



दूरभाष : 01437-220177
फैक्सनं. 91-01437-220163

भा.कृ.अ.प.—केन्द्रीय भेड़ एवं ऊन अनुसंधान संस्थान
अविकानगर, तह0 मालपुरा, जिला-टोंक (राजस्थान) – 304501

ICAR-Central Sheep & Wool Research Institute
Avikanagar, Teh.Malpura, Dist.Tonk (Rajasthan) – 304501



F.No. 6(180)SP/2008/V.II/

Dated: 10.08.2018

TENDER NOTICE

On behalf of Secretary, ICAR the Director, CSWRI, Avikanagar invites online bids in two bid system for Rate contract for Printing work (annual reports, bulletin, folders and calendar with Spiral binding etc. and other Printing work) of CSWRI, Avikanagar from reputed firms/press. Manual bids shall not be entertained.

Tender documents may be downloaded from e-Procurement website of CPP <https://eprocure.gov.in/> and www.cswri.res.in as per the schedule as given in CRITICAL DATE SHEET as under:

CRITICAL DATE SHEET

| | |
|--|--|
| Tender No. | 6(180)SP/2008/V.II/ |
| Date and Time for issue/Publishing | 10-08-2018 at 5.00 PM |
| Document Download/Sale start date and time | 11-08-2018 at 11.00 AM |
| Pre Bid meeting | 16-08-2018 at 11.00 AM |
| Bid Submission Start Date and Time | 17-08-2018 at 11.00 AM |
| Bid Submission End Date and Time | 01-09-2018 at 3.00 PM |
| Date and Time for Opening of Bids | 03-09-2018 at 3.00 PM |
| Tender fee and Earnest money Security money | Tender fee – Rs.500/- Earnest money – 10000/- Note: EMD of successful bidders will be converted to security money |
| Bank detail | ICAR UNIT -CSWRI, Avikanagar payable at SBI, Malpura, Tonk, Rajasthan |
| Address for Communication | Administrative Officer (S&P), C.S.W.R.I., Avikanagar, Malpura, Distt. Tonk, Rajasthan Pin- 304501 |

Chapter I- Instructions to bidders

1. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.
2. Tenders/bidders are requested to visit website <https://eprocure.gov.in> 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 Institute reserves the right to accept or reject any or all the tenders.
4. The complete bidding process is online. Bidders should be in possession of valid digital Signature Certificate (DSC) of class II or III for online submission of bids. Prior to bidding DSC needs to be registered on the website mentioned above. For any assistance for e-bidding process, if required, bidder may contact to the helpdesk at 01437-220177.
5. Tenderer/Contractor/Bidders are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer/Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <https://eprocure.gov.in/eprocure/app>.
6. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

7. **Tender Cost:** The interested Firms [except those who are registered with the Central Purchase Organization & National Small Industries Corporation (valid proof regarding exemption should be enclosed mandatorily)] are required to deposit (in original) **Tender Fee of Rs.500/-** (Non-refundable) in the shape of Demand Draft prepared in favour of **ICAR UNIT – CSWRI, Avikanagar payable at SBI, MALPURA may be addressed to the Administrative Officer, C.S.W.R.I., Avikanagar, Malpura, Distt. Tonk, Rajasthan Pin- 304501** on or before bid opening date and time as mentioned in the Critical Date Sheet.
8. **EMD Payment:** The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of **10000/-** by way of demand drafts or Bank Guarantee only. The demand drafts or Bank Guarantee shall be drawn in favour of “**ICAR Unit, CSWRI, Avikanagar, payable at SBI, Malpura**”. The EMD of the successful bidder will be converted to Security Money and for unsuccessful bidder(s) it would be returned after award of the contract. **The demand drafts or Bank Guarantee for EMD must be delivered to ICAR-CSWRI, Avikanagar on or before last date / time of Bid Submission.**
- No request for transfer of any previous deposit of earnest money or security deposit on payment of any pending bill held by the institute in respect of any previous work will be entertained.
 - Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case, the tenderer fails to observe and comply with stipulation made herein or back out after quoting the rates, the aforesaid amount of earnest money will be forfeited.
 - The Tenders without Earnest Money will be summarily rejected.
 - The Firm who are registered with National Small Industries Corporation (NSIC) / OR Small Scale Industries (SSI) are exempted to submit the EMD (Copy of registration must be provided along with technical bid)
 - No Claim shall lie against the ICAR-CSWRI, Avikanagar in respect of erosion in the value or interest on the amount of EMD.
9. **The Hard Copy of original document in respect of cost of tender document, earnest money deposit etc. must be delivered to the ICAR-CSWRI, Avikanagar on or before last date/time of Bid Submission as mentioned above. The bid without tender fee and EMD will be summarily rejected.**
10. **Submission of Tender:** The tender shall be submitted online in two parts, viz., technical bid and financial bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/Email shall not be considered. No correspondence will be entertained in this matter.

