E-TENDER NOTICE

Online bids are invited in Two bid system (technical and financial) for “Annual Rate Contract For Printing And Other Works”

Tender documents may be downloaded from NDRI web site www.ndri.res.in (for reference only) and CPPP site https://eprocure.gov.in/eprocure/app as per the schedule as given in CRITICAL DATE SHEET as under:-

CRITICAL DATE SHEET

<table>
<thead>
<tr>
<th>Published Date</th>
<th>15.7.2020 (04.50PM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid Document Download Start Date</td>
<td>15.7.2020 (04.50PM)</td>
</tr>
<tr>
<td>Bid Submission Start Date and Time</td>
<td>15.7.2020 (04.50PM)</td>
</tr>
<tr>
<td>Bid Submission End Date and Time</td>
<td>05.8.2020 (04.50PM)</td>
</tr>
<tr>
<td>Bid Opening Date</td>
<td>06.8.2020 (04.55PM)</td>
</tr>
<tr>
<td>Address for communication</td>
<td>AAO(P) ICAR-NDRI, Karnal-132001</td>
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</tbody>
</table>

AAO(P)
INSTRUCTION FOR ONLINE BID SUBMISSION

1. The Tender form/bidding documents may be downloaded from the website https://eprocure.gov.in/eprocure/app. Online submission of Bids through Central Public Procurement Portal (https://eprocure.gov.in/eprocure/app) is mandatory. Manual/Offline bids shall not be accepted under any circumstances.

2. Tenderers/bidders are requested to visit the website https://eprocure.gov.in/eprocure/app regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.

3. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Director, ICAR-NDRI, Karnal reserves the right to accept or reject any or all the tenders.

4. The Tenderers/bidders are required to deposit (in original) Earnest Money deposit(EMD) worth Rs. 25000/- (Rupees twenty Five Thousand Only) in the form of Demand draft/Bank Guarantee from any of the commercial bank in Favour of ICAR Unit NDRI, payable at par at Karnal. However, for the purpose of realisation, the bidder has to send the Demand Draft/ Bank Guarantee in original to this institute through post or by hand so as to reach latest before the time of tender/bid opening as had been indicated in critical date sheet.

5. The Tenderers/bidders should send all the required samples, as had been asked in this tender, addressed to the Assistant Administrative Officer (Purchase) CAR-NDRI Karnal-132001, on or before bid opening date and time as mentioned in the critical date sheet.
The Tenderers /Bidders are required to upload copies of the following documents:-

**Technical Bid**

i. Scanned copy of Earnest Money Deposit (EMD)/its exemption, if any.

ii. Scanned copy of Firm’s registration under govt for doing the business.

iii. Scanned copy of PAN Card,

iv. Scanned copy of GST No.,

v. Scanned copy of Tender acceptance letter duly signed by authorised signatory.(Annexure-I)

vi. Minimum turnover of the firm should not be less than Rs.5.00 Lakh for the Year 2018-19 & 2019-20. Certified copy of audited documents by bonafide CA supported by ITR and Form-16 of the concerned year in the relevant field.

vii. The scan copy of an undertaking stating that if the information/declaration/scanned documents furnished in respect of eligibility criteria are found to be wrong or misleading at any stage, the firm will be liable to punitive action. (Annexure-I)

viii. Vendor is required to submit at least 05 samples of the publications printed of clients for printing of research organizations/Educational institutions/Universities within last two F.Y. 2018-19 and 2019-20 including annual report, conference compendium, abstract book, research bulletin, hard Bound Book and pamphlets for evaluation of the quality of the publication by the authorized committee. The same should be sent to **AAO(P) ICAR-NDRI , Karnal-132001** in sealed envelope on or before the last date of submission of bids, failure to do so the bids will be rejected.

ix. Please state whether business dealings with you presently stand banned by any Government organization since 01-01-2016; and, if so, furnish relevant details. (Annexure-I)

**Financial Bid:-**

i. Price should be quoted as per BOQ.

ii. Submission of samples as asked in this tender is compulsory without which the rates will not be considered.

iii. Taxes as extra should be indicated separately in the column provided.

**Note:-** The Financial bid format has been provided with the tender and same can be downloaded from [https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app). Bidders are advised to download this BoQ as it is and quote their offered rates in the permitted column and upload the same in Financial bid. Bidder should not tamper/modify this bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be rejected and EMD would be forfeited and tenderer/bidder is liable to be banned from doing business with ICAR-NDRI Karnal.
Terms & Conditions

1. The Bidders may submit their Technical and Financial bids online only on the portal of CPPP (https://eprocure.gov.in/eprocure/app). No conditional bids shall be allowed/accepted. Bidders will have to upload scanned copies of various documents required for their eligibility and all other documents as specified in this tender document.

2. The bidder will have to give an undertaking online that if the information/declaration/scanned documents furnished in respect of eligibility criteria are found to be wrong or misleading at any stage, they will be liable to punitive action.

3. The Tenderers/bidders are required to deposit (in original) Earnest Money deposit(EMD) worth Rs. 25000/- (Rupees twenty Five Thousand Only) in the form of Demand draft/Bank Guarantee from any of the commercial bank in Favour of ICAR Unit NDRI, payable at par at Karnal. However, for the purpose of realisation, the bidder has to send the Demand Draft/ Bank Guarantee in original to this institute through post or by hand so as to reach latest before the time of tender/bid opening as had been indicated in critical date sheet. In case of exemption of EMD, the scanned copy of the document in support of exemption will have to be uploaded by the bidder during bid submission.

4. In case of exemption of EMD, the scanned copy of the document in support of exemption will have to be uploaded by the bidder during bid submission.

5. The Financial Bid of the Technically Qualified bidders only will be opened.

6. Bid Opening: Both the technical and Financial bids will be opened online. Relevant bidders can simultaneously take part in bid opening online and can see the resultant bids, of all bidders. In case of price bid opening, which can also be seen by participating bidders online.

7. Modification in the tender document after closing date is not permissible.

8. The Director ICAR-National Dairy Research Institute, Karnal shall have the right to reject all or any of the offers, accept more than one offer and assign part of the job.

9. Rates once finalized will not be changed during the entire period of contract (except for taxes).

10. In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded to him, for whatsoever reason(s), to honour the contract, the performance security deposited would be forfeited by the institute.

11. The contract will be valid for a period of one year from the date of award of contract, which can be further extended to one more year subject to satisfactory completion of work in the year of initial award of contract.

12. The Director ICAR-National Dairy Research Institute, Karnal reserves the right to cancel the contract at any time during the currency period of the contract without giving any reason.

13. The Tenderer/Bidder to whom the contract will be awarded will have to deposit Performance security of an amount as intimated by this institute within 14 days of the Award of contract, failure to do so the EMD of the firm will be forfeited by the institute.

14. The performance security deposited by the Firm will be liable to be forfeited incase the firm defaults in providing required service as had been mentioned in this contract.

15. Terms of Delivery:-
• Delivery location: - **AAO (Stores), NDRI, Karnal**
• **Delivery period for goods:** Within 21 days of final proofing
• Terms of **Inspection by the purchaser's representative:** At **NDRI, Karnal** after Receipt of Supply of Goods.

16. **Terms of Payment:**
   a) On bill basis after satisfactory services/work verification by the concerned user and will be paid in 30 working days.
   b) **Paying Authority:** Comptroller, NDRI, Karnal – 132 001

17. **Liquidated Damage Clause:** If the supplier fails to execute the deliver any or all of the material, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price as liquidated damages, a sum equivalent to 0.5% of the order price of the delayed material for each week of delay, up to a maximum deduction of 5% of service contract price. Once the maximum is reached, the purchaser will consider termination of the order automatically, if the same have not been terminated already.

18. **Dispute Resolution Mechanism:** If any dispute or difference of any kind arises between the purchaser and the supplier in connection with the contract, the parties shall make every effort to resolve the same amicably by mutual discussion. However, if the parties fail to resolve the disputes or differences 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 will 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 act, 1996**. The **venue** of the arbitration shall be the place (i.e. **NDRI, Karnal**), from where the contract is issued.

19. In case of any Legal Dispute, the jurisdiction will be at Karnal.

20. You are also required to fulfill the following conditions and also furnish the required details as indicated in subsequent paragraphs.
   a) Printer shall be responsible to deliver and collect proofs form the Indenting Officer, at NDRI, Karnal.
   b) Printer will submit a hard copy of dummy of the final version before publication.
   c) A soft copy of the final printed publication is to be provided by the vendor.
   d) All photographs, CDs/DVDs, scanned material etc. which had been supplied by ICAR-NDRI or had been prepared by the printer for the work shall be returned back to ICAR-NDRI, Karnal after completion of the work and before submission of the Bill.
   e) Printer will be responsible for typesetting and formatting of the text and photographs to the satisfaction of the NDRI authority which may also require working with NDRI team on the spot.
   f) Printer should agree to supply at least three rough prints in Black & White and one final color proof for approval of Planning and Colors.
   h) 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 of 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.
   j) 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.

k) The contract shall be governed by the laws of India and the interpreted in accordance with such laws.

l) The quotation / offer shall remain valid for acceptance for a period not less than 90 days after the specified date of opening of the offer.

m) The SSI/MSEs Registered with NSIC are exempted from EMD subject to submission of NSIC Registered with valid certificate with the items list.

14. 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 tenderer or tenderers.

15. Scope of Work : as indicated in BOQ.

16. The selection of the firm for awarding the contract will be based on Lowest one (L-1) basis for each type of work i.e. A,B,C,D as had been detailed in the BOQ.

NOTE:- 1. All the participating bidders should be complying with GST provisions enacted by Govt. of India from the date of 1st July, 2017.

(Rajbir)
Assistant Administrative Officer (P)
TENDER ACCEPTANCE LETTER
(to be given on Company Letter Head)

Date:

To,

The Director
ICAR-NDRI
Karnal-132001

Sub: Acceptance of terms and conditions of tender:-reg.
Tender Reference No.:
Name of Tender/work:-

Dear Sir,

1. I/we have downloaded/obtained the tender document (s) for the above mentioned
Tender/work from the website (s) namely: (https://eprocure.gov.in/eprocure/app).

2. As per your advertisement, given in the above mentioned website (s).

3. I/we hereby certify that I/we have read the entire terms and conditions of the tender
documents (Including all documents like annexure (s), schedules (s) etc.) which form part
of the contract agreement and I/we shall abide hereby the terms/conditions/clauses
contained therein.

4. The corrigendum (s) issued from time to time by your department/organization too have
also been taken into consideration, while submitting this acceptance letter.

5. I/we hereby unconditionally accept the tender conditions of above mentioned tender
document (s)/corrigendum (s) in its totality/entirety.

6. I/we do hereby declare that our firm has not been blacklisted/debarred by any Govt.
Department/Public Sector Undertaking w.e.f 01.01.2016.

7. I/we certify that all information furnished by the our firm is true and correct and in the
event the information is found to be incorrect/untrue for found violated, then your
department/organization shall without giving any notice or reason therefore or summarily
reject the bid or terminate the contract, without prejudice to any other rights or remedy
including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with official seal)