



भाकृअनुप-राष्ट्रीय जैविक स्ट्रेस प्रबन्धन संस्थान
बरौंडा, रायपुर, छत्तीसगढ़-493 225

ICAR-NATIONAL INSTITUTE OF BIOTIC STRESS MANAGEMENT
BARONDA, RAIPUR, CHHATTISGARH - 493 225



honibsm@gmail.com Fax No. : 0771-2225351, Telephone No.- 0771-2225333

F.No.- 9-3/NIBSM/2020

Dated- 01-07-2020

Tender for Rate Contract for Printing of Institute Publications.

We have a requirement of the goods & services (Rate Contract for Printing of Institute Publications) as indicated below, tender for which will be opened **at 14 hrs on 23/07/2020** and you are invited to submit your most competitive quotation for the same. The rate contract will be valid for **One Year** from the date of award of this tender. All the relevant details are given below:-

- i) Description of the goods required and the required quantity : Rate Contract for Printing of Institute Publications : (As enclosed in Annexure-I)
- ii) Guiding specification and other technical details : As enclosed in Annexure-II
- iii) Terms of delivery & installation : At ICAR-NIBSM, Baronda, Raipur – 493225 (C.G)
- iv) Delivery period of goods : Within one month from the date of the purchaser's Signing the contract.
- v) **Two bid system (Technical and Financial bid) should be followed in tendering for institute publications. The Tender should consist of two Bids system – The Technical bid (Annexure-I) and the Financial bid (Annexure-II). Both must be submitted in two separate envelopes sealed and put in a single main cover. The outer main cover should be superscribed as.**
- vi) **Interested bidder/suppliers should have to submit Bid Security of 5000/- (Five thousand only) along with the quotation in the Shape of Demand Draft/FDR/BG in favour of “ICAR Unit NIBSM, Raipur. The successfully bidder/supplier who will be awarded with the tender work will have to submit the Performance Security @ 10% of the quoted value in the shape of Demand Draft or FDR/STDR/Bank Guarantee in favour of “ICAR Unit NIBSM, Raipur before supply of the item**
- vii) Supply/installation and commissioning (if required, depending on the goods ordered) are to be completed within seven days of delivery of the goods, at **ICAR-NIBSM, Baronda, Raipur – 493 225 (C.G.)** Terms of Inspection (if required): Complete inspection and test of the equipment/item will be carried out at the Institute on delivery and before release of payment of the goods.
- viii) Training of purchaser's operator(s) for operating the goods ordered, as and if necessary is/are to be trained at purchaser's premise for successfully operating the goods purchased. The training shall be completed within reasonable time.
- xi) **Price structure:**
 - a) The tendered shall quote for the complete requirement of goods & services and for the full quantity as shown against a serial number in the List of Requirements in Annexure-I. Unless otherwise specified in Annexure-I, the tenders are, however, free not to quote against all the serial numbers mentioned in the List of Requirements (in case there are more than one serial number in the List of Requirement).
 - b) **The rates and prices quoted shall be in Indian Rupees only.**



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- c) All duties, taxes and levies payable by the supplier under the contract shall be included in the quoted prices. The purchaser will not pay such duties, taxes and levies separately. However, Sales Taxes/ GST, as legally and contractually livable, may be quoted separately by indicating the nature and the current rate of Sales Tax/ GST, as applicable at the time of quoting. The Sales Tax/GST will be paid extra at actual at the time of supply, provided the transaction of sale is legally liable of Sales Tax and the amount of the Sales Tax/ GST is contractually payable. If the supplier in its quotation does not ask for Sales Tax/ GST extra, the same shall not be paid even if it asks for the same at a later date.
- d) This Institute is entitled for availing of Custom Duty/Excise Duty Exemption in Full. Hence only Ex-Works or Ex-Factory price whichever is lower and does not include Custom Duty/Excise Duty, should be quoted for goods.
- e) The rates and prices quoted by the supplier shall remain firm and fixed during the currency of the contract and shall not be subject to variation on any account, whatsoever, including statutory variations, if any. However, Sales Tax/ GST will be paid extra as per provision under Clause viii© above.
- x) **Receipt of goods & Terms of payment:**
- a. Payment term for supply of goods, including erection/installation and commissioning (as and if applicable): Immediately on receiving the goods at site, the purchaser will verify the quantities of the items supplied as specified in the delivery challan of the supplier in terms of the contract and also check for any superficial damage etc. in the goods so supplied and issue a provisional receipt accordingly. If the goods supplied do not require erection/installation and commissioning at site, the purchaser, within three working days of issue of the provisional receipt, will issue acceptance certificate (of the goods) to the supplier, provided the goods supplied are acceptable in terms of the contract. However, if the goods supplied also need erection/installation and commissioning, the purchaser will issue acceptance certificate within two working days, after successful erection/installation and commissioning. The supplier will then send its invoice along with the purchaser's acceptance certificate and other accompanying documents to the paying authority for payment. The paying authority will release the full payment to the supplier as due in terms of the contract, within reasonable period but not more than 30 working days of receipt of supplier's invoice, purchaser's receipt certificate; and other accompanying documents, provided the same are in order.

While claiming reimbursement for Sales Tax/ GST the supplier shall furnish the following certificate duly dated and signed on its bill :

“Certified that the goods on which Sales Tax/ GST has been charged have not been exempted under the Central Sales Tax Act or State Sales Tax Act or the rules made there under and the charges on account of Sales Tax on these goods are correct under the provisions of the Act or the Rules made there under. Certified further that we are registered as dealers for the purpose of Sales Tax/ GST in the State ofunder registration numberWe further confirm that the amount of Sales Tax/ GST shown in the bill against this contract is correct in terms of above proviso”.



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- b. **Payment for training of purchaser's operator(s), if applicable.**
After release of payment to the supplier as per sub-para (a) above and after successfully completion of training of the operator(s) in terms of the contract, the purchaser will immediately issue a certificate to this effect to the supplier. The supplier will thereafter send its invoice for training charges, along with the above certificate to the paying authority. The paying authority will release the payment to the supplier in terms of the contract within reasonable period but not more than 30 working days of receipt of supplier's invoice provided the invoice and accompanying documents are in order.
- xi) **Paying Authority: The Director, ICAR-National Institute of Biotic Stress Management, Baronda, Raipur.**
- xii) **Liquidated Damage Clause :** If any time during the performance of the contract, the supplier encounters conditions hindering timely delivery of the goods, the supplier shall promptly inform the purchaser in writing the fact of the delay and the likely duration of the same. After receipt of supplier's communication, the purchaser 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 goods and/or perform the services within the contractual delivery period for reasons other than circumstances beyond supplier's control (which will be determined by the purchaser) 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 per cent) of the contract price of the delayed goods or services.
- Further, during such delayed period of supply and/or performance, the supplier shall not be entitled to any increase in price and cost, whatsoever, on any ground. However, the purchaser shall be entitled to the benefit of any decrease in price and cost on any ground, whatsoever, of the goods & services, supplied during the period of delay. The purchaser's letter extending the delivery period will be subject to the above conditions.
- xiii) **Warranty Clause:** This warranty shall remain valid for 14 (Fourteen) months after the goods or any portion thereof as the case may be, have been delivered to the final destination and installed and commissioned at the final destination and accepted by the purchaser in terms of the contract OR for 18 (eighteen) months from the date of dispatch from the supplier's works, whichever is earlier.
- xiv) **Dispute Resolution Mechanism**
If any dispute or difference arises between the purchaser and the supplier relating to any matter connected with the contract, the parties shall make every effort to resolve the same amicably by mutual discussions. However, if the parties fail to resolve the dispute or difference by such mutual discussion within 30 days, either the purchaser or the supplier may give notice to the other party of its intention to refer the same to arbitration. The arbitration shall commence thereafter. The arbitration shall be conducted by a sole arbitrator, who will be appointed by the Secretary, ICAR and the procedure to be followed in this respect will be as per the Indian Arbitration and Conciliation Act, 1996. The venue of the arbitration shall be the place from where the contract is issued.



