charge to the bidder. The latter shall afford every facility for the removal and use elsewhere of such of the floppies/CD/or other sorted material as may be necessary for the successful completion of the work.
13. In the event of lockout/closure of a typesetter on account of liquidation, strike, fire accident, or any other circumstances, CIFT reserve the right to withdraw the job, at whatever stage it may be, without any obligation of payment or reimbursing expenditure in respect of work done and also to withdraw/take possession of manuscript, photographs, illustrations etc. supplied earlier in connection with the job.
14. ICAR-CIFT reserves the right to withdraw any part of the job or the whole of it any stage, even after acceptance of the quotations/finalization of the assigning any reason therefor. The decision of Director CIFT in all these matters shall be final and binding on the bidder.
15. No advance payment in any case would be paid. However payment will be made after satisfactory completion of service.
16. The bidder shall sign all the pages of quotation and returned this original quotation duly signed by you on every page; otherwise this quotation will be rejected.

Asst. Administrative Officer (Purchase)
ICAR-CIFT, Cochin

ESSENTIAL DETAILS OF THE BIDDER

1. **Name of the firm** :
2. **Full address** :
 - i. **Head office** :
 - ii. **Branch office (if any)** :
3. **E-mail address** :
4. **Telephone number (s)** :
5. **Fax no.** :
6. **Date of establishment of the firm** :
7. **PAN No.** :
8. **GST No.** :
(copy should be enclosed)
9. **Name & Address of Bankers** :
10. **Total no. of employees working in the firm** :
11. **Details of equipment & Manpower of the firm** :
12. **Any other information** :

Certified that:

1. We have read the terms and conditions governing the designing work of CIFT 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 your office should lead to the cancellation/rejection or removal of our firm from your panel.

Signature :
Stamp of the firm

Date:

DETAILS OF EQUIPMENT AND MANPOWER OF BIDDER

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

Details of Printing & Designing Equipment (Including Computers)

Sl. No.	Equipment Name	Make/Model	Quantity	Year of Purchase	Status (Working/Not Working)
1	Offset Printing Machine (5-colour)				
2	Offset Printing Machine (4-colour)				
3	Plate Maker/CTP Machine				
4	Cutting Machine				
5	Folding Machine				
6	Binding/Finishing Equipment				
7	High-Performance Design Computers (Desktop/Laptop)				
8	Design Software (CorelDraw, Adobe Suite, etc.)				
9	Others (Specify)				

Details of Technical & Design Manpower

Sl. No.	Category	No. of Personnel	Qualification/Experience
1	Graphic Designers		
2	Offset Machine Operators		
3	Binding Staff		
4	Supervisory Staff		
5	Others (Specify)		

Signature :
Stamp of the firm

Date:

**BASIC REQUIREMENT FOR PRINTING & DESIGNING WORKS AT CIFT,
COCHIN**

Rates of the graphic designing work generally include the following stages:
(ICAR-CIFT will supply the photographs, manuscript and other material for preparing design)

STAGE-1	Preparing layout design of brochure, folders, posters, hoardings, diaries, calendars, cover designs, letter heads, ID Cards etc. layout design of textual pages of books, Journal, Magazines etc. The firm has to supply at least three/four layout designing in the actual size and colour in furnished dummy format for the approval of ICAR-CIFT.
STAGE-2	Preparing designs as approved by ICAR-CIFT as per the instructions and corrections marked by ICAR-CIFT. The firm has to supply the actual size and colour in finished dummy format for the approval of ICAR-CIFT.
STAGE-3	The firm has to supply final design as: <ul style="list-style-type: none"> • Final design as open file including font and respective linked files. (PSD/TIFF/ JPEG/PDF/) • Colour printout in the form of actual size finished dummy.

NOTE : All designs/photographs/dummy etc. will become the property of ICAR-CIFT and ICAR-CIFT will have the copy rights. No photographs/design may be reproduced or printed without the written permission of ICAR-CIFT.

Sl. No.	Particulars	Rate
1.	A. Type setting : DTP Per Page	
1.01	Demy 1/8	
1.02	English	
1.03	Malayalam	
1.04	Hindi	
1.05	Crown 1/4	
1.06	English	
1.07	Malayalam	
1.08	Hindi	
1.09	Demy 1/4	
1.10	English	
1.11	Malayalam	
1.12	Hindi	
1.13	Demy 1/16	
1.14	English	
1.15	Malayalam	
1.16	Hindi	

