



# भा.कृ.अनु.प. - खरपतवार अनुसंधान निदेशालय

## ICAR - Directorate of Weed Research

महाराजपुर, अधारताल, जबलपुर - 482004, (म. प्र.), भारत  
Maharajpur, Adhartal, Jabalpur 482 004 (M.P.), INDIA



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F.No. : 3-55/ S&P/2014-15/II/

Dt. : 07-06-2016

प्रति,

To,

विषय:- विभिन्न प्रकार की छपाई कार्य के करने बावत्।

Sub Quotation for Printing Work- reg.

महोदय,

Dear Sir(s)

निदेशक, ख.अनु. निदेशालय की ओर से विभिन्न प्रकार की छपाई कार्य कराने हेतु सील बंद निविदा/आफर पोस्ट के द्वारा आमंत्रित है।

On behalf of the Director of this Directorate, I am to invite your quotation for the Printing work as mentioned below-

विवरण निम्नानुसार ह:-

Sl. No	Name of works Articles	Specifications
1	Annual Reports (Hindi/English)	As per list enclosed Annexure - I
2	AICRP Annual Reports (English)	
3	Trin Sandesh (Hindi)	
4	Weed News with envelope	
5	Printing of Posters	
6	Printing of Calendar	
7	Printing of Reports (Technical)	
8	Printing of folders (Research/Extension)	
9	Other Printing work	

**नियम एवं शर्तें:-**

### **Terms and conditions**

- दरों का उल्लेख वस्तु को इस निदेशालय परिसर, महाराजपुर, जबलपुर पहुँचाने तक की होना चाहिए।  
The rates should be quoted F.O.R. Destination Directorate DWR, Campus at Maharajpur, Jabalpur.
- सेल्स टेक्स अथवा अन्य टेक्स का स्पष्ट रूप से उल्लेख होना चाहिये यदि टेक्स का उल्लेख नहीं रहता है, तो यह माना जावेगा कि दर्शायी गई दरों में टेक्स सम्मिलित है। इस निदेशालय से कोई 'सी' अथवा 'डी' फार्म जारी नहीं किया जाता है।  
Rates of Sales Tax, Service Tax and other taxes liable should be indicated in clear terms separately. Sales Tax Registration Number both under State and Central Tax Act/Rules should be specifically indicated. No 'C' or 'D' form is issued by the Directorate.
- कोटेशन फार्म के साथ फर्म का वैध पंजीयन प्रमाण-पत्र, टिन नं. एवं पेन कार्ड संलग्न करे।  
Valid TIN registration certificate and PAN card to be attached.

- 4 चयनित एंजेन्सी/ फर्म के द्वारा रू. **50,000/-** बतौर सुरक्षा राशि पे आर्डर/डी.डी. जो **ICAR UNIT-DWR, Jabalpur** के पक्ष में देय हो कार्य आवंटन के पत्र प्राप्ति पर जमा करना होगा साथ ही साथ रू. **100/-** के नानजुडिसिपल स्टाम पेपर पर करारनामा निदेशालय एवं फर्म के बीच करना होगा।

An amount of Rs. 50,000/- as security deposit for the contract is to be deposited by the selected agency/successful bidders only after receiving a communication from the Directorate and Agency/contractor has to enter into an agreement on the non-judicial stamp paper worth Rs. 100/- between the Directorate & the firm.

5. बिलों से टी. डी. एस यदि लागू हो तो काटौती निम्नानुसार की जावेगी।  
Tax Deduction at Source (TDS), if applicable, will be made from the Bill of your Firm/Agency.
6. दर्शायी गई दरों की वैधता निविदा खोलने की तिथि से कम से कम 90 दिनों तक की होनी चाहिये, दरों में पैकिंग Forwarding एवं ट्रान्सपोर्टेशन चार्ज स्पष्ट रूप से उल्लेख होना चाहिये।  
The rates quoted should be valid for 90 days from the date of opening of quotation and it should include packing, forwarding and transportation charges.
7. सम्पूर्ण रूप से पूर्ण सीलबंद निविदा/कोटेशन निदेशालय में रखी निविदा पेटी या पोस्ट के द्वारा दिनांक. **28.06.2016 दोपहर 2.30 बजे** तक स्वीकार की जावेगी। एवं उसी दिन **शाम 3.00 बजे खोली** जाएगी, जिसमें फर्मों के अधिकृत प्रतिनिधि उपस्थित हो सकते हैं। फर्म इस पर ध्यान दे, कि किसी भी प्रकार अस्पष्ट, मिटी हुई, सफेदी लगी लिखाई नहीं होनी चाहिये, यदि कोई कटिंग अन्य ओवर राईटिंग होती है, तो उसे सत्यापित (उस स्थान पर हस्ताक्षर होना चाहिये) अन्यथा ऐसी दशा में कोटेशन पर कोई विचार नहीं किया जावेगा।

Quotation should be sent in a sealed cover (BY REGD. POST/SPEED POST/COURIER//TENDER BOX DWR Jabalpur) and the covering containing. **Quotation for** Printing Work on **28.06.2016 on or before 2.30 pm** Quotation received in an unsealed cover or received after the due date and those which are ambiguous are liable to be rejected. There should be no cutting/overwriting. The cuttings if any should be duly attested. Unattested/ amended/ overwritten figures will not be considered the opening of the tender same date **at 3.00 P.M.** which May Please be mentioned in the tender document please also state the name and address of your Permanent representative if any.

8. सभी मामलों में निदेशक, ख. वि. अनु. निदेशालय का निर्णय अंतिम होगा तथा निविदाकारों को मान्य होगा।  
In all matters of dispute, the decision of the Director of this Directorate shall be final and binding on the tender.
9. बिल का भुगतान 30 दिनों में किया जावेगा। चूंकि भुगतान ई-पेमेंट के द्वारा किया जाता है, इसलिए फर्म का बैंक खाता नं. पता एवं आई एफ. सी. कोर्ड बिल में स्पष्ट रूप से उल्लेखित किया जाना चाहिये।  
Payment will be made within reasonable time say within 30 days after the certified of works at this Directorate. Since the mode of payment will be e-payment system, hence Bank Account Number, Address and IFSC Code Number of Bank must be mentioned in the bill/invoice.
10. निविदा/कोटेशन में **10,000/-** की राशि बतौर धरोहर **राशि (ई.एम.डी.)** के रूप में एकारुन्ट पेई डिमान्ड ड्राफ्ट/पे. आर्डर **ICAR UNIT DWR, JABALPUR** के पक्ष में देय हो आवश्यक रूप से निविदा/कोटेशन के साथ संलग्न होना चाहिये। अन्यथा निविदा पर विचार न करते हुये रद्द कर दिया जावेगा। साथ ही टेंडर फार्म रू. **500/-** का डी.डी./पे आर्डर **ICAR UNIT, DWR, Jabalpur** के पक्ष में देय होगा, भुगतान कर, इस निदेशालय के क्रय एवं भंडार अनुभाग से प्राप्त किया जा सकता है। या निदेशालय की वेबसाइट **[www.dwr.org.in](http://www.dwr.org.in)** से डाउन लोड कर निविदा फार्म के साथ रू. **500/-** का डी.डी./पे आर्डर संलग्न कर इस निदेशालय में प्रस्तुत करें।

The bid security (**EMD**) amounting to **Rs. 10,000/-** of the must be submitted along with the bid in form of Demand Draft/Banker's cheque drawn in favour of ICAR UNIT- DWR, JABALPUR otherwise the bid will not be taken into consideration. And also submit the cost of Tender form for Rs. 500/- along with the quotation in favour of ICAR UNIT- DWR, JABALPUR,

11. निदेशक, ख. वि. अनु. निदेशालय के पास यह अधिकार सुरक्षित है, कि कोई भी निविदा/कोटेशन को स्वीकार अथवा अस्वीकार बिना किसी कारण के किया जावेगा।  
This Directorate reserves the right to reject any or all the quotation(s) received without assigning any reason thereof.
12. किसी भी प्रकार के पत्राचार अधोहस्ताक्षरकर्ता के पद नाम से ही किया जावे न कि उसके नाम से।  
All communication must be addressed to the undersigned by DESIGNATION ONLY and not by name.
13. किसी भी प्रकार का विवाद जबलपुर न्यायलय (Jurisdiction) के अधीन रहेगा।  
All disputes subject to Jabalpur Jurisdiction only.

***I/c Store & Purchase section***  
**प्रभारी कय एवं भण्डार अनुभाग**

## Annexure-I

Sl	Particulars	Pages	Rate
1.	Cost of paper 90 GSM glossy art paper size 8.5"x11"		
2.	Cost of paper 90 GSM matt paper art paper size 8.5"x11"		
3	Cost of paper 90 GSM glossy art paper size 7.25"x9.5"		
4.	Cost of paper 90 GSM matt paper art paper size 7.25"x9.5"		
5.	Cost of paper 90GSM glossy art paper size 5.5"x8.5"		
6.	Cost of paper 90GSM matt paper art paper size 5.5"x8.5"		
7.	Cost of paper 90 GSM glossy art paper size 6"x8.5"		
8.	Cost of paper 90 GSM matt paper art paper size 6"x8.5"		
9.	Cost of paper 100 GSM glossy art paper size 8.5"x11"		
10.	Cost of paper 100 GSM matt paper art paper size 8.5"x11"		
11	Cost of paper 100 GSM glossy art paper size 7.25"x9.5"		
12	Cost of paper 100 GSM matt paper art paper size 7.25"x9.5"		
13	Cost of paper 100 GSM glossy art paper size 5.5"x8.5"		
14	Cost of paper 100 GSM matt paper art paper size 5.5"x8.5"		
15	Cost of paper 100 GSM glossy art paper size 6"x8.5"		
16	Cost of paper 100 GSM matt paper art paper size 6"x8.5"		
17	Cost of paper 115 GSM glossy art paper size 8.5"x11"		
18	Cost of paper 115 GSM matt paper size 8.5"x11"		
19	Cost of paper 115 GSM glossy art paper size 7.25"x9.5"		
20	Cost of paper 115 GSM matt paper art paper size 7.25"x9.5"		
21	Cost of paper 115 GSM glossy art paper size 5.5"x8.5"		
22	Cost of paper 115 GSM matt paper art paper size 5.5"x8.5"		
23	Cost of paper 115 GSM glossy art paper size 6"x8.5"		
24	Cost of paper 115 GSM matt paper art paper size 6"x8.5"		
25	Cost of paper 130 GSM glossy art paper size 8.5"x11"		
26	Cost of paper 130 GSM matt paper art paper size 8.5"x11"		
27	Cost of paper 130 GSM glossy art paper size 7.25"x9.5"		
28	Cost of paper 130 GSM matt paper art paper size 7.25"x9.5"		
29	Cost of paper 130 GSM glossy art paper size 5.5"x8.5"		
30	Cost of paper 130 GSM matt paper art paper size 5.5"x8.5"		
31	Cost of paper 130 GSM glossy imported art paper size 6"x8.5"		
32	Cost of paper 130 GSM matt paper art paper size 6"x8.5"		
33	Cost of paper 150 GSM glossy art paper size 8.5"x11"		
34	Cost of paper 150 GSM matt paper art paper size 8.5"x11"		
35	Cost of paper 150 GSM glossy art paper size 7.25"x9.5"		
36	Cost of paper 150 GSM matt paper art paper size 7.25"x9.5"		
37	Cost of paper 150 GSM glossy art paper size 5.5"x8.5"		
38	Cost of paper 150 GSM matt paper art paper size 5.5"x8.5"		
39	Cost of paper 150 GSM glossy art paper size 6"x8.5"		
40	Cost of paper 150 GSM matt paper art paper size 6"x8.5"		
41	Cost of paper 170 GSM glossy art paper size 8.5"x11"		

42	Cost of paper 170 GSM matt paper art paper size 8.5"x11"		
43	Cost of paper 170 GSM glossy art paper size 7.25"x9.5"		
44	Cost of paper 170 GSM matt paper art paper size 7.25"x9.5"		
45	Cost of paper 170 GSM glossy art paper size 5.5"x8.5"		
46	Cost of paper 170 GSM matt paper art paper size 5.5"x8.5"		
47	Cost of paper 170 GSM glossy art paper size 6"x8.5"		
48	Cost of paper 170 GSM matt paper art paper size 6"x8.5"		
49	Cost of paper 210 GSM glossy art paper size 8.5"x11"		
50	Cost of paper 210 GSM matt paper art paper size 8.5"x11"		
51	Cost of paper 210 GSM glossy art paper size 7.25"x9.5"		
52	Cost of paper 210 GSM matt paper art paper size 7.25"x9.5"		
53	Cost of paper 210 GSM glossy art paper size 5.5"x8.5"		
54	Cost of paper 210 GSM matt paper art paper size 5.5"x8.5"		
55	Cost of paper 210 GSM glossy art paper size 6"x8.5"		
56	Cost of paper 210 GSM matt paper art paper size 6"x8.5"		
57	Cost of paper 250 GSM glossy art paper size 8.5"x11"		
58	Cost of paper 250 GSM matt paper art paper size 8.5"x11"		
59	Cost of paper 250 GSM glossy art paper size 7.25"x9.5"		
60	Cost of paper 250 GSM matt paper art paper size 7.25"x9.5"		
61	Cost of paper 250 GSM glossy art paper size 5.5"x8.5"		
62	Cost of paper 250 GSM matt paper art paper size 5.5"x8.5"		
63	Cost of paper 250 GSM glossy art paper size 6"x8.5"		
64	Cost of paper 250 GSM matt paper art paper size 6"x8.5"		
65	Cost of paper 300 GSM glossy art paper size 8.5"x11"		
66	Cost of paper 300 GSM matt paper art paper size 8.5"x11"		
67	Cost of paper 300 GSM glossy art paper size 7.25"x9.5"		
68	Cost of paper 300 GSM matt paper art paper size 7.25"x9.5"		
69	Cost of paper 300 GSM glossy art paper size 5.5"x8.5"		
70	Cost of paper 300 GSM matt paper art paper size 5.5"x8.5"		
71	Cost of paper 300 GSM glossy art paper size 6"x8.5"		
72	Cost of paper 300 GSM matt paper art paper size 6"x8.5"		
73	Cost of paper 350 GSM glossy art paper size 8.5"x11"		
74	Cost of paper 350 GSM matt paper art paper size 8.5"x11"		
75	Cost of paper 350 GSM glossy art paper size 7.25"x9.5"		
76	Cost of paper 350 GSM matt paper art paper size 7.25"x9.5"		
77	Cost of paper 350 GSM glossy art paper size 5.5"x8.5"		
78	Cost of paper 350 GSM matt paper art paper size 5.5"x8.5"		
79	Cost of paper 350 GSM glossy art paper size 6"x8.5"		
80	Cost of paper 350 GSM matt paper art paper size 6"x8.5"		
81	<b>Binding /copy of pages 100 /200/300/400 pages :</b>		
	Thread Binding		
	Side Wire Stitching Binding		
	Glue Binding		
	Wire Binding		

	Hard Bound Binding		
82	Dye Embossing		
	Spiral Binding Central Stitching Binding		
83	<b>Lamination :</b>		
	Matt Lamination/ <b>page for different size</b> 8.5"x11", 7.25"x9.5", 5.5"x8.5", 6"x8.5"		
	Gloss// <b>page for different size</b> 8.5"x11", 7.25"x9.5", 5.5"x8.5", 6"x8.5"		
	U.V. / <b>page for different size</b> 8.5"x11", 7.25"x9.5", 5.5"x8.5" 6"x8.5"		
84	<b>Composing</b>		
	<b>Cost of composing /page</b> (Text) inner Page (A-4 size)		
	Cost of Cover page designing (A-4 size)/page		
85	<b>Cost of printing matter in:</b> Single colour Double colour Multicolour		
86	Rate of deputed person for editing/visit for correction of proof at DWR (Computer facility will be provided by DWR)		

**Note: terms & Conditions:**

- 1 Firm must enclose paper sample, printed sample and binding's sample.
- 2 Since printing of a brochure/book/poster/folder is a complete job including the cost of papers/CTP/Composing/lamination and bindings. Therefore, it is not possible to give separate job to separate lower quote for separate items asked in the tender. Hence, a firm which rates are lower in more than 75% cases will be qualified for awarding the job of printing.
- 3 Minimum three B/w proofs of printing materials are required.
- 4 Final proof (color) for proof reading and to see the quality of photographs.
- 5 Minimum three cover page designs are required for selection of final cover design.
- 6 Final soft copy is required for official purpose.
- 7 On demand, an expert person should be deputed by the qualified firm for the correction of edited job at DWR.