



Bid Number: GEM/2021/B/1490594
Dated: 03-09-2021

Bid Document

Bid Details	
Bid End Date/Time	05-10-2021 16:00:00
Bid Opening Date/Time	05-10-2021 16:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	40 (Days)
Ministry/State Name	Ministry Of Agriculture And Farmers Welfare
Department Name	Department Of Agricultural Research And Education (dare)
Organisation Name	N/a
Office Name	Directorate Of Knowledge Management In Agriculture-icar
Total Quantity	1
Item Category	BOQ
Minimum Average Annual Turnover of the Bidder	5 Lakh (s)
Years of Past Experience required	3 Year (s)
MSE Exemption for Years of Experience and Turnover	No
Startup Exemption for Years of Experience and Turnover	No
Document required from seller	Experience Criteria,Past Performance,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Past Performance	50 %
Bid to RA enabled	No
Time allowed for Technical Clarifications during technical evaluation	5 Days
Estimated Bid Value	1000000
Evaluation Method	Total value wise evaluation

EMD Detail

Advisory Bank	State Bank of India
EMD Percentage(%)	2.00
EMD Amount	20000

ePBG Detail

Advisory Bank	State Bank of India
ePBG Percentage(%)	10.00
Duration of ePBG required (Months).	12

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

Beneficiary:

Under Secretary

Directorate Of Knowledge Management In Agriculture-icar, Department of Agricultural Research and Education (DARE), N/A, Ministry of Agriculture and Farmers Welfare
(Ramesh Kumar)

Splitting

Bid splitting not applied.

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.
3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
4. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 50% of bid quantity, in at least one of the last three Financial years before the bid opening date to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts (proving supply of cumulative order quantity in any one financial year) to be submitted along with bid in support of quantity supplied in the relevant Financial year. In case of bunch bids, the category related to primary product having highest bid value should meet this criterion.

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
05-10-2021 15:00:00	7th Floor, committee Room, KAB-1 Building, Pusa, New Delhi.

BOQ (1 pieces)

Brand Type	Unbranded
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Technical Specifications

Specification Document	View File
BOQ Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ramesh Kumar	110012, Room No 522, Krishi Anusandhan Bhavan I, Pusa	1	15

Buyer Added Bid Specific Additional Terms and Conditions

- Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.
- OPTION CLAUSE:** The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.
- Buyer uploaded ATC document [Click here to view the file](#).

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specification and / or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents / clauses shall also be null and void. If any seller has any objection / grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

[This Bid is also governed by the General Terms and Conditions](#)

827637/2021/CASH - DKMA

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---Thank You---



कृषि ज्ञान प्रबंध निदेशालय
 Directorate of Knowledge Management in Agriculture
 कृषि अनुसन्धान भवन - I
 Krishi Anusandhan Bhavan-I
 पूसा, नई दिल्ली - 110 012
 Pusa, New Delhi – 110 012

F.No. DKMA/25-1/2021-GAS (Pt.II)

Tender notice for Empanelment of Graphic Designers

Introduction

The ICAR-Directorate of Knowledge Management in Agriculture (DKMA), KAB-I, Pusa, New Delhi has been mandated to print & publish, research journals, periodicals, semi technical magazines, in-house periodicals, books etc. in different categories like monographs, technical books, reference books, technical bulletins, Undergraduate/Postgraduate Textbooks, Handbooks, Annual Reports etc.

Agricultural knowledge in the country is being developed by 113 Institutes and 721 KVKs. Therefore, Director, DKMA prints approx. 15 text books, 5 manuscripts and renowned Journals (monthly and quarterly) alongwith hundreds of monogram yearly.



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F.No. DKMA/25-1/2021-GAS (Pt.II)

Tender notice for Empanelment of Graphic Designers

Scope of Work

Through this bid, approximately 5 printing agencies/firms will be empaneled for of one year. However, the empanelment can be extended on yearly basis for a total period of three years on the same rates, terms and conditions. Lowest qualified bidder will be given approx. 40% of total work of the year. Rest of work will be distributed randomly amongst other empaneled bidders. However, work distribution policy will be followed when firms maintain quality, timeline and perform up the satisfaction of the Directorate. Failing to deliver quality service, the DKMA may discontinue empanelment of the respective firm or will not allocate printing job/work. In a month period, on average the DKMA prints two books, eight issues of journal and 10 to 15 pamphlets. Following are general descriptions of work.