11. The bidders or his representative may contact the undersigned at Tel No.01437-220177 for any further clarification on any working day between 9.30 AM to 5.00 PM. No variation in terms of quality of the items shall be entertained or else EMD/Security deposit shall be forfeited.
12. Merely quoting of lowest rates does not mean that order shall be given to that firm. The competent authority will finally decide on the basis of quality & performance of past experiences.
13. The Institute is exempted from payment of excise duty/Custom duty. Hence, excise duty/custom will not be paid to the firm.
14. Bidders need not be come at the time of Technical as well as financial bid opening at ICAR-CSWRI, Avikanagar. They can view live bid opening after login on CPP e-Procurement Portal at their remote end, If bidder wants to join bid opening event at ICAR-CSWRI, Avikanagar, then they have to come with bid acknowledgement slip that generates after successful submission of online bid.
15. **Technical Bid :** The following scanned documents are to be furnished by the bidders along with Technical Bid as per the tender document:
- Scanned copy of valid relevant Firm Registration certificate
 - Scanned copy of Pan Card and GST No.
 - Scanned copy of latest ITR
 - Scanned copy of ongoing contracts/purchase orders/experience certificates/work satisfactory certificate
 - Scanned copy of D.D. of Tender Fee & E.M.D.
 - Scanned copy of Tender acceptance letter (as per Annexure I)
 - Technical Information - (as per Annexure II)
 - Scanned copy of undertaking that firm has not blacklisted by any government organization (as per Annexure III)
 - Scanned copy of No Deviation Certificate - (as per Annexure IV)
 - Scanned copy of non-blacklisting certificate (as per Annexure V)

16. Price Bid: Price to be quoted for Destination CSWRI, Avikanagar including all taxes, levies and other charges etc. in the attached price bid PDF format only. No other price schedule in any other format will be entertained.

All necessary documents in support of the details for S.No. 1 to10 must accompany the technical bid. The bid is liable to be rejected in case documents are not uploaded in the technical bid on CPP Portal, documents are incomplete or in case any certification/registration has already expired but is yet to be renewed. Only essential and necessary valid documents are to be uploaded in the technical bid. Please avoid uploading extraneous and irrelevant documents which unnecessary cause confusion.

Administrative Officer

ICAR-Central Sheep & Wool Research Institute
Avikanagar, Teh.Malpura, Dist.Tonk (Rajasthan) – 304501

Chapter – II: Conditions of Contract

The general terms and conditions of the contract are given below:

1. **Terms of delivery :** Delivery at Site CSWRI, Avikanagar
2. **Terms of Inspection by the purchaser's representative:** at CSWRI, Avikanagar after receipt of supply of goods/printing material.
3. **Paying Authority:** Director/Finance & Accounts Officer, Central Sheep & Wool Research Institute, Avikanagar Tehsil Malpura Distt. Tonk (Rajasthan)
4. Decision of Director, CSWRI, Avikanagar will be final and binding on all parties.
5. The research publications/books, etc., will be printed in English/Hindi or in bilingual form as required.
6. Proofs will be produced by the press in made-up pages and press will be responsible for the first proof reading. Firm will be responsible for all the corrections to be carried out as per the subsequent corrections (if any) marked by this institute. Firm will also be responsible for making the dummy according to the instructions of this office and get it approved by the concerned officer(s). The press shall also make arrangements for delivering the proofs to the concerned officers of the Institute & for collecting them back promptly.
7. High quality of reproduction will have to be ensured by the printer. For improperly printed copies, poor binding, poor colour scan, etc., a penalty of 5% of the total value of the work order will be imposed as decided by the competent authority. **In case of unsatisfactory work, the institute reserves the right to cancel the order as well. The decision regarding quantum of penalty, whether 5% penalty on total value of work or more or complete cancellation of order, will be the sole discretion of the institute. Further, the conditions mentioned are based on the work required and the infrastructural facilities of printers are not included in the provided specifications.**
8. **Schedule for Printing jobs**
 - i. Black & white: within 15 days
 - ii. Colour: within 15 days
9. Rate quoted for paper should be inclusive of wastage. Paper calculation (for bill) will not include the quantity of paper used for wastage.
10. The printed material is to be delivered F.O.R. at Director, ICAR-CSWRI, Avikanagar. 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.
11. The material will not be accepted in case it is not of acceptable quality as per terms and conditions of the contract and is liable to be rejected outrightly by the competent authority.
12. The original manuscripts along with their input material such as photographs, graphs, illustrations, etc., are to be returned to this office after the completion of the work.
13. The transaction shall be subject to legal jurisdiction of Malpura only.
14. The tenderer shall submit his/her tender online if the above terms & conditions are acceptable to him/her, for which the tenderer shall affix his/her signatures hereunder.
15. The firm should have facilities/access to prepress, laminating machine, four colour printing press, drum scanner, adequate power back up supply by generator, CTP, perfect binding machine, etc.
16. The contract can be terminated by giving one month notice on either side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched by the address herein given under registered post. ICAR-CSWRI will have no responsibility for any loss/damage caused to them. If any point of time the services of the firm are not found satisfactory, the Director or the agency is not able to perform their part under the agreement for continuous period of 10 days or more after providing work order, ICAR-CSWRI reserves the right to terminate the contract immediately without the notice and in such a case the security deposit will be forfeited. No interest on security deposit and earnest money deposit shall be paid by the Institute to the Tenderer.

17. The conditions of the contract which will govern any contract made are those contained in the general conditions of contract applicable to the contracts placed by the ICAR and the CSWRI and the special terms and conditions detailed in the tender forms and its schedules.
18. **This contract is for a period of 1 year initially and liable to be extended one or two years subject to the satisfactory services/performance and on the approved terms and conditions basis.**
19. **No advance payment will be made.**All efforts will be made to process the due payments in a scheduled manner, however, no interest will be payable on delayed payment, if any.
20. The applicable taxes will be deducted from your bills.
21. No escalation of tender value with respect to the charges in any form whatsoever will be entertained during the contract period and ICAR-CSWRI shall not be responsible for any other kinds of claims.
22. **Liquidated Damage Clause:** If any time during the performance of 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 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 in 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 percent) 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 (to the supplier, with copies endorsed to other concerned) extending the delivery period will be subject to the above conditions.

23. **Dispute Resolution Mechanism:** If any dispute or difference arises between the purchase and supplier relating to any matter connected 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 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 (CSWRI, Avikanagar), from where the contract is issued.
24. **SAMPLES:** The samples of various papers are required along with technical bid in hard copy for technical evaluation. **Tender without samples when specifically called for are liable to be ignored.**
25. **PACKAGING:** The packaging of consignment to be delivered at Avikanagar should be carefully and properly packed (including waterproof and cushion packing) so that no tampering or any other defect arises occurs during transporations. Institute reserve the right to accept or reject the consignment if not found in order.
26. **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 requirement, without any change in the unit price or other terms & conditions.
 - b) **Please indicate if you are currently registered with any Govt. organization and if registered, furnish all relevant details.**
 - c) **Please state whether business dealing with you presently stand banned by any Govt. organization, and, if so, furnish relevant details.**
 - d) **A supplier shall not submit more than one tender for the same set of goods.**

- e) **A 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.**
- f) The quotation(s) as well as the contract shall be written in English language. All the 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 and English translation, in which case, for the purpose of interpretation of the quotation, the English translation shall govern.

- g) The contract shall be governed by the laws of India and interpreted in accordance with such laws.
- h) 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.
27. Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation or annual 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.
28. In case, the tenderer wants to furnish in a separate covering letter any additional information/particulars of quoted conditions (e.g. those relating to allowance, discount and rebate etc.) which cannot be accommodated in the tender form by means of a note. Indication to the effect must be mentioned in the tender form. In the absence of such indication in the tender form, the contents of the covering letter will be ignored in consideration of tender.
29. The rate for the items required in accordance to the specifications mentioned in the tenders will only be considered otherwise the same will be rejected.
30. A sample of the item should be first got approved before supply of the entire quantity.

Chapter – III: Schedule of Tentative Requirements at ICAR-CSWRI, Avikanagar

Annual Rate Contract for Printing of annual reports, bulletin, folders and calendar with Spiral binding etc. and other Printing work of ICAR-CSWRI, Avikanagr as and whenrequired.

| | |
|------------------|--|
| Name of the Book | Annual Rate Contract for Printing of annual reports, bulletin, folders and calendar with Spiral binding etc. and other Printing work of ICAR-CSWRI, Avikanagr |
| Number of copies | Vary from time to time |
| No. of Pages | Vary |

Chapter – IV: Specifications and Allied Technical Details

| S. No | Item description | Rates | | |
|-------|--|------------------------|----------------------|----------------------|
| 1.0 | Setting of text, graph, table, photo of typed material (per page) | Size 11.75” x 8.25” | Size 9.5” x 6.50” | Size 8.50” x 5.5” |
| 1.1 | English | | | |
| 1.2 | Hindi | | | |
| 2.0 | Processing/printing (per four pages) (single colour) Photo Offset Process (from Positives) – Printing to be done by P.S. Plates throughout or through CTP (Computer to plate) technology. | Size 11.75” x 8.25” | Size 9.5” x 6.50” | Size 8.50” x 5.5” |
| 2.1 | For first 300 copies | | | |
| 2.2 | For additional every 100 copies | | | |
| 3.0 | Processing/printing (per four pages) (four colour) Photo Offset Process (from Positives) – Printing to be done by P.S. Plates throughout or through CTP (Computer to plate) technology. | Size 11.75” x 8.25” | Size 9.5” x 6.50” | Size 8.50” x 5.5” |
| 3.1 | For first 300 copies | | | |
| 3.2 | For additional every 100 copies | | | |
| 4.0 | Special colour printing for cover page (including embossing and other special features) | Size 11.75” x 8.25” | Size 9.5” x 6.50” | Size 8.50” x 5.5” |
| 4.1 | For first 300 copies | | | |
| 4.2 | For additional every 100 copies | | | |
| 5.0 | Binding (Per copy) | Size 11.75” x 8.25” | Size 9.5” x 6.50” | Size 8.50” x 5.5” |
| 5.1 | Thermal glue binding | | | |
| 5.2 | Side staple and cover pasting | | | |
| 5.3 | Centre stitch (staple) | | | |
| 5.4 | Spiral binding for calender | | | |
| 6.0 | Lamination (gloss/mat finish) (per sq. inch) | | | |
| 7.0 | Paper cost (per four pages) inner/cover page | Rate (Per kg) | | |
| | Maplitho Printing Paper | | | |
| 7.1 | Super Printing Paper (Bilt) | | | |
| 7.2 | T.A Deluxe Printing Paper (Bilt) | | | |
| 7.3 | S.S Maplitho (SHB) Printing Paper (Bilt) | | | |
| 8.0 | Designing, processing, scanning four colour Photo Offset Process (from Positives) - Printing to be done by P.S. Plates throughout or through CTP (Computer to plate) technology and folding of folders for first 500 copies (Per four pages) | Size 11.75” x 8.25” | Size 9.5” x 6.50” | Size 8.50” x 5.5” |
| | Art Paper (Glossy/Mat finish) | Rate (per/kg) | | |
| 8.1 | Magno Star Paper | | | |
| 8.2 | Euro Coat Paper | | | |
| 8.3 | Sinarmas Paper (Bilt) | | | |
| 8.4 | Plastic Coated Paper | | | |
| 9.0 | Designing, processing, scanning four colour Photo Offset Process (from Positives) - Printing to be done by P.S. Plates throughout or through CTP (Computer to plate) technology and folding of Year Calendar for first 1500 copies | Size 20” x 14.5” | | |
| | Art Paper (Glossy/Mat finish) | Rate (per/kg) | | |
| 9.1 | Magno Star Paper | | | |
| 9.2 | Euro Coat Paper | | | |
| 9.3 | Sinarmas Paper (Bilt) | | | |
| 9.4 | Plastic Coated Paper | | | |

Note: The publications of the Institute is meant for National as well as international consumptions. As such a very high print quality matching the International Standards is required by the Institute. There will be no compromise on the quality of printing. This may please be noted very carefully for strict compliance. Below standard of print quality may lead to the rejection of the entire job.

Chapter – V: Price Schedule

| S. No | Item description | Rates | | |
|-------|--|---------------------------|---------------------|---------------------|
| | | Size 11.75'' x 8.25'' | Size 9.5'' x 6.50'' | Size 8.50'' x 5.5'' |
| 1.0 | Setting of text, graph, table, photo of typed material (per page) | Size 11.75'' x 8.25'' | Size 9.5'' x 6.50'' | Size 8.50'' x 5.5'' |
| 1.1 | English | | | |
| 1.2 | Hindi | | | |
| 2.0 | Processing/printing (per four pages) (single colour) Photo Offset Process (from Positives) – Printing to be done by P.S. Plates throughout or through CTP (Computer to plate) technology. | Size 11.75'' x 8.25'' | Size 9.5'' x 6.50'' | Size 8.50'' x 5.5'' |
| 2.1 | For first 300 copies | | | |
| 2.2 | For additional every 100 copies | | | |
| 3.0 | Processing/printing (per four pages) (four colour) Photo Offset Process (from Positives) – Printing to be done by P.S. Plates throughout or through CTP (Computer to plate) technology. | Size 11.75'' x 8.25'' | Size 9.5'' x 6.50'' | Size 8.50'' x 5.5'' |
| 3.1 | For first 300 copies | | | |
| 3.2 | For additional every 100 copies | | | |
| 4.0 | Special colour printing for cover page (including embossing and other special features) | Size 11.75'' x 8.25'' | Size 9.5'' x 6.50'' | Size 8.50'' x 5.5'' |
| 4.1 | For first 300 copies | | | |
| 4.2 | For additional every 100 copies | | | |
| 5.0 | Binding (Per copy) | Size 11.75'' x 8.25'' | Size 9.5'' x 6.50'' | Size 8.50'' x 5.5'' |
| 5.1 | Thermal glue binding | | | |
| 5.2 | Side staple and cover pasting | | | |
| 5.3 | Centre stitch (staple) | | | |
| 5.4 | Spiral binding for calender | | | |
| 6.0 | Lamination (gloss/mat finish) (per sq. inch) | | | |
| 7.0 | Paper cost (per four pages) inner/cover page | Rate (Per kg) | | |
| | Maplitho Printing Paper | | | |
| 7.1 | Super Printing Paper (Bilt) | | | |
| 7.2 | T.A Deluxe Printing Paper (Bilt) | | | |
| 7.3 | S.S Maplitho (SHB) Printing Paper (Bilt) | | | |
| 8.0 | Designing, processing, scanning four colour Photo Offset Process (from Positives) - Printing to be done by P.S. Plates throughout or through CTP (Computer to plate) technology and folding of folders for first 500 copies (Per four pages) | Size 11.75'' x 8.25'' | Size 9.5'' x 6.50'' | Size 8.50'' x 5.5'' |
| | Art Paper (Glossy/Mat finish) | Rate (per/kg) | | |
| 8.1 | Magno Star Paper | | | |
| 8.2 | Euro Coat Paper | | | |
| 8.3 | Sinarماس Paper (Bilt) | | | |
| 8.4 | Plastic Coated Paper | | | |
| 9.0 | Designing, processing, scanning four colour Photo Offset Process (from Positives) - Printing to be done by P.S. Plates throughout or through CTP (Computer to plate) technology and folding of Year Calendar for first 1500 copies | Size 20'' x 14.5'' | | |
| | Art Paper (Glossy/Mat finish) | Rate (per/kg) | | |
| 9.1 | Magno Star Paper | | | |
| 9.2 | Euro Coat Paper | | | |
| 9.3 | Sinarماس Paper (Bilt) | | | |
| 9.4 | Plastic Coated Paper | | | |

Note: The publications of the Institute is meant for National as well as international consumptions. As such a very high print quality matching the International Standards is required by the Institute. There will be no compromise on the quality of printing. This may please be noted very carefully for strict compliance. Below standard of print quality may lead to the rejection of the entire job.

Place:

Date:

(Signature & Seal of authorized signatory)

Chapter – VI: Contract Form

This agreement is made at _____ on _____ day of _____ between _____ (designation of the competent authority in the Instt.) through _____ which term shall include its successors, assignees etc. on the first part and _____ (hereinafter called the Firm) which term shall include its authorized representatives, successor, assignees etc. on the other part.

Whereas the _____ (Institute) has decided to assign the _____ at _____ to the firm on the terms and conditions hereinafter contained.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

1. This agreement shall come into force w.e.f. _____ and will remain in force for a period for one year but can be terminated by _____ by giving, one calendar month's notice in writing of its intentions to terminate the Agreement. The Agreement can be renewed, on mutually agreed terms.
2. The firm shall be responsible for annual contract for providing _____ at _____.
3. Decision of Director, CSWRI, Avikanagar will be final and binding on all parties.
4. The research publications/books, etc., will be printed in English/Hindi or in bilingual form as required.
5. Proofs will be produced by the press in made-up pages and press will be responsible for the first proof reading. Firm will be responsible for all the corrections to be carried out as per the subsequent corrections (if any) marked by this institute. Firm will also be responsible for making the dummy according to the instructions of this office and get it approved by the concerned officer(s). The press shall also make arrangements for delivering the proofs to the concerned officers of the Institute & for collecting them back promptly.
6. High quality of reproduction will have to be ensured by the printer. For improperly printed copies, poor binding, poor colour scan, etc., a penalty of 5% of the total value of the work order will be imposed as decided by the competent authority. **In case of unsatisfactory work, the institute reserves the right to cancel the order as well. The decision regarding quantum of penalty, whether 5% penalty on total value of work or more or complete cancellation of order, will be the sole discretion of the institute. Further, the conditions mentioned are based on the work required and the infrastructural facilities of printers are not included in the provided specifications.**
7. **Schedule for Printing jobs**
 - i. Black & white: within 15 days
 - ii. Colour: within 15 days
8. Rate quoted for paper should be inclusive of wastage. Paper calculation (for bill) will not include the quantity of paper used for wastage.
9. The printed material is to be delivered F.O.R. at Director, ICAR-CSWRI, Avikanagar. 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.
10. The material will not be accepted in case it is not of acceptable quality as per terms and conditions of the contract and is liable to be rejected outrightly by the competent authority.
11. The original manuscripts along with their input material such as photographs, graphs, illustrations, etc., are to be returned to this office after the completion of the work.
12. The transaction shall be subject to legal jurisdiction of Malpura only.
13. The tenderer shall submit his/her tender online if the above terms & conditions are acceptable to him/her, for which the tenderer shall affix his/her signatures hereunder.
14. The firm should have facilities/access to prepress, laminating machine, four colour printing press, drum scanner, adequate power back up supply by generator, CTP, perfect binding machine, etc.
15. The contract can be terminated by giving one month notice on either side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched by the address herein given under registered post. ICAR-CSWRI will have no responsibility for any loss/damage caused to them. If any point of time the services of the firm are not found satisfactory, the Director or the agency is not able to perform their part under the agreement for continuous period of 10 days or more after providing work order, ICAR-CSWRI reserves the right to terminate the contract immediately without the notice and in such a case the security deposit will be forfeited. No interest on security deposit and earnest money deposit shall be paid by the Institute to the Tenderer.

16. The conditions of the contract which will govern any contract made are those contained in the general conditions of contract applicable to the contracts placed by the ICAR and the CSWRI and the special terms and conditions detailed in the tender forms and its schedules.
17. **This contract is for a period of 1 year initially and liable to be extended one or two years subject to the satisfactory services/performance and on the approved terms and conditions basis.**
18. **No advance payment will be made.**All efforts will be made to process the due payments in a scheduled manner, however, no interest will be payable on delayed payment, if any.
19. The applicable taxes will be deducted from your bills.
20. No escalation of tender value with respect to the charges in any form whatsoever will be entertained during the contract period and ICAR-CSWRI shall not be responsible for any other kinds of claims.
21. **Liquidated Damage Clause:** If any time during the performance of 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 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 in 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 percent) 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 (to the supplier, with copies endorsed to other concerned) extending the delivery period will be subject to the above conditions.

22. **Dispute Resolution Mechanism:** If any dispute or difference arises between the purchase and supplier relating to any matter connected 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 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 (CSWRI, Avikanagar), from where the contract is issued.
23. **SAMPLES:** The samples of various papers are required along with technical bid in hard copy for technical evaluation. **Tender without samples when specifically called for are liable to be ignored.**
24. **PACKAGING:** The packaging of consignment to be delivered at Avikanagar should be carefully and properly packed (including waterproof and cushion packing) so that no tampering or any other defect arises occurs during transporations. Institute reserve the right to accept or reject the consignment if not found in order.

IN WITNESS whereof the parties have executed those present on the day, month and year asmentioned above.

(Name & Address of the Firm)

(For the Institute)

Witnesses

1 _____

2 _____

**TENDER ACCEPTANCE LETTER
(to be given on company letter head)**

To

Director,
ICAR-CSWRI, Avikanagar
Tehsil Malpura, District Tonk, Rajasthan

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: - Rate contract for printing of publications.

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

_____ as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organisation too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation 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)

Annexure -II**TENDER FORM - 1 - TECHNICAL INFORMATION**

(Tenderer may use separate sheet wherever required)

| S.No. | Details of the Firm / Bidder | Page No. | Remarks |
|--------------|---|-----------------|----------------|
| 1. | Name & Address of the Manufacturer / Authorized Distributor | | |
| 2. | State clearly whether it is Sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization | | |
| 3. | Details of the Earnest Money Deposit (EMD) (Yes/No) DD No Dated: Drawn on Bank: Amount: | | |
| 4. | Details of the cost of the Tender fee (Yes/No) DD No & Date: Drawn on Bank: Amount: | | |
| 5. | Copy of valid Registration certificate of firm | | |
| 6. | Copy of GST Registration | | |
| 7. | Copy of PAN Card | | |
| 8. | Certificate for No Deviation | | |
| 9. | Certificate for Price Justification | | |
| 10. | Non Blacklisting Certificate | | |
| 11. | Copy of latest Income Tax Return filed | | |
| 12. | Tender Acceptance letter | | |
| 13. | List of Major Customer may be given on a separate sheet and proof of satisfactory supply, if any | | |
| 14. | Have you previously supplied these items to any government / private organization? If yes, attach the relevant proof. (Also provide an affidavit that you have not quoted the price higher than previously supplied any government institute) | | |
| 15. | Name and Mobile Number of a Key person, who can be contacted at any time. The person should be capable of taking orders and making arrangement for supply of the desired items. | | |
| 16. | Bank Detail | | |
| 17. | Any other information important in the opinion of the tenderer | | |

- **In case of non-fulfilment of any of the above information/ document(s), the Tender will be summarily rejected without giving any notice.**

(Dated Signature of the Tenderer with stamp of firm)

Dated:

Place:

CERTIFICATE OF PRICE JUSTIFICATION

[To be given on letter head]

NIT No.:

I/We, M/s. _____ certify that the rates quoted are our best and we have not given these materials to any Government Department/ PSU/Institution for lesser than these rates in the last one year.

SIGNATURE AND STAMP OF THE BIDDER

CERTIFICATE OF NO DEVIATION

[To be given on letter head]

NIT No.:

I/We, M/s_____ hereby certify that notwithstanding any contrary indication / conditions elsewhere in our offer documents, I/We have neither set any terms and conditions nor there is any deviation taken from the conditions of CSWRI, Avikanagar tender specification, either technical or commercial, and I/We agree to all the terms and conditions mentioned in CSWRI, Avikanagar tender specification with associated amendments & clarification.

[Signatures of the Bidder with Name, Designation & Company's Seal]

NON-BLACKLISTING CERTIFICATE

[To be submitted on letterhead]

I/We hereby certify that the [Name of the company / firm] has not been ever blacklisted/ debarred by any Central / State Government / Public Undertaking / Institute on any account.

I/We also certify that firm will supply the item as per the specification given by CSWRI, Avikanagar and also abide all the terms and conditions stipulated in Rate Contract.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concerned firm or participation may be summarily terminated at any stage, the firm will be blacklisted and CSWRI, Avikanagar may imposed any action as per NIT rules.

Date:
Place :

Name :
Business Address :
Signature of Bidder:
Seal of the Bidder :