



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(22)/2022-23/PS

Date: 25-11-2022

By Speed post

TENDER DETAILS

Sub: Printing and supply of CSB Publication “Sericulture and Silk Industry Statistics-2022” – reg.

Central Silk Board (CSB), a statutory body under the administrative control of the Ministry of Textiles, Government of India intends to print 150 copies of “ Sericulture and Silk Industry Statistics-2022” 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 of Central Silk Board, as per the specifications prescribed.

A complete set of tender documents (two bid system) containing technical specifications, terms and conditions, proformae for technical and financial bids is enclosed herewith. The tender document can also be downloaded from the websites www.csb.gov.in and 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 proformae in separate sealed covers superscribed as **(1) Technical Bid for printing and supply of CSB’s publication- Sericulture and Silk Industry Statistics-2022” and (2) Financial Bid for Printing and Supply of CSB’s publication - Sericulture and Silk Industry Statistics-2022”**. Both these covers should be kept in a single bigger SEALED cover superscribing **“Tender for Printing and Supply of CSB’s publication -Sericulture and Silk Industry Statistics-2022** 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 6th Floor of Central Silk Board at the above address **on or before 15.12.2022 upto 2:00 pm**. The Technical Bids will be **opened on the same day i.e., 15.12.2022 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 work 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 by this office till the successful execution of the work order.

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.

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 (Financial Bid) proforma 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. 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 CSB'S Publication" Sericulture and Silk Industry Statistics-2022" 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. The successful bidder should print and supply the additional copies of the book, if any. However, such indents may vary in quantity. In case of any minor deviation in the actual print order, payment will be made for actual supply, on pro rata basis.
11. 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. The printer should have the state of the art equipments, facilities and trained manpower required for printing of the said publication, especially for DTP composing and designing of text in Hindi and designing of text in English and printing of the said publication. Besides, the printer should have broadband internet connection for sending / receiving the soft copy of the designed material / proof etc.
13. 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 a time bound manner.
14. The Central Silk Board reserves the right to accept or reject any or all the tenders.

GENERAL INSTRUCTION TO BIDDERS

1. **The sealed TECHNICAL BID cover should contain:**
 - Press Information in the Technical Bid proforma
 - Printed Samples
 - Demand draft of **Rs.2000** /- towards EMD
 - Copy of the PAN card
 - Copy of latest IT Returns
 - GST No.
 - List of leading clients during last two years
2. Tenders that are incomplete, unsigned and received after due date/time will be summarily rejected.
3. Canvassing in any form is prohibited and the tender submitted by the tenderers who resort to canvassing is liable for rejection.
4. Technical Bids without requisite Earnest Money Deposit (refundable) will be summarily rejected. The EMD does not attract any interest. 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 the finalization of the tender or fails to execute the work in time.

SELECTION CRITERIA

Location: The bidder should be an offset printer located in Bengaluru.

Infrastructure: The bidder should have all the infrastructure and adequate facilities required for designing, processing and offset printing machines, lamination and allied printing processes.

Performance and experience: The bidder should have a minimum of 5 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 with the Technical Bid.

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 found qualified. Final selection will be based on the lowest rates quoted in the Financial Bid.

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 Technical Bid, if required.

**LIST OF LEADING CLIENTS DURING LAST 2 YEARS
(MINIMUM OF 5 PER YEAR)**

Sl. No.	Year	Client
1	2020	
2		
3		
4		
5		
1	2021	
2		
3		
4		
5		

**TECHNICAL SPECIFICATIONS FOR PRINTING & SUPPLY OF 150 COPIES OF
CSB's PUBLICATION "SERICULTURE AND SILK INDUSTRY STATISTICS-2022"**

1.	Print Order	150 copies
2.	Size	28.5 x 21.5 cm (1/4 demy)
3.	a. Text Pages	80 pages approximately (Subject to variation) a) 70 pages in Two Colour b) 10 pages in Multi-Colour
	b. Section Dividers	5 Section Dividers printed in multi-colour on one side and other side blank
4.	Cover page	Printed in multicolour on outer cover with mat lamination and inner cover
5.	DTP Designing	This office will supply soft copy of the text in English in MS word format and the printer is expected to layout/design the text pages both in two colour and multi-colour. Select pages may have multicolour photos supplied by this Office in Jpeg format. The cover pages of the publication will be supplied by this office in PDF format.
6.	Paper and Printing	
	I. Two colour text pages	130 gsm Imported art paper (Milky white)
	II. Multicolour text pages	130 gsm Imported art paper (Milky white)
	III. Section Dividers multicolour (Other side blank)	170 gsm Imported art paper (Milky White)
	IV. Cover	300 gsm Imported art card
7	Binding	Perfect binding with mat lamination on outer cover
8	Proof	1 single colour proof
		1 dummy final digital colour proof (The printer is expected to submit a digital proof of the book for approval by CSB, prior to bulk printing of the print order.)
9	Soft Copy	Soft copy of the book should be provided in pdf format along with source files at free of cost.
10	Time schedule	a. 14 days for layout and designing of text pages. b. 7 days for printing from the date of approval of the final proof of the publication
11	Delivery	The printer should deliver the printed copies in bundles of 25 copies at CSB office.

TECHNICAL BID FOR PRINTING & SUPPLY OF 150 COPIES OF CSB's PUBLICATION "SERICULTURE AND SILK INDUSTRY STATISTICS-2022"			
1.	Name and address of the Printer		
2.	Contact Persons Names: a. b.	Mobile No:	
3.	Contact No. a. Press b. Mobile c. Fax d. E-mail		
4.	a. PAN No. b. GST No.		
5.	Availability of machinery	Make	Number
	a. DTP		
	b. CTP		
	c. Colour printing machinery		
	d. Perfect Binding + Mat Lamination		
	e. Generator back-up		
	f. Skilled manpower		
6.	Availability of skilled manpower	Attach profile sheet of the company/firm	
	a. Composing		
	b. DTP Designing		
	c. Printing		
	d. Binding		
	e. Packing		
7.	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		
8.	No. of Shifts	Single:	Double:
9.	Experience (in years) (Min. 5 years)		
10.	List of leading clients for last two years (A minimum of five per year)	Attach	

11.	Process:	
	a. CTP	
	b. Printing	
	i. Two Colour	
	ii. Multi-colour off-set printing	
12.	Binding: Perfect Binding	
13.	Packaging	
14.	Generator backup capacity (hours)hours
15.	Annual turnover: (Enclose copy of IT returns for last two years) *Minimum requirement: Turnover of Rs.25 lakh per annum.	
16.	Printed samples of the work undertaken	
17.	EMD Details	Bank: DD No. & Date: Amount: Rs.2000/-
18.	Other information, if any:	

Place: Bengaluru

Date:

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: Bengaluru

Date

SIGNATURE AND SEAL OF THE PRINTER

FINANCIAL BID

QUOTATION FOR PRINTING & SUPPLY OF 150 COPIES OF CSB's PUBLICATION "SERICULTURE AND SILK INDUSTRY STATISTICS-2022"

Note:

- Please keep your Financial Bid in a sealed cover superscribing **Financial Bid for Printing and Supply of CSB's Publication "Sericulture and Silk Industry Statistics-2022"** and submit along with the sealed cover of Technical Bid placed in a bigger cover. **DO NOT** attach the Financial Bid with Technical Bid.

1. Name and Address of the Printer	
2. Contact Persons	1
	2
3. Contact Details	Tel No.
	Mob No.
	E-mail:
4. GST No.	
RATE SCHEDULE	
ITEMS	RATE (in Rs.)
5. DTP designing/layout of text	
a. Per page rate of designing text pages in English (Two Colour)	
b. Per page rate for designing of multicolour text pages	
c. Creative designing of multi-colour section dividers (one side only)	
6. PRINTING	
6.1 : PAGES: PER PAGE RATE for printing of the text pages in:	(In figures.....)
6a. In Two colours (the rate is inclusive of all costs on paper CTP, offset printing)	(In words)
6b. If printed in multi colour (the rate is inclusive of all costs on paper, CTP, offset printing). (Multicolour pages will be inserted in between two colour text pages, relevant to the chapters)	In figures.....) (In words)
6c. For printing Section Dividers in multicolour (The rate is inclusive of all costs on paper and offset printing on one side and other side blank)	(In figures.....) (In words)

6.2. LOT RATE for printing of multicolour cover Page printed on 300 gsm imported art card with mat lamination for printing of 150 copies- (Printing on outer cover with lamination and Inner cover blank)	(In figures.....) (In words))
7. PER PAGE RATE for blank text pages for 150 copies: a. For two colours b. For multicolour	(In figures.....) (In words) (In figures.....) (In words))
8. BINDING LOT RATE for Perfect Binding of 150 Copies	(In figures.....) (In words))
9. ADDITIONAL COPIES: RATE for additional copies for over and above the print & supply order, if required. (Quote percentage for additional copies)	
10. Soft Copy of the publication in CD & supply of copies to the Office	To be supplied at free of cost
11. TAXES, if any	

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