1. Conceptualize, design and develop creative ideas and plans in tandem with the promotional strategy for the National Agricultural Research System and its clients.
2. The Graphic Designer would be responsible for formulating and implementing a Creative Strategy for its effective dissemination through print and e-mode.
3. Designing of advertorials and other publicity material including brochure, folders, posters, hoardings, diaries, calendars, coffee table books, cover designs for Books, Journals, Magazines etc. layout design for textual pages of books, Journals, Magazines etc.
4. Conceptualizing, designing of publicity material, cover designs and layouts through creative infographics.

Specific terms and conditions of Graphic Designing work

1. The empanelment of Graphic Designers will be initially for a period of one year. However, the empanelment can be extended on yearly basis for a total period of three years on the same rates, terms and conditions.
2. The bidders are advised to go through the bid document carefully and then submit the BOQ (in Excel format) as per the 'Financial Bid' attached (*in PDF format*) in the tender document.
3. The Graphic Designer shall design and deliver the digital file of the complete job as per format and style as prescribed by the ICAR in a good and workmanlike manner (all of which the ICAR shall be the sole judge) within the limits of time as the ICAR may deem reasonable and specify and in such quantity or quantities as may be from time-to-time ordered by the ICAR.
4. The Graphic Designer will have to make necessary arrangement for Proof Reading/ Comparison of the first galley proof only along with the original manuscript supplied by the Council at their own cost. Thus the corrected designed proofs only will have to be supplied to the Council.
4. As a measure of expediency it may be decided in some cases not to call for proofs for checking and approval before final dummy print outs are taken. In such cases the responsibility of checking and passing the proofs shall rest with the Graphic Designer.
5. The Graphic Designer shall, if called upon to do so, give full information with regard to all the work of the ICAR in hand whatever be the stage and shall also permit the officer deputed by the ICAR to inspect Graphic Designers premises at all reasonable times and shall give all assistance and information as may be required by him in connection with the work.
6. If any items of work/operation not provided for, are required to be performed by the Graphic Designer, rates to be paid therefore shall be determined by the ICAR.
7. All jobs shall be carried out by Graphic Designer with due regard to clarity and efficiency involved in the Graphic Designing work.
8. The Graphic Designer shall take every care to see that the work or any portion thereof does not fall into unauthorized hands. Care shall be taken to execute the work under security conditions. All proofs and trial and spare copies shall be destroyed by burning or by shredding in the presence of a responsible person of the firm/company. **All design/photographs/dummy etc. will become the property of ICAR and the copyrights of all items will be of ICAR. No photograph/design may be reproduced or handed over to any person or printed without the written permission of ICAR. The breach of this condition shall be prosecuted as per the laws applicable from time to time.**
9. After the job is completed and the final Laser Print Outs supplied by the Graphic Designer, the complete backup of the final matter should be submitted to the council in CD/DVD. This is very important and may please be noted with care.
10. Even after supplying the entire backup of the photographs/movie to the Council, the firm has to keep the same backup at their end for the entire period of empanelment. The firm has to maintain complete confidentiality and on the expiry of empanelment period, the firm has to return the entire backup to the Council. **The breach of this condition shall be prosecuted as per the laws applicable from time to time.**
11. The Graphic Designer shall not assign or sublet the work or any part thereof. The Council shall be at liberty in its discretion, to refuse such a request of the Graphic Designer.
12. After the work has been completed, a pre-receipted bill of the case, in triplicate, prepared on the

basis of the accepted rates shall be submitted by the Graphic Designer to the ICAR, together with the delivery vouchers for the supplies made, (ii) Receipt/delivery vouchers of the MSS, photographs, line illustrations or any other materials, if any.

13. A sum not exceeding two percent of the typesetting charges, shall be deducted by the Council from the amount of the bill of the typesetter for every week's delay or part thereof in not complying with the date of delivery of the design, but this clause shall not operate if the delay caused is due to circumstances beyond Graphic Designers control. The ICAR shall have the power to determine the scale of deduction, if any, in such cases under this clause and its decision shall be final.
14. In case of strikes, combination of workmen, fire accidents or circumstances beyond the control of the Graphic Designer causing stoppage of the work, the delivery of completion of the work may be suspended without penalty and the ICAR shall have the power during such stoppage to get the work done elsewhere, without any charge to the Graphic Designer. The latter shall afford every facility for the removal and use elsewhere of such of the CD/or other stored material as may be necessary for the successful completion of the work.

15. PENALTY:

- (a) In the event of the firm fails to: (i) observe or perform any of the conditions of the work as set out herein this annexure OR (ii) to execute the work in a good and workmanlike manner and to the satisfaction in the time limit fixed by the ICAR, it shall be lawful for the ICAR in its discretion, in the former event, to remove withheld any part of the work until such time as it may be satisfied that the firm is able to do and will duly observe the said condition and, in the latter event, to reject or remove, as the case may require, any work executed otherwise by them in a good and workmanlike manner to the satisfaction of and by the time fixed by the ICAR and in both or either of the events aforesaid, to make so removed or in lieu of that so rejected or removed as aforesaid on the account and at the risk and cost of the firm.
 - (b) Provided further, that if in either event any excess cost be incurred by the reason of the difference between the prices paid and the accepted rates (to be certified by the ICAR whose certificate shall be final), the ICAR may charge the amount of such excessive cost to the Graphic Designer and the same may at any time be deducted from any sum or sums then due or any other work or may be demanded of him to be paid within fifteen days to the Council.
 - (c) In the event of any discover of error or defect due to the faults of Graphic Designer at any time after the delivery of the design ordered, the Graphic Designer shall be bound, if called upon to do, to rectify such error or defect at his own cost to the satisfaction of and within the time fixed by the ICAR. In the event of the delivery of any defective work, which owing to urgency or for any other reason cannot be wholly rejected, the ICAR shall have the power to deduct from any payment due, the 10% of the value of the particular portion or portions adjudged to be defective.
 - (d) In the event of a work wholly rejected, the ICAR may at its own discretion either;
 - i) Permit the Graphic Designer to redo the same within such time as the ICAR may specify at Graphic Designer's cost which shall include the cost of all materials.
- OR
- ii) arrange to get the designing work done elsewhere and by any other person or from any other source than the Graphic Designer, in which case the amount of extra cost, if any, shall be recovered by the ICAR from the Graphic Designer in the manner provided in sub-clause (b) of this clause.

16. In the event of the Graphic Designer having adjudged insolvent or having a receiving order or other order under the Insolvency Act and in the case of a Company, or the passing of any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the Graphic Designer failing to comply with any of the conditions herein specified, the Council shall have the power to cancel the work without previous notice.
17. In the event of lockout/closure of a typesetter on account of liquidation, strike, fire accident, or any other circumstances, the ICAR reserve the right to withdraw the job, at whatever stage it may be, without any obligation of payment or reimbursing expenditure in respect of work done and also to withdraw/ take possession of the manuscript, photographs, illustrations etc. supplied earlier in connection with the execution of the job.
18. The output quality of work and adhering to the deadlines is the sole criteria for allocation of work to the press/firm, however, the work will be assigned to all the empaneled firms on rational basis in the first instance as per availability of work in the Council. In this regard, the quality of output and maintenance of timeliness by the firm will be monitored as per laid down standards of the Council. In case, firm fails to comply the deadlines/guidelines issued for completing the work, an advisory will be issued to the firm at the first failure. In case the firm fails in delivering the quality and maintenance of Time Schedule in his second job, the firm is liable to be removed from the panel.
19. The ICAR reserve the right to entrust the work to other Graphic Designer on the panel on the basis of the lowest quotations accepted by the Council.
20. The Council also reserves the right to withdraw any part of the job or the whole of it at any stage, even after acceptance of the quotations/finalization of the assigning any reason there for. The decision of the Project Director, Directorate of Knowledge Management in Agriculture (DKMA), Indian Council of Agricultural Research, (ICAR) in all these matters shall be final and binding on the Graphic Designer.
21. **The panel of the reputed Graphic Designers for designing of Council Publications will be prepared on the basis of criterion laid down by the Council. The financial bid (relating to cost per item) of the technically qualified firms will be opened only.**

22. Force Majeure

- a. **Definition:** For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable and not brought about by or at the instance of the Party claiming to be affected by such events and which has caused the non-performance or delay in performance, and which makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstance and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other extreme adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies.
- b. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or by or of such Party’s employees, nor (ii) any event which a diligent Party could reasonably have been expected both to take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations hereunder.
- c. **No breach of Contract:** The failure of a Party to fulfil any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such

- inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.
- d. **Measures to be taken:** A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.
 - e. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.
 - f. Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
23. Decision of the Project Director, DKMA shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any, on the contract will be settled at his level by mutual consultation and in case of failure or settlement dispute shall be referred to the sole arbitrator to be appointed by the PD, DKMA. The decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration proceeding shall be governed by the Arbitration & Conciliation Act, 1996 as amended from time to time.
24. All data obtained by the empaneled firm from ICAR-DKMA during and after completion of its obligations contained herein shall remain the property of ICAR-DKMA and treated as confidential and should not be divulged by the Printer or his employees and affiliates to any third party other than the ICAR-DKMA personnel. This obligation of empaneled firm shall prevail even after termination of contract. The empaneled firm shall keep ICAR-DKMA fully indemnified in this regard. In the case of failure to follow this clause will be liable to prosecute under due course of law.