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2. You are also required to fulfill the following conditions and furnish the details as indicated in subsequent paragraphs.
 - a) At the time of awarding the contract, the purchaser reserves the right to increase or decrease by up to 25%, the quantity of goods & services as specified in the List of Requirements, without any change in the unit price or other terms & conditions.
 - b) Please furnish a certified copy of your latest ITR (ITR form e-return) along with a copy of Permanent Account Number (PAN).
 - c) Please indicate if you are currently registered with any Govt. organization and if registered, furnish all relevant details.
 - d) Please states whether business dealings with you presently stand banned by any Government organization and, if so, furnish relevant details.
 - e) A supplier shall not submit more than one quotation for the same set of goods.
 - f) The supplier shall at all times indemnify the purchaser, at no cost to the purchaser, against all third party claims of infringement of patent, trademark or industrial design rights arising from the use of the goods or any part thereof, with respect to the goods quoted by the supplier in its offer.
 - g) The quotation(s) as well as the contract shall be written in English language. All correspondence and other documents pertaining to the quotation(s) and the contract, which the parties exchange, shall also be written in English. The quotation and all correspondence and documents relating to the quotation exchanged between the bidder and the purchaser may also be written in Hindi language provided that the same is accompanied by an English translation, in which case, for the purpose of interpretation of the quotation, the English translation shall govern.
 - h) The contract shall be governed by the laws of India and interpreted in accordance with such laws.
 - i) **The quotation/offer shall remain valid for acceptance for a period not less than 90 days after the specified date of opening of the offers.**
- 3) The quotation shall be sealed in an envelope. The envelope shall be addressed to the purchaser and it should also bear the tender enquiry no. and the words "**Tender for** (Name of the item for Printing of Institute publication) **DO NOT OPEN BEFORE** This envelope should then be put inside another envelope, which will also be duly sealed. The outer envelope will bear the full address of the purchaser.
The supplier must ensure that its tender (i.e. quotation), duly sealed as above, reaches the purchaser at least one hrs i.e. 13.00 hrs (1.00 P.M.) on 23/07/2020 before the time and date of opening of tenders. The supplier may, at its choice, send the tender by regd. Post or by Speed post, however, **ICAR-NIBSM**, will not be responsible for any postal delay. Alternatively, the supplier may also hand deliver the tender in to the tender box available in the office of the **ICAR-NIBSM, Baronda, Raipur- 493225**
- 4) The tenders, which are received late by the purchaser will be ignored. Further, the purchaser does not accept any liability and responsibility for the tenders in case the same are not properly sealed & marked and/or sent as above.
- 5) **The tenders, which are received on time (as per para 3 above), will be opened at purchaser's office at 14.00 hrs (2.00 PM) on 23/07/2020. The purchaser will open the tenders in the presence of the tenders duly authorized representatives, who choose to attend the tender opening.**



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- 6) The purchaser will evaluate and compare the quotations which are substantially responsive i.e. which are properly prepared & signed and meet the required terms, conditions, specifications etc. The purchaser will award the contract to the supplier whose quotation will be determined to be responsive and offering the best evaluated price.
- 7) Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation or annul the tendering process and reject all quotations at any time prior to award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected tendered or tendered(s).
- 8) **Please submit your quotation (i.e. tender) accordingly. You shall sign all the pages of your quotation. Your price quotation may be furnished in the format enclosed as Annexure-II and as per Para-03- of this bid document (i.e. quotation/tender). You are also required to return this original tender enquiry (all the pages), along with your Bid (i.e. quotation/tender) as it is, duly signed by you on every page, for our record. You may retain a photocopy of this quotation (i.e.tender) enquiry for your record.**

Encl.: Annexure I & II (Technical & Financial Bid)

(Anil Dixit)
Head of office
for, and on behalf of the
Director, NIBSM, Raipur (C.G)

डॉ. अनिल दीक्षित
Dr. Anil Dixit
कार्यालय प्रमुख
Head of Office

भाकृअनुप-रा.जे.स्ट्रेस प्र.सं., रायपुर (छ.ग.)-493225
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Annexure-I

TECHNICAL BID PROFORMA

S.No.	Particulars	Details to be filled in the space as mentioned below & attach the document.
1	Name of Firm/Agency Full address with post box no. and telephone no. if any	
2	Registration certificate of the firm	
3	GST/PAN No.	
4	The printing press which participate in tender should be a registered one.	
5	A minimum of five years experience in handling of ICAR institutes publications like Annual Report, Newsletter etc. is essential.	
6	The printing press should be within 25 km from the ICAR-NIBSM.	
7	The printer should have sound knowledge and infrastructure to work under Digital mode.	
8	The printer staff should have advance knowledge in English & Hindi in speaking & typing.	
9	The firm/ Agency should have minimum turnover of the firm not less than 1 crore (Rs. One Crore)	



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SPECIFICATIONS AND OTHER TECHNICAL DETAILS OF REQUIREMENTS AND SERVICES FOR PRINTING OF

S.No.	Description/ specification
1.	Newsletter <ul style="list-style-type: none">• Composing, printing and binding• Size: A4 (8.5 x 11")• Text matter: printing in multi-colours with setting of columns and photographs• Paper quality: 170 GSM (Quality art paper)• Stapling and Binding• Copies required: 300 numbers• Accounting Unit: Per 4 pages as a set
2.	Pamphlet/leaflet <ul style="list-style-type: none">• Composing and Printing• Size: A4 (8.5 x 11")• Text matter: printing in multi-colours with setting of columns and photographs• Paper quality: 90 GSM (Quality Art paper)• Copies required: 1000 numbers• Accounting unit: Per page cost (A4 front and back printing)
3.	Multicolour Reprinting of Pamphlets <ul style="list-style-type: none">• Size: A4 (8 x 11")• Printing in multicolour• Paper quality: 90 GSM (Quality Art paper)• Copies required: 1000 numbers• Accounting unit: Per page cost for printing alone (A4 front and back printing)
4.	Annual Report <ul style="list-style-type: none">• Composing, printing, lamination of wrapper, Glue binding of Annual Report both in English and Hindi• Size: A4 (8.5 x 11")• Composing and printing of wrapper in multicolour (300 GSM Art paper)• Composing and printing of inner materials in multicolour (90 GSM Art paper)• Glue pasting, creasing and binding• Number of copies: 250 numbers• Accounting Unit: Quote cost per 80, 120 and 160 pages (per 4 pages as a set)
5.	Book <ul style="list-style-type: none">• Size: Quote price for A4 and A5 separately• Composing, printing, lamination of wrapper and creasing (300 GSM Art paper)• Composing and printing of inner materials (90 GSM Art paper)• Cost per page for black and white printing (90 GSM Art paper)• Cost per page for multicolour printing• Cost for 50 copies, 100 copies, 150 copies and 200 copies• Glue pasting and binding

INSTITUTE PUBLICATION

Requirements

1. Two gally proofs and one final proof.
2. PDF, editable version of document and Coral draw file



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Special instruction (if any):-

1. Interested bidder/suppliers should have to submit Bid Security of 5000/- (Five thousand only) along with the quotation in the Shape of Demand Draft/FDR/BG in favour of "ICAR Unit NIBSM, Raipur.
2. The successfully bidder/supplier will have to submit the Performance Security @ 10% of the quoted value in the shape of Demand Draft or FDR/STDR/Bank Guarantee in favour of "ICAR Unit NIBSM, Raipur before supply of the item.
3. Installation charges (if any) may also be quoted separately.
4. Any clarification/doubt regarding manufacturing of the implement by the manufacturer should be clarified beforehand so as to avoid any sort of confusion of discrepancy during the manufacturing process.
5. If readymade fabricated implement is supplied, it should meet all the specifications.
6. Address of Local Authorized dealer or Service Center.
7. Rates should be quoted including all charges for the supply up to NIBSM, Raipur including transportation, if any.
8. Manufacturer Authorization Certificate.
9. Two gally proofs and one final proof is required
10. Need soft copy of searchable PDF of final version
11. Indicate GST and other taxes if not indicated, the rate quoted will be treated as inclusive.



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Annexure II

FORMAT OF PRICE QUOTATION

S. N.	Description of Goods & allied Services	Specifications If any	Accounting Unit	Qty.	Quoted Unit Price in Rs.		Total amount in Rs.
					In Figures	In words	
1	Newsletter						
2	Pamphlet/ leaflet						
3	Multicolour Reprinting of Pamphlets						
4	Annual Report						
5	Book						

Grand total Cost: Rs. -----

Details of applicable Sales Tax to be paid extra and the current rate of the same:

We agree to supply the above goods & allied services. We confirm that the same will meet the description, specification and other technical details as required in the tender enquiry.

We confirm that we agree to all other terms & conditions of your tender enquiry including the terms of delivery & installation, period of delivery and warranty provision.

We have furnished all the information, as required in the tender enquiry and attached the relevant documents. (In case a tendered desires to put some additional / modified stipulations, terms & conditions etc. the same may be clearly indicated)

We confirm that our offer will remain valid for acceptance for 90 days after the date of opening of tenders.

.....
(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: