



भारतीय कृषि अनुसंधान परिषद  
Indian Council of Agricultural Research  
केन्द्रीय समुद्री मात्स्यिकी अनुसंधान संस्थान  
Central Marine Fisheries Research Institute



(कृषि अनुसंधान एवं शिक्षा विभाग, कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार)  
(Department of Agricultural Research and Education, Ministry of Agriculture and Farmers' Welfare, Govt. of India)  
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Post Box No. 1603, Ernakulam North P.O., Kochi - 682 018, Kerala, India

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Celebrating 75 Glorious Years of Marine Fisheries & Mariculture Research

Tender Enquiry No.16-1/2024-P

Dated: 13-03-2025

**NOTICE INVITING E-TENDERS  
(NATIONAL COMPETITIVE  
BIDDING)  
(ICAR-CENTRAL MARINE FISHERIES RESEARCH INSTITUTE)**

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Online Tenders are hereby invited in two bid system by the Director, CMFRI, Kochi from reputed printing firms, who are based in and around Kochi having latest four colour offset printing machine for entering into Annual Rate Contract for printing various jobs and other publications of the Institute in English/Hindi and Malayalam as per the schedule of Requirements attached (Annexure-I) for a period of One Year from the date of award of the rate contract through the Central Public Procurement Portal [www.eprocure.gov.in](http://www.eprocure.gov.in).

Tender documents may be downloaded from CMFRI website [www.cmfri.org.in](http://www.cmfri.org.in) (for reference only) and CPPP website [www.eprocure.gov.in](http://www.eprocure.gov.in) as per the schedule as given in CRITICAL DATE SHEET as under.

**CRITICAL DATE SHEET**

Published date	13 .03.2025
Bid Document Download/ Sale Start Date	13.03.2025
Bid Submission Start Date	13 .03.2025
EMD Amount	Rs.50,000/-
Bid Submission End date	03.04.2025
Bid Opening Date	04.04.2025
Place of opening of bid	CMFRI, Kochi

Green Science for Blue Growth  
ICAR-Central Marine Fisheries Research Institute (CMFRI)

  
Assistant Administrative Officer  
(Purchase Section)

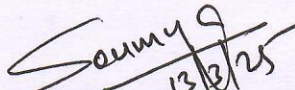
## **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

1. The tender form/bid documents may be downloaded from the <https://eprocure.gov.in/eprocure/app>. Online submission of bids through Central Public Procurement Portal is mandatory. Manual/offline bids shall not be accepted under any circumstances. Bidders should enrol/register in the e-procurement module of Central Public Procurement Portal through the website [www.eprocure.gov.in](http://www.eprocure.gov.in) for participating the bidding process. Bidders should also possess a valid DSC for online submission of bids
2. Tenders/bidders are requested to visit the website <https://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
3. Reputed printing firms in and around Kochi only may be submitted their bids for entering in to the Rate Contract for printing works.
4. For Online Bid Submission, as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. More information useful for submitting the online bids on the CPP Portal is available obtained at "[Bidders manual Kit](#)".
5. For Registration: Bidders are required to enrol on the e-procurement module of the CPP Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link "[Online Bidder Enrolment](#)". Enrolment on the CPP Portal is free of charge.
6. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.
7. In case, any holiday is declared by the Government on the date of opening, the tenders will be opened on the next working day at the same time. The Director, CMFRI, Kochi reserves the right to accept or reject any or all the tenders.
8. Bid securities of the unsuccessful Bidders shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of the contract.
9. The hard copy of EMD may send by post to this office before opening of technical bid and will be returned to the unsuccessful bidders after the orders are placed with the successful bidder. The EMD will be forfeited if the bidder fails to accept the order based on his/her offer (bid) or fail to supply the items. Bid security will be refunded to the successful bidder on receipt of Performance Security.