General terms and conditions of Graphic Designing work

1. The rates should be quoted strictly on the basis of '**BOQ**'. Manual bid shall not be considered in any manner.
2. The Council will supply the photographs, manuscript and other material for:
 - A. Conceptualize, design and develop creative ideas and plans in tandem with the promotional strategy for the National Agricultural Research System and its clients.
 - B. The Graphic Designer would be responsible for formulating and implementing a Creative Strategy for its effective dissemination through print and e-mode.
 - C. Designing of advertorials and other publicity material including brochure, folders, posters, hoardings, diaries, calenders, coffee table books, cover designs for Books, Journals, Magazines etc. layout design for textual pages of books, Journals, Magazines etc.
 - D. Conceptualizing, designing of publicity material, cover designs and layouts through creative infographics. The firm has to supply atleast three/four layout design in the actual size and colour in finished dummy format for the approval of the council.
 - E. Preparing design as approved by the council as per the instructions and corrections marked by the council. The firm has to supply actual size and colour in finished dummy format design for the final approval of the council.
 - F. The firm has to supply final design as:
 - ◆ Final Design as open file including font and respective linked files (PSD/TIFF/PDF/JPEG etc.)
 - ◆ Colour printout in the form of actual size finished dummy.
5. In the event of the firm being not able to complete the job and leaving it unfinished in between for whatever reason, no payment whatsoever will be made to the firm by the Council for the part of the work done irrespective of its nature and quantum.
6. If the Council feels at any time that any job is being delayed at your firm for whatever reason, it will have the right to withdraw the same and entrust the same to any other firm for urgent execution. You will be required to extend the fullest cooperation to the Council in this regard.
7. Failure on your part to observe the prescribed procedure and any attempt to canvass for the work is liable to lead to disqualification from the panel.
8. The Project Director, Directorate of Knowledge Management in Agriculture (DKMA), Indian Council of Agricultural Research is not bound to accept the lowest quotations or any quotation or to assign any reason for rejection, of any or all the quotations. He also reserves to himself the right of accepting the whole or any part of the quotations. His decision in these matters shall be final and binding on the firm.
9. The arrangement may be terminated at any stage of the work at the discretion of the Project Director, Directorate of Knowledge Management in Agriculture (DKMA), Indian Council of Agricultural Research without assigning any reason and payment will be made for the work considered satisfactory by him. The decision of the Project Director (DKMA), Indian Council of Agricultural Research in all these matters shall be final and binding on you.
10. The Council also reserve the right to withdraw any part or the whole of it at any stage, even after acceptance of the quotations/finalisation of arrangement and assignment of the job/jobs without assigning any reason therefore. The decision of the Project Director (DKMA), Indian Council of Agricultural Research in all these matters shall be final and binding on the firm.
11. The Council reserve the right to offer the lowest rates received from any firm and accepted by it, to any of the other firm to enter into parallel arrangement and assignment of the job/jobs without

assigning any reason. The decision of the Project Director, Directorate of Knowledge Management in Agriculture (DKMA), Indian Council of Agricultural Research in all these matter shall be final and binding on you.

12. The output quality of work and adhering to the deadlines is the sole criteria for allocation of work to the press/firm, however, the work will be assigned to all the empaneled firms on rational basis in the first instance as per availability of work in the Council. In this regard, the quality of output and maintenance of timeliness by the firm will be monitored as per laid down standards of the Council. In case, firm fails to comply the deadlines/guidelines issued for completing the work, an advisory will be issued to the firm at the first failure. In case the firm fails in delivering the quality and maintenance of Time Schedule in his second job, the firm is liable to be removed from the panel.
13. The firm may be asked to depute the services of graphic designer at the respective office/site/ room at DKMA for speedy execution of the work and to avoid communication gap.
14. In the case of any item of work not covered under the arrangement, the rates decided by the Council therefore will be final and binding on the Typesetter.
15. Submission of quotations would imply that you have agreed to abide by the Terms and Conditions governing the laser typesetting work of the Council as given in the tender document abide by all the terms and conditions.
16. The decision of the Project Director, Directorate of Knowledge Management in Agriculture (DKMA), Indian Council of Agricultural Research shall be final and binding on the Graphic Designing firm in all the matters.

Technical Bid

ESSENTIAL DETAILS FOR GRAPHIC DESIGNERS

S.No.	Description of document	
1.	EMD	Upload scanned copy
2.	Bank Details	
3.	PAN, GST Registration Certificates	
4.	Name and contact details of authorized representative	
5.	Name of the firm with full Address (1) Head Office (2) Branch Office, if any (3) Telegraphic/email IDs, Telephone Number(s), Fax No.	
6.	Date of establishment of the firm	
7.	Name and address of your Bankers, stating the name in which the account stands	
8.	Whether insured against fire, theft, and burglary if so, please state the amount for which insured, the name of the insurance company and policy No.	
9.	Details of equipment and manpower of firm/unit	
10.	Printed specimen of the work executed by the firm. The firm should attach only those specimen which carry a print line of the firm.	
11.	The Bidder should not currently be debarred or blacklisted by any Government department/agencies. The Bidder shall provide an undertaking regarding the same. (Self-Declaration as per - Annexure)	
12.	Duly signed copy of tender document (each page), which shall be considered as acceptance of terms and conditions.	
13.	Certificate of works experience with satisfactory report during last three financial years (2017-18, 2018-19 & 2019-20) in Graphics Design in Govt. Sector/Autonomous bodies/Private Company.	

Certified that:

- We have read the terms and condition governing the graphic designing work of the Council and hereby agree to abide by them.*
- The information provided by us above regarding the details are correct & any information found incorrect by the Inspection Team of your office should lead to the cancellation/ rejection or removal of our firm from your panel.*

Date:

Signature_____

Stamp of the firm_____

Financial Bid

Tender Inviting Authority: Directorate of Knowledge Management in Agriculture (DKMA)

Name of the Bidder/Bidding Firm/Company:

ITEMWISE BOQ**SCHEDULE OF GRAPHIC DESIGNER RATES****A] Rates for finished design for:**

1.	Cover (up to A-4 Size)	Rs.
2.	Folders (up to A-4 Size)	
3.	i) Single Fold	Rs.
	ii) Two Fold	Rs.
	iii) Three Fold	Rs.
4.	Flier (up to A-4 Size)	Rs.
5.	Posters (up to 23"x36" Size)	Rs.
6.	Brochure (up to A-4 Size) 16 page brochure	Rs.

B] Rate for Print Outs B/W

1.	Rate per page/side of A-4 size	Rs.
2.	Rate per page/side of A-3 size	Rs.
3.	Rate per page/side of 13"x19" size	Rs.

C] Rate for Colour Prints

1.	Rate per page/side of A-4 size	Rs.
2.	Rate per page/side of A-3 size	Rs.
3.	Rate per page/side of 13"x19" size	Rs.

D] Rate for providing expert photographic service (Still & Movie mode):

(the rates includes providing/deploying expert photographic manpower to cover the events/programme/spots through his own advanced DSLR camera (minimum) as per the instructions and programme specified by the council)

The firm has to supply each and every digital files of the photograph to the council immediately after event is over.

1.	Providing expert photographic manpower with advanced Camera	
	A) Rates for Still Photography (rates per events/programme/spots)	Rs.
	B) Rates for Movie making (rates per events/programme/spots)	Rs.
2.	Providing expert photographic manpower with advanced Camera	Rs.
	A) Rates for Still Photography (rates for full day/programme/spots)	Rs.
	B) Rates for Movie making (rates for full day/programme/spots)	Rs.
3.	Rates for bromide print (Post Card Size)	Rs.
4.	Rates for bromide print (A-4 Size)	Rs.
5.	Rates for supply of complete bromide printed Album (duly laminated, binded with Printed hard Bound Cover)	Rs.
6.	Rates for supply of complete bromide printed Coffee Table Books (duly laminated, binded with Printed hard Bound Cover)	Rs.

The firm shall have to supply complete backup (open file, PDF of entire book, photographs any other linked file) of the book/publication in the CD/DVD immediately after completion/printing of work to the Council.

(Note: The press has to provide complete backup of final published (high resolution) Book/Publication in PDF free of cost)

ANNEXUREUNDERTAKING

I/We have read and understood Terms and Conditions contained in the ICAR-DKMA's application form for contract. I/We do hereby declare that all the details provided in this application form are true to the best of my/our knowledge and belief and any mis-representation of facts will render me/us liable to any action as may be deemed fit by ICAR-Directorate of Knowledge Management in Agricultural (DKMA).

I/We do hereby also accept ICAR-DKMA have the right to accept or reject this application and not to issue invitation to tender to me/us.

I/We undertake to communicate promptly to ICAR-DKMA any changes in the condition or working of the firm. It is certified that we have not been blacklisted by any organization of Government of India including Central Vigilance Commission (CVC) in the last three years. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he/she represent. We authorize ICAR-DKMA to approach individuals, employees, firms and corporations to verify our competence and general reputation.

Signature:

Name:

Designation:

Address:

Place:

Date: