



भा.कृ.अनु.परि.—केन्द्रीय उपोष्ण बागवानी संस्थान
रहमानखेड़ा, पो. काकोरी, लखनऊ-226 101 (भारत)



ICAR- Central Institute For Subtropical Horticulture
Rehmankhhera, PO Kakori, Lucknow-226 101 (India).
Phone (O)2841022,2841023, 2841024; Fax 0522-2841025
Web Site www.cish.res.in ; E-mail :cish.lucknow@gmail.com

F. No. 21-1/2016-17-SP

Dated:03.10.2016

TENDER NOTICE

The Director, ICAR-CISH, Lucknow invites the sealed tenders for the Annual Rate Contract of Printing job Work in **Two bids System** on the prescribed tender form upto 24.10.2016 at 4.00 P.M. from the registered firm. The tender form and detailed specification of printing work job alongwith terms & conditions is available on Website:www.cish.res.in of this Institute. The technical bids will be opened on 26.10.2016 at 11.A.M. and date of opening of financial bids of only technically acceptable offers will be intimated in due course of time. The Cost of Tender Form will be Rs.500/-.The tender fee may be remitted by cash/Demand Draft in favour of ICAR Unit, CISH, payable at Lucknow. The Tender Form can also be downloaded from our website. The prescribed tender fee must be deposited with tender in shape of Demand Draft failing which the tender will not be considered. The tender form can also be obtained from the cashier depositing the cost of tender fee. Late and incomplete tenders will not be accepted at all.. The Director of this Institute reserves the right to reject any or all tender(s) without assigning any reason thereof.

ASSTT. ADMN. OFFICER



भा.कृ.अनु.प.—केन्द्रीय उपोष्ण बागवानी संस्थान
रहमानखेड़ा, पो. काकोरी, लखनऊ-226101 (भारत)
ICAR-Central Institute for Subtropical Horticulture
Rehmankhhera, P.O. Kakori, Lucknow-226101 (India)
Phone: (O)2841022, 2841024; Fax: 0522-2841025



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फा0सं0:21-1/2016-17/कय

दिनांक:03.10.2016

निविदा सूचना

निदेशक,भा.कृ.अनु.प.—केन्द्रीय उपोष्ण बागवानी संस्थान लखनऊ द्वारा वार्षिक अनुबंध के आधार पर मुद्रण कार्य हेतु पंजीकृत फर्मों से मुहरबन्द निविदाएं डबल(Two Bid System) पद्धति में दिनांक 24.10.2016 अपराह्न 4.00 तक आमंत्रित की जाती हैं। निर्धारित निविदा फार्म संस्थान के कैशियर से रु.500/—(पाँच सौ) मात्र नगद भुगतान पर प्राप्त किये जा सकते हैं। निविदा की तकनीकी बोली दिनांक 26.10.2016 को 11.00 बजे खोली जायेगी तथा केवल तकनीकी रूप से मान्य निविदाओं की वित्तीय बोली की खोलने की तिथि तत्पश्चात सूचित की जायेगी। कार्य का विवरण, निविदा की शर्तें तथा निविदा प्रपत्र संस्थान की वेबसाईट: <http://www.cish.res.in> से भी डाउनलोड किये जा सकते हैं। डाउनलोड किये गये निविदा प्रपत्र का मूल्य रु.500/—भी निविदा के साथ बैंक ड्राफ्ट द्वारा ICAR Unit-CISH, Lucknow के नाम संलग्न करना अनिवार्य होगा। देर से प्राप्त एवं अपूर्ण निविदाओं को स्वीकार नहीं किया जायेगा। निदेशक को यह अधिकार सुरक्षित होगा कि वह किसी भी निविदा को स्वीकार या अस्वीकार बिना किसी कारण के कर सकता है।

सहायक प्रशासनिक अधिकारी



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F. No. 21-1/2016-17-SP

Dated:03.10.2016

INVITATION FOR BIDS (IFB)

The Director, ICAR-CISH, Lucknow, invites open tenders for the rate contract of printing job work (English and Hindi) as per requirement and bilingual also as per details given below:-

| Name of the printing job work | Quantity Required | Earnest Money/Performance Security may be deposited in favour of "ICAR UNIT CISH, Lucknow" |
|--|--|--|
| Printing of Annual Report/Bulletin/Abstract/Souvenir/ Udyan Rashmi/ News Letters/Vision/Pocket Diary/Leaflet/Folder etc. | To be decided at the time of printing job work for English and Hindi as per requirement and bilingual also | Rs.50,000/- |

Interested eligible bidders may obtain further information from the office and in respect the bidding documents at the address given below from **05.10.2016 to 24.10.2016 during 9.30 A.M. to 4.00 P.M. only**. A complete set of bidding documents may be purchased by interested eligible bidder on the submission of a written application to the address given below and upon payment of a non-refundable fee of Rs.500/- in the form of a Demand Draft/Cash drawn in favour of ICAR Unit CISH, Lucknow, payable at Lucknow. The bidding documents will be mailed by registered/speed post to the domestic bidders. Extra expenditure for mailing the Bidding Documents will be Rs.50/- for domestic registered/speed post (total cost Rs.550/-).The interested bidder should add the applicable postage cost indicated above in its non-refundable fee mentioned earlier. However, if a bidder so desires, the bidding documents can also be hand collected personally on receipt of request letter and the applicable non refundable fee from Cashier, ICAR-CISH,Lucknow. Bid must be delivered to the address given below latest by **24.10.2016 at 4:00 P.M.** Late bids shall be rejected. All bids must be accompanied with relevant documents, Earnest Money/performance Security and Tender fees. Bids, which will be received on time will be opened in the presence of the bidders, authorized representatives who choose to attend, at the address given below at **11.00 A.M. on 26.10.2016**. The technical bids will be opened on 26.10.2016 at 11.A.M. and date of opening financial bids of only technically acceptable offers will be intimated in due course of time. Late and incomplete tenders will not be accepted at all. The Director of this Institute reserves the right to reject any or all tender(s) without assigning any reason thereof.

In the event of any of the above dates being declared as a holiday/closed day for the purchase, the bids will be sold/received/opened on the next working day at the appointed time.

Encl:As above.

Asstt. Admn. Officer

TERMS & CONDITIONS:

Important: *Non-compliance of any of the following terms & conditions will tantamount to rejection of the Tender in question.*

1. Tender shall be sealed in an envelope. The envelope shall be addressed to the **Director, ICAR-Central Institute For Subtropical Horticulture, Rehmanikhera, P.O.- Kakori, Lucknow-226 101** and it should also bear the tender enquiry No. and the words **“DO NOT OPEN BEFORE 26.10.2016 (11:00 AM).”**

Two Bid System

- (a) Technical bid consisting of all technical details along with commercial terms and conditions.
- (b) Financial bid indicating item-wise price for the items mentioned in the technical bid.

Note: Below Three Tenders Bids will not be open.

The Technical bid and the financial bid should be sealed by the bidder in separate cover duly superscribed. The Technical bids are to be opened by the designated Committee of the Institute. At the second stage, financial bids of only those who qualify the technical bid, will be opened. The outer envelope will bear the full address as mentioned above. The supplier must ensure that the tender duly sealed as above, reaches the Institute on **24.10.2016 by 4.00 PM**. The tenderer may, at his choice, send the tender by registered post, speed post or drop the tender in the tender box.

2. The tender will be accepted only on the prescribed tender form.
3. The Firms/ parties quoting/offering on downloaded tender form from website will have to submit the tender cost of Rs. 500/- only in the shape of Bank Draft in favour of ICAR Unit of CISH Lucknow failing which the tender will be liable to be rejected.
4. Performance Security amounting to Rs.50,000.00 (Rupees Fifty thousand only) should be deposited in the shape of Demand Draft/FDR/BG in favour of Director, ICAR -CISH, Lucknow, which will be retained as performance security deposit till the end of the contract period plus 60 days as per norms in the case of the successful bidder(s). The successful bidder will also have to execute an Agreement Bond of the contract on non-Judicial stamp paper of appropriate value of Rs.100/-
5. The Tender/ Bids should be submitted alongwith the enclosed Annexures duly signed, failing which the tender shall be liable to be rejected.
 - 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 i.e. F.O.R. ICAR-Central Institute for Subtropical Horticulture, Rehmanikhera, P. O. Kakori, Lucknow (UP).
 - iv) Completion for printing work : 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 job 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 completion of Job, Immediately on completion of work 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 work assigned 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 work) 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 fifteen working days of receipt of supplier's invoice, purchaser's receipt certificate and other accompanying documents, provided the same are in order.

vii) **Paying Authority : Director, ICAR-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.

ix) **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.

1. **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 job.
- 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 tenderers (s) as well as the contract shall be written in English/Hindi language. All correspondence and other documents pertaining to the quotation (s) and the contract, which the parties exchange, shall also be written in English/Hindi.
The tender 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 tender / offer shall remain valid for acceptance for a period not less than 120 days after the specified date of opening of the offer.**

2. The tenders 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 26.10.2016 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.

Tenders should be submitted in double sealed cover and addressed to Director, ICAR-Central

Institute for Subtropical Horticulture, Rehmankhera, P.O. kakori, lucknow-226 101.

3. 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.
4. The tenders, which are received on time (as per para 3 above), will be opened at purchaser's office at **11.00** hours on **26.10.2016** (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.
5. The purchaser will evaluate and compare the tenders 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 tender will be determined as responsive and offering the best evaluated price.
6. Notwithstanding the above, the purchaser reserves the right to accept or reject any tender 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.
7. Please submit your tender 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.
8. 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
9. Director, ICAR-CISH, Lucknow 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.
10. 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.
11. This institute implements the provision of RTI Act 2005. The information provided is liable to be disclosed.

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

1. Rate should be quoted on pro-forma only. Corrections and overwriting on rate 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 tender shall only be accepted if rates quoted on tender 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 cancel 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 jurisdiction.
10. The research publications/books etc., will be printed in English/Hindi or in diglot form as required.
11. High quality of reproduction will have to be ensured by the printer. For improperly printed copies, poor binding, poor color scan, etc., a penalty of 15% of the total value of the work order may be imposed as decided by the competent authority.
12. Sample of each paper (text & cover) should be attached with details of size, weight and quality. Rate quoted for paper should be inclusive of wastage. Paper calculation (for bill) will not include the quantity of paper used for wastage.
13. COMPUTER TO PLATE (CTP) technology should be used to ensure high quality of printing.
14. The printed material is to be delivered F.O.R. at Director's Office/ Stores, ICAR, CISH, Rehmankhara, Lucknow. Bill should be submitted along with delivery of printed material and delivery challan immediately, but, in any case, not later than 10(ten) days from the date of delivery of the printed material.
15. A committee will visit for evaluation of the firm at the time of finalization of technical bid.
16. A minimum turnover of Rs.20 lakh is must for the firm to qualify for tender application.

17. In the event of firm being not able to complete the job and leaving it unfinished in between for whatever reason, no payment what so ever will be made to the firm by the Institute for the part of the work done irrespective of its nature and quantum.
18. Failure on your part to observe the prescribed procedure and any attempt to canvass for the work is liable to lead to the rejection of your tender.
19. The printing arrangement may be terminated at any stage of the work at the discretion of the Director, ICAR-CISH, Rehmankhera, Lucknow without assigning any reason and payment will be made for the work considered satisfactory by him. The decision of the Director, ICAR-CISH, Rehmankhera, Lucknow in all these matter shall be final and binding on the firm.
20. All legal disputes are subject to Lucknow jurisdiction

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

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
 - b) Bank Account No. of the firm
 - c) IFSC Code No. of the Banker

6. Your Permanent Income Tax No (PAN)/Circle/Ward
7. Your Service Tax Registration No.
8. Tin No.
9. Any other relevant information

PART – II

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

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 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 :

| | | | |
|---|--|--|--|
| 2. Cover Page | | | |
| (i) On art card 300 GSM (Sinarmas art card) | | | |
| (ii) 350 GSM Imported Art Card (Mangnostar) | | | |
| (iii) 300 GSM Imported Art Card (Mangnostar) | | | |
| (iv) 350 GSM On Indian Card (Sinarmas art Card) | | | |
| (v) 300 GSM On Indian Card (Sinarmas) | | | |
| (vi) Four colour printing on Single side | | | |
| (vii) Four colour printing on Both side | | | |
| (viii) Cover lamination on A-4 size | | | |
| 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 | | | |
| (v) of 4-8 pages | | | |
| (vi) Spiral/Comb binding up to 100 pages | | | |
| (vii) Spiral/Comb binding more than 100 pages | | | |
| 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 (72/80/90/100/200/300/350 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 | | | |