



PUB-11/9/2024-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 NOTICE

Sealed quotations are invited from registered, Delhi-based printers and printing agencies with a minimum of five years of experience for a rate contract related to the design and printing of CCRUM publications. The estimated annual expenditure for these services is approximately ₹15 Lakhs (Rupees Fifteen Lakhs only).

The contract will cover various types of publications, including books, monographs, journals, annual reports, folders, booklets, brochures, DO letters, letterheads, cover labels, etc., in Arabic, Persian, Hindi, English, Urdu, and other regional and foreign languages. The rate contract is for one year, extendable at existing rates with approval from the competent authority.

The tender document is available for download at <https://www.ccrum.res.in>. Completed tender forms should be submitted to the CCRUM by **11 November 2024**.

Sd/-
Assistant Director (Admn.) Incharge



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TENDER DOCUMENT

(FOR PRINTING OF CCRUM PUBLICATIONS)

1. INSTRUCTIONS TO THE BIDDERS

- a. Bidders must read the tender document carefully before submission.
- b. Submission of a bid implies that the bidder has read, understood, and accepted all terms and conditions outlined in this document.
- c. Bidders must have at least five years of relevant experience, documented through work orders and other proofs.
- d. Bidders should employ skilled operators experienced in both right-to-left (e.g., Urdu, Persian, Arabic) and left-to-right (e.g., English, Hindi) script typesetting.
- e. Tenders must be submitted by 11 November 2024 in the specified format, including a cover letter, supporting documents, and a signed copy of the document (excluding Annexure III).
- f. Required documents include:
 - i. Firm registration/partnership deed/power of attorney.
 - ii. Proof of GST and income tax registration.
 - iii. List of clients served in similar work over the last five years along with work orders
- g. Bids must be free from overwriting or interlineations. Corrections, if necessary, should be initialed by the authorized signatory.
- h. The tender document must reach the Assistant Director (Administration) In-Charge at Central Council for Research in Unani Medicine, Room No. 504, JLN Anusandhan Bhawan, 61-65 Institutional Area, Janakpuri, New Delhi – 110058 or via email to adaccrum@gmail.com (cc rop.ccrum@gmail.com).
- i. The rates quoted in Forms I, II, and III will be evaluated to determine the lowest effective printing cost based on the following criteria: (1) the number of items quoted at the lowest rates; (2) average item-wise quotations in Form I; (3) total item-wise quotations in Form I; (4) average item-wise quotations in Form II; (5) total item-wise quotations in Form II; (6) average item-wise quotations in Form III; (7) total item-wise quotations in Form III; (8) overall average of item-wise quotations across Forms I, II, and III; and (9) grand total of item-wise quotations across Forms I, II, and III. The bidder with the lowest rates across the most criteria will be considered the L1 bidder. If necessary, a detailed costing of various publication types will be conducted to determine the bidder with the lowest rates and most cost-effective solution, who will then be recommended for contract award.
- j. The tender may be modified or cancelled, in part or in full, at the discretion of the Director General, CCRUM, without any obligation to provide reasons.
- k. Bids shall remain valid for a period of three months from the date of bid opening.

2. CONDITIONS OF CONTRACT

- a. **Contract Duration:** The contract term shall be for one year, with the option of extension at the existing rates, subject to approval by the competent authority.
- b. **Authority of Decision:** In cases of any discrepancies or disputes regarding contract terms, the decision of the Director General, CCRUM, shall be final and binding.
- c. **Subcontracting Prohibition:** Subcontracting any part of this contract is strictly prohibited without prior written consent from CCRUM.
- d. **Right to Terminate:** CCRUM reserves the right to terminate the contract with a one-week notice if the contractor's services are found unsatisfactory.
- e. **Payment Terms:** 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. **Payment Processing:** 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. **Security Deposit Requirement:** The contractor shall submit a security deposit amounting to [specify percentage, e.g., 5-10%] of the total contract value within [specify time period] after the contract award. This deposit is refundable upon successful completion of the contract.
- h. **Agreement Execution:** The successful bidder must execute an agreement on a ₹100 non-judicial stamp paper within the specified period, at their own cost.
- i. **Taxes and Levies:** All applicable taxes and statutory levies will be deducted as per prevailing laws.
- j. **Incidental Expenses:** Any incidental expenses incurred by CCRUM for payments made outside the district where the claim arises will be borne by the contractor.
- k. **Performance Standards and Penalties:** 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. **Confidentiality Clause:** 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. **Termination in Case of Insolvency:** 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. **Recovery for Non-Performance or Breach:** 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. **Notices:** Notices required under the contract may be delivered to the contractor personally, at their last known residence or business address, or by mail. Notices sent by mail shall be deemed served on the date it would typically reach the addressee.