**TERMS & CONDITIONS GOVERNING THE PRINTING WORK OF**  
**CENTRAL MARINE FISHERIES RESEARCH INSTITUTE**

1. Tenders received through CPP Portal will be considered for opening. Bids in any physical form sent through fax/e-mail/courier/post/delivered personally will not be considered.
2. Firms having ample experience in the field of printing and should have 4 colour (multicolour) printing machine including pre-press and post-press facilities and who are based in and around Kochi will only be considered. Documentary evidences for the experience /references may also be submitted. The scanned copies may be uploaded in the CPP Portal alongwith tender.
3. The Committee at CMFRI will visit the infrastructure & facility of the printing firm for evaluation. Pre-Press, Press, Post-Press facility also checked by the Committee. On technical evaluation of the bid, the Committee report also be considered.
4. All the printing jobs will be printed in English/Hindi/ Malayalam as required.
5. The firm must have valid TIN/Sales Tax Registration No. and submit documentary proof in this regard. PAN number of the firm has to be furnished. The scanned copies may be uploaded along with tender.
6. The rates quoted should be strictly in accordance with the specification for printing works in excel format in the **BOQ (Price Bid) as detailed in Annexure-I.**
7. Proofs will be produced by the printer/bidder in made-up pages and the bidder will be responsible for the first 3 proof corrections (if any) marked by the Institute.
8. Press will also be responsible for making the dummy according to the instructions of this office and get it approved by the concerned officers of the Institute.
9. Paper wastage for printing should be mentioned separately for single colour printing and 4 colour printing by the firm. Failing which the firms will be rejected.
10. The press shall also make arrangements to collect printing matter/CD and delivering the proofs to the concerned officers of the Institute (and for collecting them back promptly).
11. Additional proofs for quality printing such as awards received from state or National level recognised Institutions/organisations etc. for giving weightage at the time of evaluation of technical bills
12. High quality of reproduction will have to be ensured by the firm. For improperly printed copies, poor binding, poor colour scan etc.; a penalty ranging from 2% to 10% of the total value of the work may be imposed as decided by the Competent Authority.
13. The material will not be acceptable in case it is not in the acceptable quality as per terms of the contract and is liable to be rejected outright.
14. Rates shall be valid for a period of one year from the date of award of this contract, however depending upon the need/ and urgency, the Institute will have the right to extend this period as per the requirement.
15. In case of any dispute, the decision of the Director, CMFRI shall be final and binding on all concerned.
16. The technical bid has to be provided in PDF file and financial bid as Excel file.

10. Firms having ample experience in the field of printing will only be considered. The tender shall submit one hard copy of his/her best publication bearing print line of the press as a sample for the rate quoted, so as to assess the quality of the printing/workmanship and the same may also be addressed to Director, CMFRI, Kochi-18 on or before bid opening date and time as mentioned in the Critical Date Sheet for evaluation of their experience and quality failing which the firm will be rejected.
11. Bidders need not to come at the time of Technical as well as financial bid opening at CMFRI. They can view live bid opening after login on CPPP e-procurement portal at their remote end. If bidder wants to join bid opening at CMFRI then they have to come with bid acknowledgement slip that is generated after successfully submission of online bid.
12. The firms are also required to upload copies of the following documents:-
- I. Technical Bid
- Scanned copy of Earnest Money Deposit (EMD)/its exemption, if any
  - Scanned copy of Firm's registration, PAN Card, VAT/Service Tax/TIN/GST No.
  - Scanned copy of Income Tax statement for the last three years.
  - Scanned copy of evidence of experience in the field of printing.
  - Scanned copy of Firm's address with valid mail ID in PDF format.
  - Scanned copy of duly signed tender document.
  - Scanned copy cover page & inner first page of the best publication.
  - List of the machineries & facilities including Pre-Press, Press, Post Press
- II. Financial Bid
- Price bid (BOQ) to be filled in Excel format which available in the tender document.

  
13/12/25  
Assistant Administrative Officer  
(Purchase Section)

**17. Performance Security:**

The successful Firm/Party is required to remit a Performance Security (or Performance bank Guarantee (PBG) or Security Deposit (SD) amounting to 5% of the contract value in the form of an account payee Demand Draft drawn in favour of "ICAR UNIT - CMFRI" payable at State Bank of India, Main Branch, Ernakulam or Fixed Deposit receipt from a commercial bank, bank guarantee issued/confirmed from any other commercial bank in India in an acceptable form as directed by this office. The Performance Security to be remitted within 14 days after notification of the award and it should remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations of the supplier, including warranty obligations.

Performance Security shall be refunded to the contractor without interest, after he duly performs and completes the contract in all respect but not later than 60 days of completion of all such obligations including warranty under the contract.

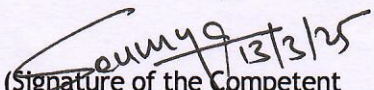
Performance Security will be forfeited and credited to the Procuring Entity's account in the event of a breach of contract by the contractor.

**18. Liquidated Damage Clause:**

If any time during the performance of the contract, the Firm encounters conditions hindering timely delivery of the goods/service, the Firm shall promptly inform the Institute in writing the fact of the delay and likely duration of the same. After receipt of the communication, the Institute shall decide as to whether to cancel the contract for the un-supplied portion after the existing delivery period, or to extend the delivery period suitably by issuing an amendment to the contract. If the supplier fails to deliver the service and or perform the service within the delivery period for reasons other than circumstances beyond the firm' control (which will be determined by the Institute) and the purchaser extends the delivery period, the purchaser will also deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% (half per cent) of the delivered price of the delayed goods or unperformed services for each week of delay or part thereof until actual delivery or performance. The maximum limit of such deduction will, however, be 10% (ten percent) of the contract price of delayed goods or services.

19. No advance payment in any case would be paid. However payment will be made after the satisfactory completion of service.
20. The Director, CMFRI, Kochi-18 reserves the right to accept or reject any or all the quotations either in full or in part without assigning any reason.
21. Price bid not complying with the above conditions and not as per the schedule of requirements (see Annexure-I) are liable to be rejected.

Yours faithfully,

  
(Signature of the Competent

Authority) Designation: Assistant Administrative  
Officer Address: Central Marine Fisheries Research  
Institute,

P.B No. 1603, Ernakulam North P.O., Cochin - 18.  
Telephone No. 0484 - 2394867

**SCHEDULE OF REQUIREMENTS AND OTHER TERMS AND CONDITIONS****RATE CONTRACT FOR PRINTING WORK**

Sl. No	Specification	Detailed specification	Additional specification
1.	Printing cost	Should be of Offset Printing	Measurement of finished work will be different as per requirement
		a) Double Demy (1000 impression) + additional impression (Single colour & Multicolour)	
		b) Demy (1000 impression) + additional impression (Single colour & Multicolour)	
		c) Double Crown (1000 impression) + additional impression (Single colour & Multicolour)	
2.	Binding	d) Crown (1000 impression + additional impression (Single colour & Multicolour)	
		a) Charges for Centre stapling	A unit of 8 Pages (irrespective of paper size)
		b) Charges for Side stapling	A unit of 8 Pages (irrespective of paper size)
		c) Charges for Section sewing	A unit of 8 Pages (irrespective of paper size)
		d) Charges for Perfect binding	A unit of 8 Pages (irrespective of paper size)-spine upto 2cm.
		e) Charges for Hard Board binding	A unit of 8 Pages (irrespective of paper size)
		f) Charges for Case binding	Spine up to 2 cm (irrespective of paper size)
		g) Charges for Wire 'O' binding	0.5 cm to 1 cm in running inch
		h) Charges for Leather binding	
		i) Charges for Creasing and folding	
		j) Charges for Gathering and folding	A unit of 8 Pages (irrespective of paper size)
		k) Charges for scribbling / letter head binding A4 size, 100 pages.	
l.) Charges for scribbling/ letter head binding crown 1/4 size, 100 pages			

3.	Cost of Paper	a) 60 GSM super print / Maplitho	Hi-bright & Cream-wave (irrespective of paper size)
		b) 70 GSM super print / Maplitho	
		c) 80 GSM super print / Maplitho	
		d) 90 GSM super print / Maplitho	
		e) 100 GSM super print / Maplitho	
		f) Imported art paper	size: 56 x 82 cm in different GSM
		g) 32KG. Super print	D/Dy
		h) Indian Art Paper	All size & all GSM
		i) Imported art paper (matt & glossy)	All size & all GSM
		j) Natural Shade Paper	All size & all GSM
		k) Lucky parchment	
		l) Ledger paper	
		m) Bond paper in different GSM	
		n) Cromo art paper	
		o) Imported art card	220, 250,300,350 GSM in different size
		p) Indian art card	220, 250,300,350 GSM in different size
q) Pulp card			
r) Handmade paper			
4.	Lamination charges	a) Mat lamination	For 100 sq. inch
		b) Glossy lamination	
		c) Spot lamination	
		d) UV Coating	
		e) Wellwet lamination	
5.	Embossing charges	Charges for Gold or Silver colour	as per size
6.	Colour proof	Charges for A4 & A3	Charges for Black & White should not be claimed

We confirm that we agree to all other terms & conditions of your quotation enquiry including the terms of delivery, period of delivery.

We have furnished all the information, as required in the quotation enquiry and attached the relevant documents.

We confirm that our offer will remain valid for acceptance for ..... days after the date of opening of quotation.

.....  
(signature, name and designation of the authorized executive of the tendering firm)

For and on behalf of.....  
( Name and Address of the tendering firm).....  
(Seal of the tendering firm)

Date :05-03-2025  
Place: Kochi