



## CENTRAL SILK BOARD

(MINISTRY OF TEXTILES - GOVT. OF INDIA)

CSB Complex, B.T.M. Layout, Madivala,

BENGALURU – 560 068

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No. CSB-8(19)/2022-23-PS

Date: 03-08-2022

### TENDER DETAILS

Sub: Printing and supply of December 2021 issue of CSB's  
**Publication Resham Bharati** Half Yearly House magazine in  
Hindi - reg.

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Central Silk Board (CSB), a statutory body under the administrative control of the Ministry of Textiles, Government of India intends to print 500 copies of December 2021 issue of Resham Bharati, half yearly Hindi House magazine of Central Silk Board and accordingly, invites sealed tenders in two bid system (technical and financial bids) from reputed offset printers based at Bengaluru equipped with the requisite infrastructure, facilities and experience for undertaking the said printing job, as per the specifications prescribed.

A complete set of tender documents (two bid system) containing technical specifications, terms and conditions, proforma for technical and financial bid is enclosed herewith. The tender document can also be downloaded from the websites [www.csb.gov.in](http://www.csb.gov.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in). A two stage tender evaluation will be followed to award the above said job. Interested printers may submit their technical and financial bids in the prescribed proforma in separate sealed covers superscribed as **(1) Technical Bid for printing and supply of CSB's publication Resham Bharati (December 2021 issue) in Hindi and (2) Financial Bid for Printing and Supply of CSB's publication Resham Bharati in Hindi (December 2021 issue)**. Both these covers should be kept in a single bigger **SEALED** cover superscribing "**Tender for Printing and Supply of CSB's publication Resham Bharati in Hindi (December 2021 issue)**" addressed to the Member Secretary, Central Silk Board, CSB Complex, BTM Layout, Madivala, Bengaluru - 560 068 and **marked Kind Attention: Deputy Director (Publicity)** and dropped in the Tender Box kept in the Publicity Section at 6<sup>th</sup> Floor **on or before 24-08-2022 upto 2:00 pm** at the office of the Central Silk Board at the above address. The Technical Bids will be **opened on the same day i.e., on 24-08-2022 at 4.00 pm** at the above address in the presence of the bidders or their representatives, as may choose to be present.

Technical Bids must also accompany printed samples of the works done by the printer along with the non-interest bearing EMD of **Rs.2000/-** (refundable) payable by Demand Draft drawn on any nationalized bank in Bengaluru in favour of the Member Secretary, Central Silk Board, Bengaluru. The EMD of the successful party will be held till the successful execution of the work order.

(Contd., on page 2)

A Committee constituted by Member Secretary, Central Silk Board will evaluate the technical capability/efficiency of the bidders on the basis of the equipments, infrastructure and manpower for undertaking the said printing job by them, their annual turnover and clientele list and the samples of works executed.

Financial bids of the technically qualified parties will be opened subsequently after the evaluation of the technical bids under intimation to the concerned in the presence of bidders or their representatives as may choose to be present and evaluated based on the rates quoted.

The Board is not bound to accept the lowest quotation and reserves the right to reject any or all the tenders without assigning any reason, thereof. For further details or clarifications, if any, please contact the Publicity Section at the above address, between 10.00 am and 5.00 pm on any working day. The decision of the Member Secretary, Central Silk Board in all the above matters shall be final.

(R.K. Sinha)  
Deputy Director (Publicity)

To

## TERMS AND CONDITIONS

1. The bidder should read the tender document and fill up the proformae carefully. He should avoid overwriting and corrections. In case of a correction, it should be duly countersigned with seal by the authorized person signing the document. However, no alteration or modification is permitted after submission of bids.
2. The Press Quotation proformae should be duly signed and complete in all respects and all relevant columns should be filled in, while the columns that are not applicable should be indicated 'NA'. Rates for each item of work are to be quoted both in figures and words and in case of any discrepancy; rate indicated in words would prevail.
3. Technical Bids without requisite Earnest Money Deposit (refundable) will be summarily rejected. The EMD does not attract any interest.
4. The Technical Bids should also accompany samples of printed material (min. of 3-4) as a proof of workmanship.
5. On the acceptance of the rates quoted, the successful bidder will have to abide by the terms and conditions specified in the Enquiry letter/Work order letter which form a part and parcel of these terms and conditions.
6. The printer should execute the job in clear and legible type, form & style and in a good workmanship manner in accordance with the specifications and time schedule fixed by the Central Silk Board.
7. The printer shall take every care to ensure that the information supplied for printing **RESHAM BHARATI** in Hindi do not fall into unauthorized hands and are returned to the Board, intact, after completion of the job.
8. Delivery of the said publication in bundles of suitable size as indicated in specifications should be made at this office at CSB Complex, BTM Layout, Madivala, Bengaluru – 560 068 by the printer at his/their cost. If the printer fails to deliver the books within the specified time, each week's delay or part thereof will attract a penalty of 0.5% of the total cost of the job entrusted to him, subject to a maximum of 5%.
9. The Central Silk Board shall pay rates for different items of work executed by the printer as per schedule of rates of the successful bidder, agreed upon. However, if any item of work not provided for, in the rate schedule, is required to be performed, rates for the same shall be determined separately by mutual consent. Payment shall be made against Credit Bills (subject to deduction at source, of income tax or any other tax applicable at the prescribed rates), after the delivery of the printed books. The credit bills in duplicate should be supported with the delivery challan.
10. In case of any minor deviation in the actual print order, payment will be made for actual supply, on pro rata basis.
11. The successful bidder should print and supply the additional copies of the book, if any. In case of cancellation of the job due to unavoidable circumstances or *force majeure* conditions, beyond the control of the Board, the liability for the payment by the Board will be restricted to the portion of the work already executed by the printer.
12. Before the tender is finally accepted, it may be necessary to inspect the unit, if required. On such occasions, the management should provide every facility to the representatives of the Board visiting the unit to see its machinery, equipment and actual working. The inspection will be made within one month of opening of the tender, if required.
13. The printer should have the state of the art equipments and facilities and trained manpower required for printing of the said publication, especially for DTP **composing and designing of text in Hindi** of the said publication. Besides, the printer should have broadband internet connection for sending / receiving the soft copy of the material / proof etc.
14. Mere submission of the tender will not give the printer any right to claim his stake in the absence of sufficient infrastructure/facilities/experience in printing/supply of Central Silk Board's publication in time bound manner.
15. The Central Silk Board reserves the right to accept or reject any or all the tenders.

**PRINTING & SUPPLY OF 500 COPIES OF December 2021 ISSUE OF  
CSB's PUBLICATION RESHAM BHARATI – HALF YEARLY HOUSE MAGAZINE IN HINDI**

**TECHNICAL BID**

1.	Name and address of the Printer	
2.	Contact Persons: a. b. c.	Mobile No:
3.	Contact No.	
	a. Press	
	b. Fax	
	c. E-mail	
4.	a. PAN No.	
	b. GST No.	
5.	<i>Availability of machinery and manpower</i>	
	A. Machinery	
	a. CTP	Attach list
	b. i. Single colour printer	
	ii. Two colour printer	
	iii. Multi colour printer	
	c. Centre Pinning	
	d. Lamination:	Yes / No
	i. Glossy	Yes / No
	ii. Mat	
	B. Generator Backup	Yes / No
	C. Manpower details:	Attach profile sheet of the company/firm.
	i. Composing - Hindi	
	ii. DTP Designing	
	iii. Printing	
	iv. Binding	
	v. Packaging	

6.	No. of Shifts	Single:	Double
7.	Internet/broadband facilities for forwarding composed materials	Yes	No
8.	Nature of printing work handled (Magazine/Book and colour printing and other types of work). Please also state your specialization, if any, in any of these branches of printing and furnish latest samples of different varieties of printing work executed by you.	Attach printed samples of work undertaken	
9.	Experience (in years) (Min. 5 years)	.....no. of years	
10.	List of leading clients for last two years	Attach list	
11.	EMD Details	Bank: DD No. & date: <b>Amount : Rs. 2000/-</b>	
12.	Other information, if any:		

**\*Financial Bid should be kept in a separate closed envelope duly sealed.**

PLACE : Bengaluru

DATED:

LIST OF LEADING CLIENTS DURING LAST 2 YEARS (MINIMUM OF 5 PER YEAR)		
Sl. No.	Year	Client
1	2019	
2		
3		
4		
5		
1	2021	
2		
3		
4		
5		

**PRINTING & SUPPLY OF 500 COPIES OF December 2021 ISSUE OF  
CSB's RESHAM BHARATI – HALF YEARLY HOUSE MAGAZINE IN HINDI**

**TECHNICAL SPECIFICATIONS**

1	<b>Print Order</b>	:	500 copies
2	<b>Size</b>	:	28 x 22 cm (1/4 demy)
3	<b>No. of Text Pages</b>		
	a. In two colour	:	32 pages approximately (Subject to variation)
	b. In Multi-colour	:	4 Text Pages (Subject to variation)
4	<b>Cover page (Multi-colour)</b>	:	4 pages printed on both sides (back-to-back) with gloss lamination on outer cover
5	<b>DTP Designing</b>	:	I. This office will supply soft copy of the text in Hindi Unicode (Mangal font) format and the printer is expected to layout/design the text pages, both in two-colour and multi-colour. Select pages may have photos supplied by this office in jpeg format. The cover page art work of the publication will be supplied by this office in pdf format. II. The printer should have appropriate software/s for importing/converting the text supplied in <i>Mangal Font/ Unicode system</i> .
6	<b>Paper for printing</b>		
	a. Text pages - Two colour	:	90 gsm Imported art paper (Milky white)
	b. Text pages - Multi-colour	:	90 gsm Imported art paper (Milky white)
	c. Cover	:	220 gsm Imported art paper (Milky White)
7	<b>Binding</b>	:	Centre pinning
8	<b>Proof</b>	:	The printer is expected to submit 2 subsequent proofs in single colour at free of cost. (The printer should obtain approval from CSB, prior to bulk printing of the print order.)
9	<b>Soft Copy</b>	:	Soft copy of the book should be provided in pdf format.
10	<b>Time schedule</b>	:	a. 10 days for layout and designing of text pages b. 7 days for printing from the date of approval of the final digital proof of the publication
11	<b>Delivery</b>	:	The printer should deliver the printed copies in bundles of 25 copies at CSB office at no extra cost.

**PRINTING & SUPPLY OF 500 COPIES OF December 2021 ISSUE OF CSB's  
PUBLICATION RESHAM BHARATI – HALF YEARLY HOUSE MAGAZINE IN  
HINDI  
FINANCIAL BID**

<b>RATE SCHEDULE</b>	
<b>ITEMS</b>	<b>RATE</b>
<b>1. DESIGNING</b>	
<b>1.1 PER PAGE RATE for:</b> Designing of Hindi text pages in:	
a. Two colour	Rs. (Rupees..... .....)
b. multi-colour	Rs. (Rupees..... .....)
<b>2. PRINTING</b>	
<b>2.1: PER PAGE RATE</b> for printing of text pages (inclusive of all costs on 90 gsm imported art paper (milky white), CTP and offset printing for 500 copies:	
a. Text pages in Two colour	Rs. (Rupees..... .....)
b. Text pages in Multi-colour	Rs. (Rupees..... .....)
<b>2.2. LOT RATE</b> for printing of multi-colour Cover Page printed on both sides back-to-back on 220 gsm imported art paper (milky white) with glossy lamination on outer cover for printing of 500 copies.	Rs. (Rupees..... .....)
<b>3. BINDING</b>	Rs. (Rupees..... .....)
<b>LOT RATE</b> for Centre pinning of 500 copies	
<b>4. ADDITIONAL COPIES:</b> RATE for additional copies for over and above the print & supply order, if required. (Quote percentage for additional copies)	
<b>5. SOFT COPY OF THE PUBLICATION &amp; SUPPLY OF COPIES TO THE OFFICE</b>	To be supplied free of cost
<b>6. TAXES, if any</b>	



## **DECLARATION**

I/we do hereby declare that I/we have read and understood the terms and conditions entailed in the tender notification, tender document and agree to abide by them. I/we also declare that the rates quoted by me/us are inclusive of all costs and are in accordance with the specifications, detailed in the document.

Place:

Date:

**SIGNATURE AND SEAL OF THE PRINTER**

<b>INSTRUCTION TO BIDDERS</b>
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1. Read the tender document and fill up the proformae carefully. All the pages including the formats submitted therein must be duly signed and stamped, failing which tender shall be liable for rejection. All the rates should be invariably filled in both numbers and words; and in case of any discrepancy, amount indicated in words shall be considered as FINAL. Avoid overwriting and corrections. In case of a correction, it should be duly countersigned with seal by the authorized person signing the document. However, no alteration or modification is permitted after submission of bids. Technical Bid and Financial Bid proformae should be complete in all respects and all relevant columns should be filled in, while the columns that are not applicable should be indicated accordingly - NA.
2. Tender should be accompanied by samples of printed material as a proof of quality printing and workmanship.
3. Tenders that are incomplete, unsigned and without requisite Earnest Money Deposit will be summarily rejected.
4. Tender received after due date and time shall be rejected.
5. **The sealed TECHNICAL BID cover should contain:**
  - Technical Bid proforma with GST No. among other details
  - Printed Samples
  - Demand draft of **Rs.2000/-** towards EMD
  - Copy of the PAN card
  - Copy of latest IT Returns
  - List of leading clients during last two years
6. The bidder should have the state-of-the-art equipments, facilities and trained manpower required for printing, delivery etc., as specified in the tender letter/ document.
7. Mere submission of tender will not give the printer any right to claim his stake in the absence of sufficient infrastructure/facilities/experience in printing in time bound manner.
8. Canvassing in any form is prohibited and the tender submitted by the tenderers who resort to canvassing is liable for rejection.
9. The EMD shall be refunded to the unsuccessful parties after finalization of the tenders. The EMD shall be forfeited if the party withdraws his offer before finalization of the tender or fails to execute the work in time.

## CRITERIA

*Location:* The bidder should be a printer located in Bengaluru.

*Infrastructure:* The bidder should have all the infrastructure and adequate facilities like digital printing machines, lamination and allied printing processes.

*Performance and experience:* The bidder should have a minimum of 10 years of experience in magazine/book printing work. The technical personnel should be skilled, technically qualified and adequately experienced. Attach profile sheet of the company/firm.

*Turnover:* The annual turnover of the bidder (firm) should be a minimum of Rs.25 lakh. Please enclose a photocopy of PAN and latest IT Returns.

*Basis for selection:* Scrutiny of the technical bids will be based on the technical competence and infrastructural facilities, manpower, experience and past performance of the bidder and list of recent major clients for whom similar works have been executed. Enclosing Printed samples will facilitate the evaluation. Financial Bids of ONLY those bidders will be opened whose Technical Bids are accepted. Final selection will be based on the lowest rates quoted in the Financial Bid.