- p. **Rates and Specifications for Materials:** 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.
- q. **Advance Proof Approval:** Galley and press proofs must be approved by CCRUM before final printing. Minor improvements should be accommodated without extra charges, as no additional costs will be covered post-proof approval.
- r. **Materials Provided by Contractor:** 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.
- s. **Submission of Digital Files:** For each printed job, the contractor must provide soft copies, including open files with all links, and both high- and low-resolution PDF files, at their own cost.
- t. **Delivery and Packaging:** 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.
- u. **Special Conditions in Bids:** Special conditions printed on the bidder's quotation sheets or attached to the tender will not apply unless expressly accepted in writing by CCRUM.
- v. **Greek Letters and Diacritical Marks:** Greek letters, diacritical marks, and other intricate symbols may be required in CCRUM publications. No additional payment will be made for their inclusion.
- w. **Copyright:** The contractor shall not hold any copyright over CCRUM publications produced under this contract.
- x. **Jurisdiction:** In the event of a dispute, all legal proceedings related to the contract shall fall under the jurisdiction of New Delhi courts only.
- y. **Rates Validity:** The rates quoted shall remain valid throughout the duration of the contract.

3. SCOPE OF WORK

- a. The scope of work under this tender includes, but is not limited to, typesetting, designing, layout, planning, and printing 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	1000 units approx.	English/Hindi/Regional/Foreign
5	Digital Posters	As per demand	English/Hindi/Regional/Foreign

6	Booklets	25 pages approx.	English/Hindi/Regional
8	Screen/offset printing of DO Letters, Letterheads	As per demand	English/Hindi

- b. The printer must submit a press proof of the assigned job within three (3) days after finalising 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 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.

Assistant Director (Administration)
CCRUM

QUOTATION SUBMISSION LETTER

From
(Name and address of bidding firm)

To,
The Assistant Director (Administration)
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:

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 (Both Gloss & Matte)	Rate in Rupees
–	A. Maplitho Paper	Rate Per Ream of 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 of 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	
31.	D. High Bulk	Rate Per Ream of 500 Sheets
32.	– 20" x 30", 60 gsm	
33.	– 20" x 30", 70 gsm	
34.	– 23" x 36", 60 gsm	
35.	– 23" x 36", 70 gsm	
36.	– 25" x 36", 60 gsm	
37.	– 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)	
2	Typesetting and Layout with One Proof (If Text is in Hard Copy or Uneditable Soft Copy)	
3	Typesetting and Layout with Two Proofs (If Text is in Hard Copy or Uneditable Soft Copy)	
4	Typesetting and Layout with Three Proofs (If Text is in Hard Copy or Uneditable Soft Copy)	
5	Typesetting and Layout with One Proof (If Text is in Editable Soft Copy)	
6	Typesetting and Layout with Two Proofs (If Text is in Editable Soft Copy)	
7	Typesetting and Layout with Three Proofs (If Text is in Editable Soft Copy)	
8	Layout Without Typesetting (Quote Rate Per Layout / File) (If Ready to Print PDF without Header & Footer is Provided)	
9	Plate Making Per Plate (of Higher Size) Per Colour (Including Cost of Plate)	
–	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 8.5"x11.5")/Copy	
–	Post Press Work	
–	Binding and Finishing	
1	Side Stitching / Central Stitching Per Copy	
2	Paperback / Perfect Binding Per Copy	
3	Hard Binding Per Copy (With 2.5 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	Matte Lamination Per Cover (Irrespective of Size)	

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; Tow Colour			
14	– Both side; Tow 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	-	-

S. N.	Item	Description	Rate Per Unit	
23	– Single Colour			
24	– Two Colour			
25	– Four Colour			
26	Certificates	A4 Size, Four Colour Printed, 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: