

STANDARD BIDDING DOCUMENTS

Central Institute For Subtropical Horticulture Rehmankhara, P.O.-Kakori, Lucknow- 226 101.

Tender Enquiry No. 21-1/2013-14-SP-

Dated .01.2014

Speed Post

To,

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Subject: : Invitation of limited sealed quotations in respect of printing jobs -reg.

Dear Sir,

Limited sealed quotations is hereby invited on behalf of the Director, CISH, Lucknow for Printing Job. We have a requirement of the goods & services as indicated below, for which Quotation will be opened at **11.00** hrs on **22.02.2014** (date) and you are invited to submit your most competitive quotation for the same. All the relevant details are given below and last date of receiving the quotation **21.02.2014**.

- i) Description of the goods and services and the accounting unit: As enclosed in schedule –II
- ii) Specific Terms and conditions of the Annual Rate Contract for Printing Jobs : As enclosed in Schedule- II
- iii) Terms of delivery: delivery at site, viz. Central Institute for Subtropical Horticulture, Rehmankhara, P. O. Kakori, Lucknow.
- iv) Delivery period for goods and services : within **15 days** from the date of the receipt of the work order.
- v) **Price structure:**
 - a) The tenderer shall quote for the complete requirement of goods and services and for the full quantity as shown against the serial number in the List of Requirement in Schedule-II. Unless otherwise specified in Schedule - II, the tenderers 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 Requirements)
 - b) **The rates and prices quoted shall be in Indian Rupees only.**
 - c) All duties, taxes and levies payable by the supplier under the contract shall be included in the quoted price. The purchaser will not pay any such duties, taxes and levies separately. The rates and price quoted by the supplier shall remain firm and fixed during the currency of the contract and shall not be subject to variations on any account, whatsoever, including statutory variations, if any.
- vi) **Receipt of goods & Terms of payment:**

Payment terms for supply of goods,

Immediately on receiving the goods /services at site, the purchaser will verify the quantities/quality of the items supplied as specified in the delivery challan of the supplier 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 completion of Job 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 completion of Job, the purchaser will issue acceptance certificate within two working days, after successful completion of Job. The supplier will then send its invoice along with the purchaser's 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 seven working days of receipt of supplier's invoice, purchaser's receipt certificate and other accompanying documents, provided the same are in order.

After release of payment to the supplier as per sub-para (a) above and after successful 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 seven working days of receipt of supplier's invoice provided the invoice and the accompanying documents are in order.

vii) Paying Authority : Director, CISH, Lucknow

viii) Liquidated Damage Clause :

If any time during the performance of the contract, the supplier/ service provider encounters conditions hindering timely delivery of the goods/ services, 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 performs the service 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 damage, a sum equivalent to 0.5% (half percent) 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 percent) of the contract price of the delayed goods or services.

Further, during such delayed period of supply and /or performance, the supplier / service provider 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 (to the supplier, with copies endorsed to others concerned) 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.**

- a) At the time of awarding the contract, the purchaser reserves the right to increase or decrease by up to 25% of the quantity of goods & services as specified in the List of Requirements, without any change on the unit price or other terms & conditions.
- b) Please furnish a certified copy of your latest ITCC (Income Tax Clearance Certificate).
- c) Please indicate if you are currently registered with any Govt. organization and if registered, furnish all relevant details.
- d) Please state 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/services.
- 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 quotations(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 offer.**

3. The quotation shall be sealed in an envelope. The envelope shall be addressed to Director, CISH, LUCKNOW and it should also bear the tender enquiry no. and the words "DO NOT OPEN BEFORE 22.02.2014 at 11.00 a.m. (*The time and date of opening of the tenders). This envelopes 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 before or the last date of receiving of the tenders. The supplier may, at its choice send the tender by regd. post or by speed post.

quotation should be submitted in double sealed cover and addressed to director, central insitute for subtropical horticulture, rehmankhera, p.o. kakori, lucknow –226 101.

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 tender in case the same is 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 **11.00**.hours on **22.02.2014** (date). The purchaser will open the tender in the presence of the tenderer or tenderer's duly authorized representatives who choose to attend the tender opening.
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 job to the supplier whose quotation will be determined as '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 job without assigning any reasons, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected tenderer or tenderers.
8. Please submit your quotation accordingly. You shall sign all pages of your quotation. Your priced quotation may be furnished only in the format enclosed as Schedule-II. You are also required to return the original tender enquiry (all the Pages), as it is, duly signed by you on each page for our records. You may retain a photocopy of this tender enquiry for your record if required.
9. The tenderer shall confirm that the goods and service as outlined will be supplied. The supply, it is agreed will meet the description, specification and technical detail listed in Schedule-II
10. Director, CISH reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute for any justification/ reasons, to be communicated to the tenderer.
11. The job will initially be for a period of one year. The period of job can be extended further, as per the discretion of the competent authority.
12. This institute implements the provision of RTI Act 2005. The information provided is liable to be disclosed.

Encl: Scheduled-I and II

Asstt. Administrative Officer
For Director, CISH, Lucknow
Telephone No. 0522-2841023, 2841173
Fax No. 0522-2841025

SCHEDULE TO TENDERS

PART – I

1. Name of the Firm/Agency
2. Full address with Post Box No.
And Telephone No. if any
3. Constitution of the Firm/
Agency (Attached copy)
 - a) Indian Companies Act, 1956
 - b) Indian Partnership Act, 1932
(Please give names of partners)
 - c) Any other Act, if not, the owners
4. For Partnership firms whether
registered under the Indian
Partnership Act, 1932, please
state further whether by the
partnership agreement to arbitration
has been conferred on the partner
who has signed the Tender.
 - i) If answer to the above is in negative
whether there is any general power
of attorney executed by all the
partners of the firm authorizing the
partner who has signed the Tenders
to refer dispute condemning business
of the partnership to arbitration
 - ii) If the answer to above is in point one and two
the affirmative please furnish a copy of either the
partnership agreement or the general
power of attorney as the case may be.
The copy should be attested by a Notary
Public or its execution would be admitted
by affidavit on a properly stamped paper
by all partner
- 5 As Per Ministry of Finance, Government of India
order no. 1(1)/2011/TA/292, dated 31.03.2012
e-payments for more than Rs. 25,000.00 is
mandatory. Hence following information needs
to be provided

- a) Name and Full Address of your Banker's
 - b) Bank Account No. of the firm
 - c) IFSC Code No. of the Banker
6. Your Permanent Income Tax No (PAN)/Circle/Ward
7. Any other relevant information

PART – II

8. Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders
9. Name of the Permanent Representative to be visiting CISH Rehmankhera/R.B. Road Campus regarding the contract (Separately may be indicated for Rehmankhera and R.B. Road Campus)

Date : _____

Place: _____

**AUTHORISED SIGNATORY
of the firm/agency/company**

Schedule - II

LIST OF REQUIREMENTS

Quotation for Annual Rate Contract for Printing Jobs specifications for printing

Serial No.	Description of goods allied services	Accounting Unit	Rate per page 100 up to 500 Quantity	
	Details for publication of Annual Report/Bulletin/Abstract/Souvenir/Udyan Rashmi/ Newsletter/ Vision/ Pocket Diary/Leaflet/Folder/Vision		100 copy (in Rs.)	Upto 500 copies (in Rs.)
1. Papers				
	(i) A-4 Size (8.5" x 10.75") 90 GSM Maplitho Sinarmas/Balarpur Mill Text Paper			
	(a) Single colour printing on the above text.			
	(b) Two colour printing on the above text.			
	(c) Four colour printing on the above text.			
	(ii) A-4 Size (8.5" x 10.75") 135 GSM on Art Paper. Magnostar real Art Paper Imported			
	(iii) A-4 Size (8.5" x 10.75") 150 GSM on Art Paper. Magnostar real Art Paper Imported			
	(iv) A-4 Size (8.5" x 10.75") 170 GSM on Art Paper. Magnostar real Art Paper Imported			
	(v) 18cms x 25cms size publications single colour			
	(vi) 7.25" x 9.5" (20 x 30 x 8) size publications four colour			
	(vii) 100 GSM on Art Paper. Magnostar Real Art Paper Imported.			
	(viii) 5.5" x 8.5" (23 x 25 x 16) size size (four colour)			
	(ix) 6"x9" (four colour)			
	(x) 4 colour printing with 3-4 photos per page text with 1,2, 3 or 4 colour			
	(xi) 5"x7 "per 100 piece of 72 GSM single colour/two colour/four colour			
	(xii) 5.5" x 8.5" 100 piece of 72/80 GSM single colour/two colour/four colour			
	(xiii) A4 Size publications of 72/80 GSM single colour/two colour/four colour			
	(xiv) 4" x 5.5 " single colour/two colour/four colour			

2. Cover Page			
(i)	On art card 300 GSM (Sinarmas art card/Magnostar)		
	(a) A-4		
	(b) ½ of A 4		
	(c) 18 cms x 25cms size publications four colour		
	(d) 7.25" x 9.5" (20 x 30 x 8)size publications four colour		
	(e) 5.5" x 8.5" (23 x 25 x 16) size size (four colour)		
	(f) 6"x9" (four colour)		
(ii)	350 GSM Imported Art Card (Mangnostar)		
	(a) A-4		
	(b) ½ of A 4		
	(c) 18 cms x 25cms size publications four colour		
	(d) 7.25" x 9.5" (20 x 30 x 8) size publications four colour		
	(e) 5.5" x 8.5" (23 x 25 x 16) size size (four colour)		
	(f) 6"x9" (four colour)		
(iii)	300 GSM Imported Art Card (Mangnostar)		
	(a) A-4		
	(b) ½ of A 4		
	(c) 18 cms x 25cms size publications four colour		
	(d) 7.25" x 9.5" (20 x 30 x 8)size publications four colour		
	(e) 5.5" x 8.5" (23 x 25 x 16) size size (four colour)		
	(f) 6"x9" (four colour)		
(iv)	350 GSM On Indian Card (Sinarmas art Card)		
	(a) A-4		
	(b) ½ of A 4		
	(c) 18 cms x 25cms size publications four colour		
	(d) 7.25" x 9.5" (20 x 30 x 8)size publications four colour		
	(e) 5.5" x 8.5" (23 x 25 x 16) size size (four colour)		
	(f) 6"x9" (four colour)		
(v)	300 GSM On Indian Card (Sinarmas art Card)		
	(a) A-4		
	(b) ½ of A 4		
	(c) 18 cms x 25cms size publications four colour		
	(d) 7.25" x 9.5" (20 x 30 x 8)size publications four colour		
	(e) 5.5" x 8.5" (23 x 25 x 16) size size (four colour)		
	(f) 6"x9" (four colour)		
(vi)	GSM for 6"x9"		
	(a)On Indian Card (Sinarmas art Card)		

(b) Imported Art Card (Mangnostar)			
(vii) Four colour printing on Single side			
(viii) Four colour printing on Both side			
(ix) Cover lamination of (a) A-4 (b) ½ of A 4 (c) 18 cms x 25cms size publications four colour (d) 7.25" x 9.5" (20 x 30 x 8) size publications four colour (e) 5.5" x 8.5" (23 x 25 x 16) size size (four colour) (f) 6"x9" (four colour)			
1. BINDING			
(i) Hard Bound per book /report up to 100 pages			
(ii) Hard Bound per book /report more than 100 pages			
(iii) Buletin up to 50 pages			
(iv) Binding Center /Wire binding/ Stiching/Stapling/ of Newsletter or other publications of 12-16 pages			
(iv) of 4-8 pages			
(v) Spiral/Comb binding up to 100 pages			
(vi) Spiral/Comb binding more than 100 pages			
(vii)			
2. LAMINATION			
(i) Gloss Lamination square inch			
(ii) Mat lamination square inch			
(iii) Mat lamination with UV coating square inch			
(iv) Thermal lamination square inch			
3. ENVELOPS with screen printing single colour/two colour (72/80/90/100/200/230/250/300/350 GSM)			
(i) 5"x7 " per 100 piece			
(ii) 5.5" x 8.5" 100 piece			
(iii) 6" x 9" 100 piece			
(iv) 10"x5" 100 piece			
(v) 9"x11" 100 piece			
(vi) 10"x12" 100 piece			
(vii) 11"x18" 100 piece			
(viii) A4 per 100 piece			
(ix) 18"x25" per 100 piece			

Please Note : Printing charges shall include the charges towards composing the entire documents.

SPECIFIC TERMS AND CONDITIONS OF THE ANNUAL RATE CONTRACT FOR PRINTING JOBS ALONG WITH COST OF REQUEST OF JOB AT CISH, REHMANKHERA, LUCKNOW

1. Rate should be quoted on pro-forma only. Corrections and overwriting on rates is not permissible, otherwise tender shall be considered rejected.
2. The printing press should have at least 05 years experience of publishing scientific matter primarily Annual Report, Newsletter, Bulletins, Abstracts, Souvenirs, Hindi Publications, Vision documents, Pocket Diaries, Proceedings or other materials of ICAR /CSIR Institutes, Universities or Institutions of National repute.
3. The printing press should have its own Off-set printing press, graphic designing, automated binding, sewing facilities as well as in-house proof reading,. If necessary, a designated committee from the institute may visit the printing press for its own satisfaction.
4. Rates of printing process as per Quotation shall only be accepted if rates quoted on Quotation form. Specification of published material, paper samples (with seal and signature) in A4 size need to be attached otherwise quotation form shall be considered rejected.
5. The printer is be required to submit three proofs of the draft before it goes for the final approval by the competent authority.
6. Delivery of printed publication should be given within 3-5 days (depending upon the size of the publication) after the proof is finalized for publication and handed over to the press, otherwise indent of publication should be deemed cancelled.
7. The Director, CISH reserves the right to annual the printing order if the quality of printing is not found satisfactory or the printer fails to adhere to the time frame mentioned in the terms and conditions clause.
8. The printer will be bound to provide PDF format of the printing material at the time of delivering the published work.
9. Delivery of printed publication should invariably be done at the Rehmankhara Office of CISH, Lucknow on any working day.
10. All legal disputes are subject to Lucknow jurisdiction.

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

We have furnished all the information, as required in the tender enquiry and attached the relevant documents.

We confirm that our offer will remain valid for acceptance for 120 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 :

Place :

Telephones: 0522-2841022, 2841023, 2841024, Fax :(0522)-2841025 ,

E-mail – cish.lucknow@gmail.com,

Website: www.cishko.org.