



Central Council for Research in Unani Medicine

Ministry of Ayush, Government of India

61-65, Institutional Area, Janakpuri, New Delhi - 110058

TENDER NOTICE

Sealed tenders are invited in two bid systems viz. technical and financial for printing of CCRUM publications are invited from registered press/printers who fulfill CCRUM criteria, having at least five years of relevant experience. The approximate annual expenditure for printing of publications is Rs. 20 Lakh (Rupees Twenty Lakh only).

The printing material ie journals, newsletter, monographs, books, annual reports, folders, booklets, DO letter, letterhead, COs (sticker), cover labels, and innovation works etc. in English, Hindi, Urdu and other languages. The term of tender shall be one year which may be extended on the existing rates subject to the approval of the competent authority. Tender document can be downloaded from CCRUM's website <https://www.ccrum.res.in/> or Central Public Procurement Portal and duly filled-in form should be reached CCRUM by 2:00 PM, October 17, 2025.

Administrative Office (Admn)



केन्द्रीय यूनानी चिकित्सा अनुसंधान परिषद्

आयुष मंत्रालय, भारत सरकार

६१-६५, इंस्टीट्यूशनल एरिया, जनकपुरी, नई दिल्ली - ११० ०५८

निविदा सूचना

रेजिस्टर्ड प्रेस/मुद्रकों से, जिन के पास न्यूनतम पांच वर्ष का प्रासंगिक अनुभव हो, के.यू.चि.अ.प. के प्रकाशनों के मुद्रण (अनुमानित वार्षिक व्यय रु 20 लाख) हेतु दो प्रति में अलग अलग मुहरबंद तकनीकी एवं वित्तीय निविदाएं आमंत्रित हैं। मुद्रण सामग्री जैसे कि अंग्रेजी, हिंदी, उर्दू और अन्य भाषाओं में पत्रिकाएँ, न्यूजलेटर, मोनोग्राफ, पुस्तकें, वार्षिक रिपोर्ट, फोल्डर, पुस्तिकाएं, डीओ लेटर, लेट. रहेड, सीडी (स्टिकर), कवर लेबल, आदि शामिल हैं। निविदा की अवधि एक वर्ष की होगी जिसे सक्षम प्राधिकारी के अनुमोदन के अधीन वर्तमान दरों पर बढ़ाया जा सकता है। निविदा दस्तावेज <https://www-ccrum-res-in/> या केन्द्रीय सार्वजनिक खरीद पोर्टल से डाउनलोड किया जा सकता है। पूर्णतया भरे हुए निविदा फॉर्म 17 अक्टूबर 2025 को अपराह्न 2 बजे तक के.यू.चि.अ.प. में प्राप्त हो जाना चाहिए।

प्रशासनिक अधिकारी



PUB-11/7/2025-CCRUM-HQ
CENTRAL COUNCIL FOR RESEARCH IN UNANI MEDICINE
Ministry of Ayush, Government of India

Jawahar Lal Nehru Anusandhan Bhawan
61-65, Institutional Area, OPP. D. Block Janakpuri,
New Delhi – 110 058

TENDER DOCUMENT
(FOR PRINTING OF CCRUM PUBLICATIONS)

1. Term & condition of Tender Documents

Please read the tender document thoroughly and carefully before filling submitting the bid.

The printing press must be located in an Industrial Area in Delhi/NCR only. The bids of printers situated in unauthorized / residential areas will not be considered.

- a. The bidders must have at least five years of experience of works similar to those mentioned in 'Scope and Schedule of Work'. Proofs (such as work orders) in support of these are to be attached with the technical bids.
- b. The bidders must also have computer operators / artists skilled in typesetting and designing of left-to-right scripts (e.g. English, Hindi, etc.) and right-to-left scripts (e.g. Urdu, Persian, Arabic, etc.).
- c. Bidder must have latest software for pre press work
- d. Bidder must have 4 color automatic machine (Minimum Size 19"x26"), CtP, automatic post press machines ie sewing, prefect binding , hard case binding, UV coating machine, foiling machine.
- e. The deadline for submission of tender is **2:00 PM, October 17, 2025.**
- f. The tender document may be downloaded free of charge from CCRUM's website <https://www.ccrum.res.in/> or Central Public Procurement Portal and dully filled-in form should be submitted to the office of Assistant Director (Administration), CCRUM.
- g. EMD is liable to be forfeited, if the bidder withdraws or impairs or derogates the bid in any respect or manner within the period of the validity of the offer. If the successful bidder fails to furnish the Performance Guarantee within the stipulated period, the EMD shall be liable to be forfeited.
- h. The tender is to be submitted in two parts viz. 'Technical Bid' and 'Financial Bid'. The two bids should be covered and sealed in two separate envelopes and marked as 'TECHNICAL BID' and 'FINANCIAL BID' respectively which must be put in another sealed envelope super-scribed as "DO NOT OPEN EXCEPT IN THE PRESENCE OF THE EVALUATION COMMITTEE".

