



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



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

malay.bisht@icar.gov.in Fax No. : 0771-2225351, Telephone No. - 0771-2225333

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

Dated: 16.11.2021

Re - 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 09.12.2021** 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) Estimated Annual printing expenditure : 5.0 lakhs
- iii) Guiding specification and other technical details : As enclosed in Annexure-II
- iv) Terms of delivery & installation : At ICAR-NIBSM, Baronda, Raipur – 493225 (C.G)
- v) (A) Delivery period of goods : Within one month from the date of the purchaser's Signing the contract.
(B) Fee of Tender Form : Free of cost
- vi) Two bid system (Technical and Financial bid) should be followed in tendering for printing 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 Tender for Printing Publications.

- vii) Interested bidder/suppliers should have to submit Bid Security of 10,000/- (Ten thousand only) along with the quotation in the form of Demand Draft/FDR/BG in favour of **“ICAR Unit NIBSM, Raipur.** The successfully bidder/supplier will have to submit the Performance Security @ 10% of the quoted value in the form of Demand Draft or FDR/STDR/Bank Guarantee in favour of “ICAR Unit NIBSM, Raipur before printing work begins. Bid securities of the unsuccessful bidders will be returned to them after expiring of the final bid validity and within 30 days after the award of the contract. Bid security will be refunded to the successful bidder on receipt of performance security.
- viii) Supply the ordered goods within **15** days after the final gally proof to **ICAR-NIBSM, Baronda, Raipur – 493 225 (C.G.)**. The quality of the publications will be taken into consideration before releasing the payment.



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- ix) **Price structure:**
- The tenderer shall quote for the complete requirement of goods & services for the full quantity as shown against a serial number in the List of Requirements in Annexure-I.
 - The rates and prices quoted shall be in Indian Rupees only.**
 - 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 leviable, 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.
 - The rates and prices quoted by the supplier shall remain firm and fixed during the contract period and shall not be subject to variation on any account, whatsoever, including statutory variations, if any.
- x) **Receipt of goods & Terms of payment:**
- Payment term for supply of goods: 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. 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 provision”.
- xi) **Paying Authority: The Director, ICAR-National Institute of Biotic Stress Management, Baronda, Raipur.**



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- 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) **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.

2. You are also required to fulfill the following conditions and furnish the details as indicated in subsequent paragraphs.
- 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.
 - Please furnish a certified copy of your latest ITR (ITR form e-return) along with a copy of Permanent Account Number (PAN).
 - Please indicate if you are currently registered with any Govt. organization and if registered, furnish all relevant details.
 - Please state whether business dealings with you presently stand banned by any Government organization and, if so, furnish relevant details.
 - A supplier shall not submit more than one quotation for the same set of goods.
 - 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.



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- 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.
- 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 and also superscribed with "Printing Institute Publications". The supplier must ensure that its tender (i.e. quotation), duly sealed as above, reaches the purchaser at least one hrs. before i.e. 13.00 hrs (1.00 P.M.) on 09.12.2021 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 deliver the tender by hand 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 not be considered. 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 09.12.2021** The purchaser will open the tenders in the presence of the tenders duly authorized representatives, who choose to attend the tender opening meeting.
- 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).



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- 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)

(Malay Bisht)

Sr. Administrative Officer

Senior Administrative Officer
N.I.B.S.M., Baronda,
Raipur (C.G.)



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Annexure-I

TECHNICAL BID PROFORMA

(For evaluation failing which financial bid will not be opened)

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. etc.	
2	Attach Registration certificate of the firm	
3	GST and PAN No.	
4	Attach copies of last 3 years IT return	
5	Attach MSME certificate if applicable	
6	A minimum of five years' experience in handling of publications like Annual Report, Newsletter etc. of ICAR institutes/ IGKV/ NIT/ AIIMS/ IIT / Govt. Deptt. / University is essential. (Attach supporting contract/ office order)	
7	Printing of quality publications (Attach three publications made in last 5 years of minimum 75 pages of qualifying organizations as given in point no. 6)	
8	The printer should have adequate infrastructure to work under Digital mode. 1. Graphics/ Corel Draw software etc. 2. Offset printing machine (Attach proof/undertaking)	
9	Attach certified/audited document of annual turnover (not less than 10 lakhs) for last 3 years.	



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Special instruction: -

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2. The successfully bidder/supplier will have to submit the Performance Security @ 10% of the quoted value in the form of Demand Draft or FDR/STDR/Bank Guarantee in favour of “ICAR Unit NIBSM, Baronda, Raipur before supply of the item.
3. Any clarification/doubt regarding printing institute publications should be clarified beforehand so as to avoid any sort of confusion of discrepancy during printing.
4. The publications to be printed should meet all the specifications.
5. Rates should be quoted including all charges for the supply up to ICAR-NIBSM, Baronda, Raipur including transportation, if any.
6. Two gally proofs and one final proof for corrections before final printing are required.
7. Need soft copy of searchable and editable PDF of final version and coral draw file.
8. Indicate **GST** and other taxes. If not indicated, the rate quoted will be treated as inclusive.
9. The requirements (copies) above are indicative. The final order may be on real-time requirement basis.



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Annexure II

FINANCIAL BID FORMAT FOR QUOTING THE PRICE

S.No.	Description/ specification	No. of copies	Unit Price (Rs)
1.	<p><u>Newsletter Size: A4 (8.5 x 11")</u></p> <ul style="list-style-type: none"> Composing, printing and binding Text matter: printing in multi-colours with setting of columns and photographs Paper quality: 170 GSM (Quality art paper) Stapling and Binding Accounting Unit: Per 4 pages as a set 	100	
2.	<p><u>Pamphlet/leaflet Size: A4 (8.5 x 11")</u></p> <ul style="list-style-type: none"> Composing and Printing Text matter: printing in multi-colours with setting of columns and photographs Paper quality: 90 GSM (Quality Art paper) Accounting unit: Per page cost (A4 front and back printing) 	500	
3.	<p><u>Multicolour Reprinting of Pamphlets</u> Size: A4 (8.5 x 11")</p> <ul style="list-style-type: none"> Printing in multicolour Paper quality: 90 GSM (Quality Art paper) Accounting unit: Per page cost for printing alone (A4 front and back printing) 	500	
4.	<p><u>Annual Report (A4 size: 8.5 x 11"; 80 pages)</u></p> <ul style="list-style-type: none"> Composing, printing, lamination of wrapper, Glue binding of Annual Report both in English and Hindi in multicolour (300 GSM Art paper, MAT finish) 	100	
	Composing and printing of 4 inner pages in multicolour (90 GSM Art paper, MAT finish)		
	Glue pasting, creasing and binding		
	Extra cost above 80 pages (rate per 4 pages)		
5.	<p><u>Book (A5 size 14.8-21.6):</u></p> <p>a) <u>Multicolour inner pages</u></p> <p>Composing, printing, lamination of wrapper, Glue binding of book in multicolour (300 GSM Art paper, MAT finish)</p>	100	
	Composing and printing of multicolour inner 4 pages of 1 set (90 GSM Art paper)		



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6.	Glue pasting and binding		
7.	Book (A5 size14.8-21.6): b) Black and white inner pages Composing, printing, lamination of wrapper, Glue binding of book in multicolour (300 GSM Art paper, MAT finish)	100	
	Composing and printing of black and white inner 4 pages of 1 set (90 GSM Art paper)		
	Glue pasting and binding		
8.	Bulletin (Size: A4 (8.5 x 11”); Minimum 30 pages)	100	
	Composing, printing, lamination of wrapper and creasing (300 GSM Art paper)		
	Composing and printing of multicolour inner 4 pages of 1 set (170 GSM Art paper)with setting of columns and photographs.		
	Glue pasting and binding/Stapling and Binding		

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: