



CENTRAL INSTITUTE OF MINING & FUEL RESEARCH

(CSIR, Ministry of Science & Technology, Govt. of India)

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Dated: 26.06.2025

Sub.: Invitation of offers for entering into Rate Contract for Printing and other similar work

Dear Sirs,

1. CSIR-CIMFR, Dhanbad is intended to have rate contract for printing of various items for the its Hqrs (Barwa Road) and Digwadih Campus.
2. The Estimated cost of the procurement of annual services is more than 6.00 Lakhs.
3. Quotation/ Offers are invited from the reputed publishers having experience in composing, printing, binding and other similar work preferably located at Dhanbad. Interested and eligible bidders are requested to go through the term and condition carefully and send your quotation/ offer in **Two Bid System (Technical & Price Bid)** for rate contract in prescribed format along with the required documents through NIC's CPPP Portal on/ before.. *as mentioned in NIT*
4. Bid from single firm only shall be entertained. A consortium or group of firm shall not be entertained.
5. The bidders who qualify in their technical bid, shall be considered for opening of their price bid, wherein the firms offering the best offer (Lowest rate) shall be selected for award of work.
6. Director, CSIR-CIMFR reserves the right to accept/reject any offer for awarding contract without assigning any reason thereof. No communication in this regard will be entertained until solicited for.
7. The bid/offer not submitted as per the Tender Notice shall be summarily rejected.
8. Conditional and/or Telephonic/Fax/Unsigned tender not entertained and rejected during preliminary scrutiny. Tender without Bid Security Declaration shall also be rejected at preliminary scrutiny.
9. The Eligibility Criteria, detailed Term and conditions and required documents are attached as Annexure-I
10. The item wise requirement and format of offer/bid are attached as Annexure-II

(Head, Publication Divisor
For and on behalf of CSI)

Eligibility Criteria and Term and conditions

A. Eligibility Criteria

1. The bidder must be reputed firm engaged in printing/ publication and other similar work preferably located in Dhanbad.
2. The bidder must have to meet the following pre-qualification criterion of turnover:
 - (a) Total turnover should be more than Rs. 12 Lakhs during last three financial year.
 - or
 - (b) Average annual turnover should not be less than Rs. 3 Lakh during the last three financial year.
3. The bidder must have a valid GST registration/ other relevant license issued by Competent Authority for printing/ publication and other similar work.
4. The Bidder has neither been blacklisted/debarred by a government organization nor should any litigation pending with any such departments.

B. Term and Conditions

1. Submission of bid: -

All Bids/Quotations shall be submitted through NIC's CPP Portal only

2. Period of Rate Contract: -

The Rate Contract shall be valid for 1 (one) year from the date of issue of offer letter and can be extended for another 1 year, if it is felt mutually by the supplier and CSIR-CIMFR, Dhanbad.

3. Condition of Rate Contract: -

Rates as given in your price list shall be valid for the period of R/C. Prices must be GST compliant. No upward revision in price will be accepted during currency of the rate contract under any circumstances. The bidder needs to provide an undertaking to this effect.

4. Parallel Rate Contract:

CSIR-CIMFR shall reserve the right to enter into more than one rate contract with the different suppliers for the same item on different rates.

8. Fall Clause:

The Rate Contract shall be guided by the "Fall Clause". It provides that if the rate contract holder reduces its price or sells or even offers to sell the rate contracted goods following condition of sale similar to those of the rate contract, at a price lower than the rate contract, the rate contract price will be automatically reduced with effect from that date for all the subsequent supplies under the rate contract and the rate contract will be amended accordingly.

9. Delivery Site:-

All supplies must be on the basis of Door Delivery. Proper delivery Challans should accompany the goods which must be got entered/ endorsed at the CIMFR Main Entrance. Separate Challans and invoices should be prepared against each order. Clubbing of items in one challan/invoice against various orders will not be acceptable. The Challan should contain the information like Order No. & Date; Item Description as per order its value.

10. Payment Terms -

- (i) No advance payment shall be made.
- (ii) Payment shall be made against invoice/ bill within 30 days after satisfactory services and duly certified by Indenting Officer.
- (iii) Part Supplies shall be avoided. If due to unavoidable reasons part supply is made, payment shall be processed after completion of full supply only.

11. Taxes & Duties: -

The GST as applicable shall be payable as per prevailing rule. If items/ service supplied after expiry of the delivery period have been accepted by CIMFR/indenter and tax rates have increased on such items, then such increase will not be payable. The other expenditure during the supply of material/ service shall be borne by the supplier only.

12. Loss, Damage & Shortage: -

The firm shall be responsible for any loss, damage & shortage during transit. Payment shall be made for materials received in good conditions only. Any damage or shortage noticed on delivery, the same must be replaced within 3-4 weeks after intimation.

13. Short Shipment: -

If any short-shipment etc. is noticed, the same will have to be arranged immediately with all charges to this effect to be borne by the supplier/dealer.

14. Extension of time: -

Delivery of the Goods and performance of the Services shall be made by the Supplier in accordance with the time schedule specified by the Purchaser.

If at any time during performance of the Contract, the Supplier should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may, at its discretion, extend the Supplier's time for performance with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Contract.

Except as provided under the Force Majeure clause, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to liquidated damages Clause unless an extension of time is agreed upon pursuant to above clause without the application of penalty clause.

15. Liquidated Damages: -

Timely supply is the essence of the purchase order as our requirements are connected with time targeted research work. Non-compliance with the delivery schedule will leave the Director, CSIR-CIMFR at liberty not to accept the delivery either in part or in full or cancel the purchase

order and, to claim/impose the liquidated damages a sum equivalent to 0.5% of the delivered price of the delayed Goods or unperformed Services or contract value in case the delivered price of the delayed goods or unperformed services cannot be ascertained from the contract, for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of 10%. Once the maximum is reached, the Purchaser may consider termination of the contract pursuant to termination for default.

16. Denial clause: -

Since delay in delivery is a default by the seller, the buyer should protect himself against extra expenditure during the extended period by stipulating a denial clause (over and above levy of LD). In the denial clause, any increase in statutory duties and/or upward rise in prices or any adverse fluctuation in foreign exchange are to be borne by the seller during the extended delivery period, while the purchaser reserves his right to get any benefit of a downward revisions in statutory duties and foreign exchange rate.

17. Documents: -

A set of following documents should reach us along with the consignment.

(a) Invoice	(b) (Pre-receipted)/Challans
(c) Packing List	(d) Copy of Purchase Order

18. Force Majeure: -

1) A Force Majeure (FM) means extraordinary events or circumstance beyond human control such as an event described as an act of God (like a natural calamity) or events such as a war, strike, riots, crimes (but not including negligence or wrong-doing, predictable/seasonal rain and any other events specifically excluded in the clause). An FM clause in the contract frees both parties from contractual liability or obligation when prevented by such events from fulfilling their obligations under the contract. An FM clause does not excuse a party's non-performance entirely, but only suspends it for the duration of the FM. The firm has to give notice of FM as soon as it occurs and it cannot be claimed ex-post facto. There may be a FM situation affecting the purchase organization only. In such a situation, the purchase organization is to communicate with the supplier along similar lines as above for further necessary action. If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of FM for a period exceeding 90 (Ninety) days, either party may at its option terminate the contract without any financial repercussion on either side. Notwithstanding the punitive provisions contained in the contract for delay or breach of contract, the supplier would not be liable for imposition of any such sanction so long as the delay and/ or failure of the supplier in fulfilling its obligations under the contract is the result of an event covered in the FM clause.

19. Termination for Default: -

The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part.

- (a) If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Purchaser pursuant to an Extension of Time; or
- (b) If the Supplier fails to perform any other obligation(s) under the Contract.
- (c) If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent or collusive or coercive practices etc.

In the event the purchaser terminates the contract in whole or in part, he may take recourse to any one or more of the following action: -

- (a) The Performance Security is to be forfeited; if applicable.
- (b) The purchaser may procure, upon such terms and in such manner as it deems appropriate, stores similar to those undelivered, and the supplier shall be liable for all available actions against it in terms of the contract.
- (c) However, the supplier shall continue to perform the contract to the extent not terminated.

20. Termination for Convenience:-

The Purchaser (CSIR-CIMFR), by written notice sent to the Supplier (Service provider), may terminate the Contract, in whole or in part, at any time. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

- (a) To have any portion completed and delivered (services) at the Contract terms and prices; and/or
- (b) To cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods/Services.

21. Settlement of disputes: -

i) The Purchaser and the supplier/service provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

(ii) If, after twenty-one (21) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier/Service Provider may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration.

Arbitration may be commenced prior to or after delivery of the Goods/service under the Contract.

(iii) The dispute settlement mechanism/arbitration proceedings shall be concluded as under:

(a) In case of Dispute or difference arising between the Purchaser and a domestic supplier/service provider relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996 and Arbitration & Conciliation (Amendment) Act 2015, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Delhi International Arbitration Centre (DIAC), Delhi High Court, New Delhi.

(b) In the case of a dispute between the purchaser and a Foreign Supplier/service provider, the dispute shall be settled by arbitration in accordance with provision of sub-clause (a) above. But if this is not acceptable to the supplier then the dispute shall be settled in accordance with provisions of UNCITRAL (United Nations Commission on International Trade Law) Arbitration Rules.

(iv) The venue of the arbitration shall be the place from where the purchase order or contract is issued.

(v) Notwithstanding any reference to arbitration herein,

(a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree and

(b) the Purchaser shall pay the Supplier any monies due the Supplier.

22. Applicable Law: -

The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be resolved as per above Point (Settlement of Disputes).

23. Notwithstanding the above: -

(a) Director, CSIR-CIMFR reserves the right to accept/reject fully or partially any Bid received against this Enquiry without assigning any reason thereof.

(b) Director, CSIR-CIMFR is at the liberty to terminate the RC at any time without assigning any reason. However, the payment will be made for the period during which services has been provided subject to the certification from the user of CSIR-CIMFR for the supply under RC.

24. Requirement of documents: -

The following records/ document shall require to be submitted along with the quotation/ offer of RC:

(a) Statement of Annual Turn Over

(b) Copy of Income Tax Returns & PAN

(c) Copy of GST registration

(d) Few samples for at least 5 items as mentioned in the requirement as per Annexure-II (To be submitted within 5 days of submission of bid)

Proforma for Price Bid

Part-I

CATEGORY 'A'

SPECIFICATIONS OF DIFFERENT ITEMS TO BE SUPPLIED WITHIN 04 WEEKS AFTER CONFIRMATION OF WORK ORDER

Sl No	Item and Specification	Estimated requirement	Quoted Rate
1	a) Design formatting and printing of CSIR-CIMFR Annual Report (Hindi & English). i. No of inside pages: 150 pages to be printed in Multicolour on import quality on 130 gsm art paper and mat finished ii. Cover page: Multicolour on 300 GSM Import quality art board with lamination (mat finished) with UV lamination on name and logo iii. Stitching: thread stitching /book form binding/perfect binding iv. Printing size: A-4 with appropriate margins v. Matter: Matter shall be provided by mail/ in CD/ pen drive vi. Rate may also be quoted for * 4 pages/ one forma (Plus and Minus Four pages) for one, double and multicolour printing of extra pages. vii. Envelop: Envelop of the same size with plastic coated inside and printing of the matter as per the sample b) Design formatting and printing of CSIR-CIMFR CIMFR Sanwad in Hindi i. No of inside pages: 80 pages to be printed in Multicolour on import quality about 80gsm art paper ii. Cover page: Multicolour on about 280 GSM Import quality art board with lamination iii. Stitching: thread stitching /book form binding/perfect binding iv. Printing size: A-4/ Other Size as per sample v. Matter: Matter shall be provided by mail/ in CD vi. Rate may also be quoted for * 4 pages/ one forma (Plus and Minus Four pages) for one, double and multicolour printing of extra pages	Lot of 600 Nos. each Lot of 500	
2.	a) Printing of CSIR-CIMFR Leaflet (Bilingual) No. of pages: Four pages on A-4 Size, 210gsm import quality paper mat finished with each page laminated. (to be printed on A-3 Size with one fold in between) b) CIMFR AT A GLANCE (Hindi & English) i. No of pages: 20 pages (10 leaves) of A-4 size (to be printed on A-3 Size with one fold in between in Multi colour) iii. Paper quality :Multi colouron Import quality art paper 210gsm for inside pages and 300 GSM Import quality art board for cover page(mat finished) with front &back cover laminated.. iv. Rate may also be quoted for * 4 pages/ one forma (Plus and Minus Four pages) multicolour printing of extra pages. C) R&D ROADMAP & HIGHLIGHTS (HINDI & ENGLISH/ BILINGUAL) i. No of pages : 40 pages (20 leaves) of A-4 size (to be printed on A-3 Size with one fold in between in multicolour) ii. Printing size : On A- 4 paper with appropriate margins III. Paper quality : Import quality art paper 210gsmfor Inside pages and 300 GSM Import quality art board for folders (Cover Page laminated, Mat-finished, both side).	Lot of 500 Lot of 500 Lot of 750	
3.	a) GAP Report/ Technical Report a) about 24 pages Report one color	Lot of 20 Lot of 60	

b) above 128 pages Report (single color) c) additional 4 pages in single color d) additional 4 pages in multi color i. No of inside pages: About 32 pages to be printed in Multicolour/ one colour/double colour on import quality of 80 gsm art paper ii. Cover page: Multicolour on 280 GSM Import quality art board with mat finished and laminated iii. Stitching: thread stitching /book form binding/perfect binding iv. Printing size: A-4/OTHER SIZE AS PER SAMPLE. v. Matter: Matter shall be provided by mail/ in CD vi. Rate may also be quoted for *. 4 pages/ one forma (Plus and Minus Four pages) for one, double and multicolour printing of extra pages.	Lot of 100	
b) Project Report a) of 48 pages Report one color b) of 96 pages Report (single color) c) additional 4 pages in single color d) additional 4 pages in multi color i. No. Of inside pages 24 – 48 pages or 100 – 200 pages to be printed in one colour / double colour / Multicolour on import quality about 80 GSM paper ii. Cover pages: Multicolour /Double Colour on about 280 GSM Import quality art board with lamination iii. Stitching: Thread stitching/ book form binding / perfect binding iv. Printing size: A-4 /with appropriate margins or other size as per the specifications or size given. Rate to be quoted for art as well as normal paper. v.Matter: Matter shall be provided by mail/ in CD vi. No of Copies: Minimum Six and Maximum ten Note: Quantity : As per requirement and cost may vary according to no. of pages and copies C) Service Book Size 8.2"x13", single colour printing with 100 gsm hard binding, paper colour green, 60 pages D) P.P.O size 6.2"x 8.2" white Single colours 95 gsm 26 pages E) Conference Proceeding volume Conference Boucher and souvenir (as per Prescribed format)	Lot of 10	

Part-II

CATEGORY 'B'			
SPECIFICATIONS OF DIFFERENT ITEMS TO BE SUPPLIED WITHIN 02 WEEKS AFTER CONFIRMATION OF WORK ORDER			
Sl No	Item and Specification	Estimated requirement	Quoted Rate
1	<u>CATEGORY B</u> a) Letter Pad: i. Matter to be printed on A-4 100 GSM Executive Bond with two multicolour and logo embossed as per the sample and packed in 100 nos. in a bundle	Lot of 200 bundles Lot of 5 bundles	

b) Visiting Card: Matter to be printed in multi colour (Bilingual) on 300 GSM, Texture board with logo embossed in golden colour as per the sample on standard size visiting card and packed in 100 nos. in a box	Lot of 3 box	
c) Receipt Book: Size: Half of A-4. Matter to be printed as per the sample. on 60 - 70 gsm of 1/8 size, single colour with 1+ 1 page, soft cover with cloth pasted binding and perforation on first page. Each bundle of 100 pages	Lot of 20 bundles	
d) Attendance Register: Size: 14" x 10 ", No. of pages: 48, Matter to be printed as per sample	Lot of 100	
e) Gate Entry Register: Size: About 14 " x 10 ", No. of pages: 200, Matter to be printed as per sample	Lot of 25	
f) Sectional Registers: Size: About 14" x 10 ", No. of pages: 200, Matter to be printed as per sample Note: Number may vary as per the requirements	Lot of 25	
g) Forms/Formats/Proforma: i.) Size: A-4, ii.) Legal, and iii.) A-3, No. of pages: one (in some case both side). Matter to be printed as per the sample and number of various types of Forms/formats(About 30 Nos.). Rate to be quoted for 80 gsm map litho paper Forms/Formats i. Tour approval form ii. Tour report iii. T.A. /D.A. claim form iv. Transport request form v. Job card: Electrical, Civil and work shop vi. Gate pass vii. N.D. Certificate viii. Issue Slip : Consumable / Non Consumable	Lot of 50 bundles (each bundle of 100 pages)	
h) File Cover: 14"x10"size with printing of matter as per sample 12"x10"size with printing of matter as per sample		
i) Field Book Size 16.5X10.5cm. hard binding . 80 gsm paper, 120 inside pages with pen/pencil keeping facility		
j) Envelope Size 9.7"x4.3" single colours no gsm		
k) Pocket Note Book: 1 hard binding, 80 gsm paper, 80 Inside pages with		
l) Certificate: Matter to be printed as per the sample on A-4 100 gsm executive bond in double colour and packed in 100 nos. in a bundle		
m) Cash Book Size 17.5"x22.6" white Single colours Hard binding 85 gsm 80 Pages		
n) Log Book Size 8.5"x6.5" white single colours hard binding 85 gsm 105 Pages		
o) Lab Book		
p) Green Note Sheet Size 13"x8.2" Single green colours 70 gsm 50 pages		

Part-III

CATEGORY 'C'			
SPECIFICATIONS OF DIFFERENT ITEMS TO BE SUPPLIED WITHIN 5 DAYS AFTER CONFIRMATION OF WORK ORDER			
SI No	Item and Specification	Estimated requirement	Quoted Rate
	Certificates (As per requirement) Poster for Exhibition Banners (Flex) Standee		

Signature valid

Digitally signed by DIVAKAR ALOKE
SRIVASTAVA
Date: 2025.06.30 16:56:50 IST
Location: eProcurement System for Central
PSUs