2. Documents submitted

- a. Required documents include:
 - i. Firm registration/partnership deed/power of attorney.
 - ii. Pollution certificate issued by Delhi Pollution Authority
 - iii. Proof of GST and income tax registration.
 - iv. List of clients served in similar work over the last five years along with work orders from Government/autonomous body organization
 - v. Printing Machine List
 - vi. Prepress machine list
 - vii. An EMD of Rs. 20,000.00 (Rupees twenty thousand only, drawn in favour of Director General, CCRUM, payable at New Delhi.
- b. Bids must be free from overwriting or interlineations. Corrections, if necessary, should be initialed by the authorized signatory.

- c. The tender document must reach **the Administrative officer at Central Council for Research in Unani Medicine, Room No. 603, JLN Anusandhan Bhawan, 61-65 Institutional Area, Janakpuri, New Delhi – 110058**

3. CONDITIONS OF CONTRACT

- a. The contract term shall be for one year, with the option of extension at the existing rates, terms and condition subject to approval by the competent authority.
- b. In cases of any discrepancies or disputes regarding contract terms, the decision of the Director General, CCRUM, shall be final and binding.
- c. Subcontracting any part of this contract is strictly prohibited without prior written consent from CCRUM.
- d. CCRUM reserves the right to terminate the contract with a one- week notice if the contractor's services are found unsatisfactory.
- e. Payments will only be made upon the satisfactory delivery of printed materials, subject to Tax Deducted at Source (TDS). CCRUM does not provide advance payments for any materials or services.
- f. All payments to the contractor will be made by the Accounts Officer through the Public Financial Management System (PFMS) as per the standard procedure.
- g. The contractor shall submit a security deposit amounting to [specify percentage, e.g., 12%] of the total contract value within [specify time period] after the contract award. This deposit is refundable upon successful completion of the contract.
- h. The successful bidder must execute an agreement on a ₹100 non-judicial stamp paper within the specified period, at their own cost.
- i. All applicable taxes and statutory levies will be deducted as per prevailing laws.
- j. Any incidental expenses incurred by CCRUM for payments made outside the district where the claim arises will be borne by the contractor.
- k. The contractor is required to meet specific performance standards as agreed in the contract. Failure to meet these standards may result in penalties, including deductions from payments, withholding of payments, or contract termination.
- l. The contractor must maintain strict confidentiality of all CCRUM documents, manuscripts, and proprietary information. Any breach of confidentiality will result in immediate termination and potential legal action.
- m. If the contractor becomes insolvent, liquidates, or enters into any arrangement with creditors, CCRUM reserves the right to terminate the contract. The Director General may complete the contract by alternative means, with all costs and damages recoverable from the contractor.
- n. If the contractor fails to deliver materials on time or breaches contract terms, CCRUM reserves the right to procure the materials from other sources. All associated costs, damages, or price differences will be charged to the contractor, and payments due may be withheld. CCRUM may also exclude any items from the contract and procure them separately as necessary.
- o. Bidders should provide all-inclusive rates for each item of printing work. CCRUM will not cover any fluctuations in paper rates, and the successful bidder is required to complete the work at the quoted rates. Detailed specifications and samples must be provided. Defective or sub-standard materials will not be accepted or paid for. Acceptable samples can be reviewed at the Council office, with minor size adjustments allowed based on paper availability.
- p. Galley and press proofs and one digital print must be approved by CCRUM before final start printing. Minor improvements should be accommodated without extra charges, as no additional costs will be covered post-proof approval.
- q. All materials, including paper and incidental items, must be provided by the contractor. CCRUM will not cover costs associated with paper wastage or any other materials used in the printing process.

- r. For each printed job, the contractor must provide soft copies, including open files with all links, and high PDF files in Pen Drive, at their own cost.
- s. Printed materials must be supplied in properly packed cartons to CCRUM's headquarters or designated godowns at the contractor's expense. The packaging should protect the materials against damage and facilitate storage or postal delivery. The quantity per packet will be specified by CCRUM for each job.
- t. Special conditions printed on the bidder's quotation sheets or attached to the tender will not apply unless expressly accepted in writing by CCRUM.
- u. Greek letters, diacritical marks, and other intricate symbols may be required in CCRUM publications. No additional payment will be made for their inclusion.
- v. The contractor shall not hold any copyright over CCRUM publications produced under this contract.
- w. In the event of a dispute, all legal proceedings related to the contract shall fall under the jurisdiction of New Delhi courts only.
- x. The rates quoted shall remain valid throughout the duration of the contract.

4. SCOPE OF WORK

- a. The scope of work under this tender includes, but is not limited to, typesetting, designing, page layout, printing, foiling, embossing of CCRUM publications, as specified in the table below. Tasks will be assigned as per the requirements and orders placed periodically:

S. N.	Name of the Publication	Approx. No. of Pages	Languages/Script
1	Journal (Quarterly)	100 pages per issue	English/Urdu/Hindi
2	Monographs/Books on Clinical and Drug Research in Unani	100–1000 pages	English/Hindi/Urdu/ Arabic/Persian
3	Annual Reports and Audit Statement of Accounts	200 pages	English/Hindi
4	Folders/Leaflets/Flyers/ Brochure	1000 units approx.	English/Hindi/Regional/ Foreign
5	Digital Posters, Banners	As per demand	English/Hindi/Regional/ Foreign
6	Booklets	25 pages approx.	English/Hindi/Regional
7	Silk Screen/offset printing of DO Letters, Letterheads	As per demand	English/Hindi

- b. The printer must submit a press proof (Ferro) and digital print of the assigned job within three (3) days after finalizing the prepress process.
- c. The completed printed materials must be delivered in full within ten (10) days of approval of the press proof.
- d. The schedule outlined above applies under normal conditions. However, in urgent cases as determined by CCRUM, the printer must accommodate delivery on short notice, ideally within one to two days.
- e. Time is of the essence in this contract. Therefore, no extensions will be granted under any circumstances.
- f. The complete printed stock must be delivered within the stipulated timeframe; no time extensions will be allowed.
- g. The CCRUM reserves the right to make corrections to manuscripts at any stage.
 - h. The printer is responsible for ensuring accuracy, high quality printing and binding in the final printed materials. Any errors or discrepancies from the approved proof are solely the printer's responsibility and may result in penalties.
 - i. Any delays caused by typographical errors or omissions will not justify an extension of time, and such delays will be counted against the contracted delivery schedule.

Administrative Officer (Administration)
CCRUM

QUOTATION SUBMISSION LETTER

From

(Name and address of bidding firm)

To,

The Administrative Officer

Central Council for Research in Unani Medicine 61-65,

Institutional Area,

Janakpuri, New Delhi – 110 058

Subject: Quotation for Printing of Publications of CCRUM

Sir,

I/we hereby tender to undertake the printing work of CCRUM, under the terms and conditions specified in the tender document, the whole of the work referred to and described in the attached specification and schedule, or any portion thereof, as may be decided by the Council. The materials will be delivered within the time and at places specified. I hereby submit my Technical Proposal for the same.

I understand you are not bound to accept any proposal you receive.

Yours sincerely,

Signature of Bidder / Authorised Signatory
Name
Seal of the Firm

Date:

Place:

ANNEXURE – 2**PARTICULARS OF THE FIRM**

S. N.	Particulars	Information
1.	Name of the company	
2.	Registered Office Address	
3.	Telephone	
4.	Mobile	
5.	Email	
6.	Website	
7.	Former Name (if any)	
8.	Type of Organization	
9.	Year of Establishment	
10.	Year of Commencement of Operation	
11.	Total Experience	
12.	Year in which printing work started	
13.	Experience in undertaking works similar to those mentioned in the scope of works	(Enclose work orders)
14.	Name and address of the authorized signatory / contact person for this Tender	
15.	Whether letter of Authority for attending bid opening is enclosed with Tender?	Yes at Annexure No. _____ No