1.17	B. PRINTING COSTS:	
Printing (minimum quantity 500 copies or part thereof)		
1.19	Demy 1/8 size- single colour	
1.20	Black colour per form of 8 pages or part thereof up to 500 copies	
1.21	Every additional 500 copies or part thereof for single colour	
1.22	Cut colour per form of 8 pages or part thereof per colour up to 500 copies	
1.23	Every additional 500 copies for colour	
1.24	Demy 1/8 size four colour	
1.25	Per form of 8 pages or part thereof, up to 500 copies per colour	
1.26	Every additional 500 copies or part thereof per colour	
1.27	Demy 1/4 size or crown 1/4 size- single colour	
1.28	Black colour per form of 4 pages or part thereof up to 500 copies	
1.29	Every additional 500 copies or part thereof for single colour	
1.30	Cut colour per form of 4 pages or part thereof per colour up to 500 copies	
1.31	Every additional 500 copies for colour	
1.32	Demy 1/4 sizes or crown 1/4 size - four colour	
1.33	Per form of 4 pages or part thereof, up to 500 copies per colour	
1.34	Every additional 500 copies or part thereof per colour	
1.35	Cover cut colour	
1.36	For Dy 1/8 size Book Single Colour up to 500 copies	
1.37	Every additional 500 copies or part thereof for single colour	
1.38	Every additional cut colour per colour up to 500 copies	
1.39	Cover four colour	
1.40	For Dy 1/8 Size book or Dy 1/4 size or Crown 1/4 size up to 500 copies per colour	
1.41	Every additional 500 copies or part there per colour	
1.42	Additional cut colour gold/silver up to 500 copies	

1.43	Demy 1/16 size single colour	
1.44	Black colour per form of 16 pages or part thereof upto 500 copies per colour	
1.45	Every additional 500 copies or part thereof for single colour	
1.46	Cut colour per form of 16 pages or part thereof per colour up to 500 copies	
1.47	Every additional 500 copies for colour	
1.48	Demy 1/16 size four colour	
1.49	Per form of 16 pages or part thereof upto 500 copies per colour	
1.50	Every additional 500 copies or part thereof per colour	
1.51	Scanning (minimum size 300 sq.cm)	
1.52	4 colour scanning charge per sq.cm	
1.53	4 colour scanning with super imposing per sq.cm	
1.54	Film (Minimum size 300sq.cm)	
1.55	Halftone/line-single colour plate making/ film making charge	
1.56	4 colour film charge per sq.cm	
1.57	B&W proof (per sheet)	
1.58	A4	
1.59	A3	
1.6	Colour proof (per sheet)	
1.61	A4	
1.62	A3	
1.63	Black & White drawings/pictures	
1.64	Binding - Centre Stapling	
1.65	Folding, gathering and stitching forms of Dy 1/8 - 16 pages/Dy 1/4 - 8 pages / 1/16 - 16 pages	
1.66	Every additional 16 pages or part thereof	
1.67	Folding, gathering, side stapling and cover pasting per form of Dy 1/4 - 8 pages on Dy 1/8 -16 pages	
1.68	Every additional 16 pages or part thereof	
1.69	Folding, gathering section screwing and cover pasting per form of Dy 1/4 - 8 pages on Dy 1/8 - 16 pages	
1.70	Every additional 16 pages or part thereof	

1.71	Binding- Side Stapling	
1.72	Folding, gathering and stitching forms of Dy 1/8 - 16 pages/Dy 1/4 - 8 pages / 1/16 - 16 pages	
1.73	Every additional 16 pages or part thereof	
1.74	Folding, gathering, side stapling and cover pasting per form of Dy 1/4 - 8 pages on Dy 1/8 -16 pages	
1.75	Every additional 16 pages or part thereof	
1.76	Folding, gathering section screwing and cover pasting per form of Dy 1/4 - 8 pages on Dy 1/8 - 16 pages	
1.77	Every additional 16 pages or part thereof	
1.78	Perfect Binding	
1.79	1 -50	
1.80	50-100	
1.81	Above 100	
1.82	Hard Board Binding	
1.83	1 to 50	
1.84	50 to 100	
1.85	Above 100	
1.86	Case Binding	
1.87	1 to 50	
1.88	50 to 100	
1.89	Above 100	
1.90	Leather Binding	
1.91	1 to 50	
1.92	50 to 100	
1.93	Above 100	
1.94	Metal Clip Binding	
1.95	1 to 50	
1.96	50 to 100	
1.97	Above 100	
1.98	Spiral Binding	
1.99	1 to 50	
2.00	50 to 100	
2.01	Above 100	
2.02	Clip Binding	
2.03	1 to 50	
2.04	50 to 100	
2.05	Above 100	

2.06	C. Paper Cost (Minimum 500 copies)	
2.07	60 GSM Maplitho	
2.08	D/Dy	
2.09	Double Crown	
2.10	70 GSM Maplitho	
2.11	D/Dy (22" x 35") 18.6 Kg per ream	
2.12	D/Crown (20" x 30") 13.6Kg per ream	
2.13	80 GSM Maplitho	
2.14	D/Dy 23.6Kg per ream	
2.15	D/Crown 15.5Kg per ream	
2.16	80 GSM Executive bond paper	
2.17	90 GSM Maplitho	
2.18	D/Dy per ream	
2.19	Double Crown per ream	
2.20	100 GSM Maplitho	
2.21	D/Dy per ream	
2.22	Double Crown per ream	
2.23	32 Kg D/Dy. Mapiltho	
2.24	Colour Wove 54 GSM, Demy	
2.25	Indian Art Paper D/Dy	
2.26	80 GSM D/Dy. Per ream	
2.27	90 GSM D/Dy. Per ream	
2.28	100 GSM D/Dy. Per ream	
2.29	130 GSM D/Dy. Per ream	
2.30	170 GSM D/Dy. Per ream	
2.31	220 GSM D/Dy. Per ream	
2.32	230 GSM D/Dy. Per ream	
2.33	300 GSM D/Dy. Per ream	
2.34	Indian Art Paper Double Crown	
2.35	100 GSM Double Crown	
2.36	130 GSM Double Crown	
2.37	170 GSM Double Crown	
2.38	210 GSM Double Crown	
2.39	220 GSM Double Crown	
2.40	230 GSM Double Crown	
2.41	300 GSM Double Crown	
2.42	Imported Art Paper	
2.43	100 GSM D/Dy. Per ream	

2.44	130 GSM D/Dy. Per ream	
2.45	170 GSM D/Dy. Per ream	
2.46	210 GSM D/Dy. Per ream	
2.47	300 GSM D/Dy. Per ream	
2.48	Lucky parchment D/Dy. 21.3Kg per ream	
2.49	Chromo Art Paper 24Kg D/Dy. Per ream	
2.5	Bond paper	
2.51	80 GSM	
2.52	90 GSM	
2.53	100 GSM	
2.54	Imported Art Card (22" x 28")	
2.55	210 GSM Per Sheet	
2.56	220 GSM Per sheet	
2.57	230 GSM Per sheet	
2.58	300 GSM Per sheet	
2.59	Indian Art Card (22" x 28")	
2.60	175 GSM Per Sheet	
2.61	210 GSM Per Sheet	
2.62	Pulp Card (22" x 28")	
2.63	Handmade paper per sheet	
2.64	Ledger Paper	
2.65	Ledger paper D/Dy. Per ream	
2.66	Ledger paper D/Crown. Per ream	
2.67	Lamination	
2.68	Glossy 100 sq.inch	
2.69	Mat finish - per 100sq.inch	
2.70	Spot UV Lamination	
2.71	UV Coating	
2.72	Velvet Lamination	
2.73	Embossing-charges for Silver & Gold Colour, Sq. in	
2.74	D. DESIGNING COSTS:	
2.75	New page/presentation/interior display	
2.76	Double demy 22.5x35	
2.77	Demy 17.5x22.5	
2.78	Double crown 20x30	
2.79	Crown 15x20	

2.80	Album Pages	
2.81	Demy 1/8 - 5.6x8.5	
2.82	Demy 1/4 - 8.5x11.25	
2.83	Demy Half (single or single folding Brochure) 11.25x17.5	
2.84	Crown 1/8- 5x7.5	
2.85	Crown 1/4- 7.5x10	
2.86	Crown Half (single or single folding Brochure)- 10x15	
2.87	Folders	
2.88	Demy 1/8" (single fold/ 2 fold)- 5.6x8.5	
2.89	Demy 1/4 (single fold/ 2 fold/ 3 fold)- 8.5x11.25	
2.90	Demy Half : (single fold/ 2 fold/ 3 fold/ 4 fold)- 11.25x17.5	
2.91	Crown 1/8 : (single fold/ 2 fold)- 5x7.5	
2.92	Crown 1/4 (single fold/ 2 fold/ 3 fold)- 7.5x10	
2.93	Crown half : (single fold/ 2 fold/ 3 fold/ 4 fold)-10x15	
2.94	File Folder: (Mention the rate per sq. in. only)	
2.95	Cover design for all type of publications	
2.96	Demy 1/4 (Front Cover)-8.5x11.25	
2.97	Demy 1/4 (Back Cover)-8.5x11.25	
2.98	Demy 1/8 (Front Cover)-5.6x8.5	
2.99	Demy 1/8 (Back Cover)-5.6x8.5	
3.00	Crown 1/4 (Front Cover)-7.5x10	
3.01	Crown 1/4 (Back Cover)- 7.5x10	
3.02	Crown 1/8 (Front Cover)-5x7.5	
3.03	Crown 1/8 (Back Cover)- 5x7.5	
3.04	Inner page design for all type of book works/Booklet/ Newsletters/Fish Tech Reporter/Research Highlights/ Diary/Directory. Work includes: Page setting, Typesetting, Design, Colour correction of images, Superimposing, Illustration, Info Graphics, Graphic Abstracts etc. (Combined sq.in rate for all elements of Graphic Design as mentioned.)	
3.05	Demy 1/4- 8.5x11.25	
3.06	Demy 1/8- 5.6x8.5	
3.07	Crown 1/4- 7.5x10	
3.08	Crown 1/8- 5x7.5	
3.09	Annual Report which includes: Page setting, Typesetting, Design, Colour correction of images, Superimposing, Illustration, Info Graphics, Graphic Abstracts, etc. (Combined sq. in rate for all elements of Annual Report as mentioned.)	
3.10	Demy 1/4- 8.5x11.25	
3.11	Demy 1/8- 5.6x8.5	
3.12	Crown 1/4- 7.5x10	

3.13	Crown 1/8- 5x7.5	
3.14	Single colour inner page charges	
3.15	Demy ¼- 8.5x11.25	
3.16	Demy 1/8- 5.6x8.5	
3.17	Crown ¼- 7.5x10	
3.18	Crown 1/8- 5x7.5	
3.19	Banners/Hoardings - Rate per Sq. ft. (Different sizes)	
3.20	1 to 50 Sq. ft.	
3.21	51 to 100 Sq. ft.	
3.22	101 to 200 Sq. ft.	
3.23	201 to 500 Sq. ft.	
3.24	501 sq.ft. and above	

BANK GUARANTEE FORM FOR BID SECURITY

Whereas...

..... [Name of bidder] [hereinafter called "the bidder"] has submitted his bid dated.....[date] for the supply of(brief description of the relevant goods and services) (hereinafter called "the bid").

KNOW ALL PEOPLE by these presents that WE.....(name of the bank) having registered office at.....(full address) (hereinafter called "the bank") are bound unto.....(name of the purchaser) (hereinafter called "the purchaser") in the sum of Rs.....(Rupees.....(amount in figures and in words) for which payment well and truly to be, made to the said purchaser, the bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said bank this..... Day of....., 20.....

THE CONDITIONS of this obligations are:

1. If the bidder
 - i. Withdraws its bid during the period of bid validity specified by the bidder on the bid form; or
 - ii. Does not accept the correction of errors in accordance with the Instruction to Bidders.

OR

2. If the bidder, having been notified of the acceptance of its bid by the purchaser during the period of bid validity.
 - i. Fails or refuses to execute the contract form, if required; or
 - ii. Fails or refuses to furnish the performance security, in accordance with the instructions to Bidders;

We undertake to pay to the purchaser up to the above amount upon receipt of its first written demand, without the purchaser having to substantiate its demand, provided that in its demand the purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the above mentioned two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 60 (sixty) days after the period of bid validity and any demand in respect thereof should reach the bank not later than the above date.

.....
Signature of the Bank

SEAL of the Bank

Date:.....

Place:.....

TENDER ACCEPTANCE LETTER

(To be given on company letter head)

Date:

To,
The Director,
Central Institute of Fisheries Technology
Kochi-682029.

Sub : Acceptance of terms and conditions of tender -regarding.

Ref: Tender No.

Name of the

tender:.....

.....

Sir,

1. I/We have downloaded the tender documents for the above mentioned Tender from the Website(s)
name:.....
.....
.....as per your advertisement.
2. I/We have certify that I/We have read the entire terms and conditions of the tender Documents from page No.....to.....(including all documents like annexure(s),Schedules(s), etc.,) which form part of the contract agreement and
I/We shall abide hereby the terms /conditions, clauses contained therein.
3. I/We here by unconditionally accept the tender conditions of above mentioned tender documents(s), corrigendum(s)in its totality.
4. I/We do hereby declare that our firm has not been blacklisted /debarred by any Government Department. Public sector undertaking
5. I/We certify that all information furnished by our firm is true and correct and in the event the information is found to be incorrect. Untrue or found violated, then your Department/Organization shall without giving any notice or reason thereof or summarily rejected the bid or terminate the contract.
6. I/We engage to supply the material(s) to your office and comply the following:
7. Tender schedule and Technical specification indicated.
8. This offer is valid for 90 days from the date of opening of the tender.
9. That the rates quoted are not higher than the rates quoted for same item to any Government/Undertaking
10. That the bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

Signature & Seal Place & Date		Name of the Authorized Signatory:	
		Telephone No: Fax No: Mobile No: Email id:	