Signature of Bidder / Authorised Signatory**Name****Seal of the Firm****Date: Place:**

FORM I: FOR QUOTING RATES OF PAPER FOR PRINTING OF TEXT AND COVER

S. N.	Name & Size of Paper	Rate in Rupees
	A. Maplitho Paper (Ballarpur Mill)	Rate Per Ream (500 Sheets)
1.	– 20" x 30", 70 gsm	
2.	– 20" x 30", 80 gsm	
3.	– 20" x 30", 90 gsm	
4.	– 20" x 30", 100 gsm	
5.	– 23" x 36", 70 gsm	
6.	– 23" x 36", 80 gsm	
7.	– 23" x 36", 90 gsm	
8.	– 23" x 36", 100 gsm	
9.	– 25" x 36", 70 gsm	
10.	– 25" x 36", 80 gsm	
11.	– 25" x 36", 90 gsm	
12.	– 25" x 36", 100 gsm	
	B. Art Paper (Imported)	Rate Per Ream (500 Sheets)
13.	– 20" x 30", 100 gsm	
14.	– 20" x 30", 130 gsm	
15.	– 20" x 30", 170 gsm	
16.	– 23" x 36", 100 gsm	
17.	– 23" x 36", 130 gsm	
18.	– 23" x 36", 170 gsm	
19.	– 25" x 36", 100 gsm	
20.	– 25" x 36", 130 gsm	
21.	– 25" x 36", 170 gsm	
	C. Art Card (Imported)	Rate Per Packet (100 Sheets)
22.	– 20" x 30", 210 gsm	
23.	– 20" x 30", 250 gsm	
24.	– 20" x 30", 300 gsm	
25.	– 23" x 36", 210 gsm	
26.	– 23" x 36", 250 gsm	
27.	– 23" x 36", 300 gsm	
28.	– 25" x 36", 210 gsm	
29.	– 25" x 36", 250 gsm	
30.	– 25" x 36", 300 gsm	
	D. High Bulk	Rate Per Ream (500 Sheets)
31.	– 20" x 30", 60 gsm	
32.	– 20" x 30", 70 gsm	
33.	– 23" x 36", 60 gsm	
34.	– 23" x 36", 70 gsm	
35.	– 25" x 36", 60 gsm	
36.	– 25" x 36", 70 gsm	

Signature of Bidder / Authorised Signatory

Name

Seal of the Firm

Date :

Place :

FORM II: FOR QUOTING RATES FOR WORKS RELATED TO PREPRESS & PRINTING

S. N.	Description of Work	Rate in Rupees
–	Prepress Work	
	<i>Quote Rate Per Page (Unless Otherwise Mentioned)</i>	
1	Designing of Cover (Cover I & IV) (Quote Rate Per Title) Designing of Cover and inside (Cover I to IV) (Quote Rate Per Title)	
2	Typesetting and page Layout with One Proof (If Text is in Hard Copy or Uneditable Soft Copy)	
3	Typesetting and page Layout with Two Proofs (If Text is in Hard Copy or Uneditable Soft Copy)	
4	Typesetting and page Layout with Three Proofs (If Text is in Hard Copy or Uneditable Soft Copy)	
5	Typesetting and page Layout with One Proof (If Text is in Editable Soft Copy)	
6	Typesetting and page Layout with Two Proofs (If Text is in Editable Soft Copy)	
7	Typesetting and page Layout with Three Proofs (If Text is in Editable Soft Copy)	
8	Page Layout without Typesetting (Quote Rate Per Layout / File) (If Ready to Print PDF without Header & Footer is Provided)	
9	Plate Making charges Per Plate (650 mmx550mmx3mm) Per Colour	
–	Press Work	
1	Offset Printing Per Plate Per Colour (1000 Copies)	
2	Offset Printing Per Plate Per Colour (500 Copies)	
3	Offset Printing Per Plate Per Colour (300 Copies)	
4	Digital Printing Per Page (Size 5.5"x8.5" to 9"x12")/Copy	
–	Post Press Work	
–	Binding and Finishing	
1	Side Stitching / Central Stitching Per Copy	
2	Paperback / Perfect Binding Per Copy	
3	Hard case Binding Per Copy (With 3 mm Imported Board, Cost All Inclusive)	
4	Folding Charges For Folders (Per Fold)	
	Other Services	
5	UV Coating Per Page (Size 5.5"x8.5" to 8.5"x11.5")	
6	Aqueous Coating Per Page (Size 5.5"x8.5" to 8.5"x11.5")	
7	Leafing Per Page (Size 5.5"x8.5" to 8.5"x11.5")	
8	Embossing Per Page (Size 5.5"x8.5" to 8.5"x11.5")	
9	Gloss Lamination Per Cover (Irrespective of Size)	
10	Thermal Matte Lamination Per Cover	

Signature of Bidder / Authorised Signatory

Name

Seal of the Firm

Date :

Place :

FORM III: FOR QUOTING RATES FOR PRINTING OF STATIONERY ITEMS

S. N.	Item	Description	Rate Per Unit	
			Rs.	Ps.
–	Invitation Card (Single Side Printed)	Invitation Card (8"x5" on 300 GSM Imported Art Card) with Printed Envelopes of 130 GSM Imported Art Paper		
1	Single Colour			
2	Two Colour			
3	Four Colour			
–	Invitation Card (Both Side Printed)	Invitation Card (8"x5" on 300 GSM Imported Art Card) with Printed Envelopes of 130 GSM Imported Art Paper	-	-
4	Single Colour			
5	Two Colour			
6	Four Colour			
–	Invitation Card (Single Side Printed)	Invitation Card (9"x6" on 300 GSM Imported Art Card) with Printed Envelopes of 130 GSM Imported Art Paper	-	-
7	Single Colour			
8	Two Colour			
9	Four Colour			
–	Invitation Card (Both Side Printed)	Invitation Card (9"x6" on 300 GSM Imported Art Card) with Printed Envelopes of 130 GSM Imported Art Paper	-	-
10	Single Colour			
11	Two Colour			
12	Four Colour			
–	Visiting Card	Paper 300 GSM Imported Art Card	-	-
13	One side; Two Colour			
14	Both side; Two Colour			
15	One side; Four Colour			
16	Both side; Four Colour			
17	Registration Badges / Entry Passes with Lanyard and Cover	300 GSM Art Card Matte, 3.8"x5.5", Four Color Printing, Lanyard with Single Hook, Plastic Cover		
18	Coupons	300 GSM Art Card (Imported), 4.5"x3.25", Four Color Printing		
19	Parking Stickers	Adhesive Stickers 4x4 inch with four color printing		
20	Envelopes	10"x12", 100 GSM Yellow Paper (inside laminated) with Single Colour Printing		
21	Envelopes	12"x16", 120 GSM (inside laminated) with Single Colour Printing		
22	Envelopes	10"x4.5", 90 GSM Maplitho with Single Colour Printing		
	Letterheads	11.75"x8.25", 80–100 GSM Royal Executive Bond	-	-

23	Single Colour			
24	Two Colour			
25	Four colour			
26	Certificates	A3&A4 Size. Four Colour Printing, 300 GSM imported Art Card		

Signature of Bidder / Authorised Signatory

Name

Seal of the Firm

Date:

Place :

SELF-DECLARATION BY BIDDER

I/We, the undersigned, hereby declare that all information and documents submitted in response to the tender for the [mention the specific tender title/number] are true, complete, and correct to the best of my/our knowledge and belief.

2. I/We fully commit to delivering quality products and services as outlined in the tender document, ensuring that all work is carried out to the highest standards and as per the specifications provided by CCRUM.

3. I/We confirm that we have the skilled manpower required to execute typesetting in both right-to-left scripts (e.g., Urdu, Persian, Arabic) and left-to-right scripts (e.g., English, Hindi) and have the necessary infrastructure and capacity to complete the production process within a very short timeframe (one to two days) following the approval of pre-press work.

4. I/We hereby confirm that I/we have thoroughly reviewed and understood all terms and conditions, requirements, and provisions contained in the tender document and agree to abide by them in letter and spirit throughout the contract period.

5. I/We acknowledge that any deviation or failure to meet the obligations outlined in the tender document may result in penalties, including contract termination, as per CCRUM's discretion.

6. I/We further affirm that I/we shall comply with all legal, statutory, and regulatory requirements and will uphold CCRUM's policies and standards at all times.

Signature of Authorised Signatory

Name: Designation:

Company Name: Seal:

Date: