



भा.कृ.अनु.प.- राष्ट्रीय कृषि उपयोगी सूक्ष्मजीव ब्यूरो
ICAR-NATIONAL BUREAU OF AGRICULTURALLY IMPORTANT MICROORGANISMS



पोस्ट व ग्राम - कुशमौर, मऊ (उ.प्र.) २७५१०३

Village & PO : Kushmaur, Mau 275103 (UP)

Tel : (0547) 2530080, FAX : (0547) 2530381, E-Mail: nbaimicar@gmail.com, (Web): www.nbaim.org.in

F.No. 02/Store/2019-20/ 998

Dated: 21.08.2019

TENDER NOTICE

On behalf of President, ICAR, the Director, ICAR-NATIONAL BUREAU OF AGRICULTURALLY IMPORTANT MICROORGANISMS, Kushmaur, Mau (UP) invites e-Tender through Central Public Procurement Portal <http://eprocure.gov.in> for printing of NBAIM publications & binding from manufactures firm and reputed dealers. This is an online tender, where only e-Tender will be accepted and no offline/hard copies will be accepted.

A DD of Rs. 1000/- as tender processing fee (non refundable) and EMD (as mention in tender document) should be paid by offline mode in shape of Demand Draft only which is payable to ICAR Unit NBAIM, Mau at Maunath Bhanjan. Two bid system will be followed for all items. Please quote the rate in Indian Rupees only.

CRITICAL DATE SHEET

| | |
|---------------------------------------|-------------------------|
| Published Date | : 21.08.2019 (11.00 PM) |
| Bid Document download/Sate start Date | : 21.08.2019 (11.00 PM) |
| Clarification Start Date | : 21.08.2019 (11:00 PM) |
| Bid Submission End Date | : 17.09.2019 (10.00 AM) |
| Bid Opening Date | : 17.09.2019 (11.00 AM) |

Tender Fee and EMD may be submitted to *Director*, ICAR-NATIONAL BUREAU OF AGRICULTURALLY IMPORTANT MICROORGANISMS, *Kushmaur, Mau 275103 (UP)* by offline mode on or before Bid Submission End Date and time, otherwise respective tender will not be entertained.

Administrative Officer
NBAIM, Mau



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SUB:-INVITATION OF TWO BIDS FOR TENDER FOR PRINTING & BINDING OF NBAIM PUBLICATIONS - REG.

Dear Sirs,

On behalf of President, ICAR, the Director, ICAR-NATIONAL BUREAU OF AGRICULTURALLY IMPORTANT MICROORGANISMS, Kushmaur, Mau (UP) invites e-Tender through Central Public Procurement Portal <http://eprocure.gov.in> for printing & binding of NBAIM publications from manufactures firm and reputed dealers. This is an online tender, where only e-Tender will be accepted and no offline/hard copies will be accepted.

Tender Processing Fee and Earnest Money (mentioned in Annexure-I) must be sent in the form of demand draft in favour of ICAR UNIT, NBAIM, Mau payable at Mau by offline mode in the name of Director, ICAR-NATIONAL BUREAU OF AGRICULTURALLY IMPORTANT MICROORGANISMS, Kushmaur, Mau 275103 (UP) on or before Bid Submission End Date and time positively, otherwise respective tender will not be entertained.

1. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in.
2. If the tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, offer made shall be deemed to be withdrawn & earnest money forfeited.
3. **FINANCIAL BID (Part B) shall consist of the Flat Discount Rate quoted by the bidder. Discount should not be linked with the quantum of the purchase order. All levies, taxes, packing, forwarding freight and insurance details, if any, should clearly be specified in the Financial Bid. No payment over the quoted price shall be made to the bidder.**
4. The tenderer should provide its full bank details (a/c holder name; a/c no.; name of the Bank & Branch; IFS Code, etc.) along with the Tender document for enabling the payments by e-mode.

5. **There should be no legal suit/criminal case pending or contemplated against the Agency/ Supplier on grounds of moral turpitude or for violations of any of the laws in-force. Also, the firms should not have been Black Listed by any Govt. Department. The Tenderer must enclose this declaration at the time of submission of bid.**
6. **Any legal/ financial complication on account of infringement of any Patent/ Copyright/ Trademark, etc. or on account of any other factor, due to an act of commission or omission on the part of the Tenderer/ Firm shall be the sole responsibility of the Tenderer/ Firm and the Institute shall be indemnified from any such pecuniary loss. A certificate to this effect should be mandatory provided.**
7. The supply should be made within the time frame mentioned in the Supply order. In case of any extension, prior approval of the office shall have to be taken. In case, the supply is not completed within the time limit, the supply order may be cancelled and the performance security may be forfeited.
8. Payment shall be made only on actual delivery in good condition. No advance or part payment request shall be made/ considered under any circumstances. Institute is not responsible for payment of transit insurance charges.
9. **All bidders shall give an undertaking that they fully and unconditionally agree to abide by all the terms and conditions which, if needed, may be modified at the discretion of the Competent Authority, in supply order, for which confirmation from the supplier shall be taken. OR ELSE they should sign and seal on every page of the Tender Document, which would show their unconditional acceptance of all the terms and conditions of the Tender Document.**
10. **Liquidated Damage Clause:** The purchaser is reserve all right to accept or deny to extension of delivery period. If any time during the performance of the contract, the supplier encounters conditions hindering timely delivery of the goods, the supplier shall promptly inform the purchaser in writing the fact of the delay and the likely duration of the same. After receipt of supplier's communication, the purchaser shall decide as to whether to cancel the contract for the un-supplied portion after the existing delivery period, or to extend the delivery period suitably by issuing an amendment to the contract. If the supplier fails to deliver the goods and/or perform the services within the contractual delivery period for reasons other than circumstances beyond supplier's control (which will be determined by the purchaser) and the purchaser extends the delivery period, the purchaser will also deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% (half per cent) of the delivered price of the delayed goods or unperformed services for each week of delay or part thereof until actual delivery or performance. The maximum limit of such deduction will, however, be 10% (ten per cent) of the contract price of the delayed goods or services, after which the order will be treated, cancelled. The liquidated damage will also include damage due to delay in supply, installation and training. 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.

11. Warranty Clause: Manufacturer's standard warranty clause is acceptable.

12. 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.

13. The firm whom the tender will be awarded, will have to deposit the performance security equal to 5% of the total amount tentatively arrived till such time the period of contract expires. If the supply/services are not found to be satisfactory, the performance security is liable to be forfeited.

14. Terms of delivery (at site): FOR at ICAR-NBAIM, Mau

15. Erection/installation and commissioning (if required, depending on the goods ordered): Completed within 07 (seven) days of delivery of the goods at site, If required.

16. The Institute will not be held responsible for any sort of postal delay received after stipulated date & time as specified above shall be deemed as summarily rejected.

17. The purchaser reserves the right to accept or reject any or all quotations at any time prior to or after supply order, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected tenderer or tenders.

18. LIST OF REQUIREMENTS

| S.No. | Item Code | Name of printing work | Qty. needed | Bid Security (EMD) in Rs. |
|-------|-----------|-----------------------------------|-----------------------------------------|---------------------------|
| 1. | A | Annual report of NBAIM, and AMAAS | 300copies | Rs. 30,000/- |
| 2. | B | News Letter | 300 copies | |
| 3. | C | File Folder | 1000 copies | |
| 4. | D | Envelope printing | 1000 envelop of each size | |
| 5. | E | Note pad | 100 copies | |
| 6. | F | Letter Head | 100 pages in each bunch(Total bunch 05) | |
| 7. | G | Leaf Let | 100 copies | |

Clause:

- ✓ At the time of awarding the contract, the purchaser reserves the right to increase or decrease by up to 25% the quantity of goods and services as specified in the list of requirements, without any change in the unit price or other terms and conditions.
- ✓ 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.

19. In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded for whatsoever reason(s), to honour the contract, the EMD/Performance security deposited would be forfeited.

20. Essential documents required to be submitted on line:

- **Annexure-I: Pre qualification criteria sheet**
- **Annexure-II: Tender Acceptance Letter**
- **Annexure-III: Compliance of Technical data Sheet with quoted Model/make as per Annexure-III**
- **Annexure-IV: Bank detail**
- **Annexure V: Certificate**
- **Proof of Tender processing Fee deposition or Exemption Certificate**
- **Proof of EMD deposition or Exemption Certificate**
- **Firm registration certificate**
- **TIN/VAT registration certificate**
- **ITR of last two years**
- **Boucher of quoted make and model along with their technical details**
- **BOQ for price proof**

Pre qualification criteria sheet

| S. No. | Particulars | Yes/No |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1. | Tender Fee | |
| 2. | EMD enclosed or not | |
| 3. | Signed and scanned copy of appropriate of valid registration certificate | |
| 4. | PAN No. | |
| 5. | GST No. | |
| 5. | Tender Acceptance Letter | |
| 6. | Signed and scanned copy of Income tax/VAT tax return/latest VAT clearance Certificate, TIN No. Certificate | |
| 7. | Signed and scanned copy of completely filled Technical Verification data sheet must be submitted for each quoted configuration | |
| 8. | In case of dealer/supplier authorization certificates from manufactures firm in the Name of Director, ICAR-NBAIM, Mau to submit the tender (Annexure-VI) | |
| 9. | A certificate should be enclosed that fulfil all the work/supply order of respective department/ICAR institutes within time limit with satisfactory (Annexure-V) | |

Certificate

I have read and understood the Terms & conditions contained in the Tender Document governing in www.nbaim.org.in and <http://eprocure.gov.in> and I agree to abide by the same and against which this technical bid is submitted.

Signature of Tenderer

Tender Acceptance Letter

From:

Full Name and address of the Bidder.....
.....
.....

To,

**The Director
ICAR-NBAIM,
Kushmaur, Mau - 275103 (UP)**

Dear Sir,

I submit the Price Bid for..... and related activities as envisaged in the Bid document.

I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

I offer to work at the rates as indicated in the price bid inclusive of all applicable taxes except GST.

Yours faithfully

Signature of authorised Representative

SPECIFICATION**DETAILED TECHNICAL SPECIFICATIONS & OTHER TECHNICAL DETAILS OF THE ITEMS AND SERVICES (SHOWN IN ANNEXURE-1)**

| Sl. No. | Item Code | Item | Details | Quantity |
|---------|-----------|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 1. | A | Annual Reports/any publication of NBAIM,AMAAS | <ol style="list-style-type: none"> 1. Size: A 4 2. Paper quality of cover pages: 270gsm, high quality art sheet 3. Paper quality of text matter: 130 gsm, high quality art paper. 4. Cover and inner page printing: Four colours with scanning, designing, setting etc. of photographs and lamination. Or Cover and inner page printing: Four colour with scanning, designing, setting etc. of photographs and without lamination. 5. Text matter printing: Black & White, setting of columns, figures, photographs and tables. 6. Binding: Stitching in book shape 7. Minimum 100-120 pages | 300 copies |
| 2. | B | Newsletter | <ol style="list-style-type: none"> 1. Size: 280x 210 mm 2. Paper quality: 170 gsm imported art paper. 3. Printing: Four colours with setting and scanning of columns, photographs, tables, figures etc. 4. Pasting: With good quality pasting material. 5. 5-10 pages in each copy | 300 copies |
| 3. | C | File Folder | <ol style="list-style-type: none"> 1. Folder size: Each block: 9" x 12.5". 2. Executive pocket type file folder made of 300 gsm art board paper, multicolor printed both side with lamination on front and back side 3. Quality of Paper: 130gsm good quality of Indian glazed paper. 4. Printing, setting, designing, scanning of photographs and typing of text material. | 1000 copies |
| 4. | D | Envelop printing | <ol style="list-style-type: none"> 1. Size: A-4, (10 cm x 25 cm) x (12.5 cm x 28 cm) 2. Paper quality: 130 - 180 gsm 3. Printing: coloured 4. Laminated from inside on 250 gsm map litho paper with ICAR & NBAIM logo and name | 1000 envelop of each size |
| 5. | E | Note Pad | <ol style="list-style-type: none"> 1. Size: 8.5" x 11" custom designed note pad 2. Cover page: 300 gsm art board 3. Multicolor printed with 25 sheet of paper 4. 75-8- gsm map litho white sheet with ICAR & NBAIM logo | 100 copies |
| 6. | F | Letter HEAD | <ol style="list-style-type: none"> 1. Size: A-4/letter size pad on 85-100 gsm bond paper with ICAR & NBAIM name & logo 2. A4 size/letter size pad on 85-100 gsm maplitho/normal paper with ICAR & NBAIM name & logo | 500 |

| | | | | |
|----|---|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 7. | G | Leaf Let | <ol style="list-style-type: none"> 1. Size: 280 x 210 mm 2. Paper quality: 70 gsm imported art paper 3. Printing: Single/Four colour with setting and scanning of columns, photographs, tables, figures etc. 4. Pasting: With good quality pasting material 5. Minimum: 5-10 pages | 100 copies |
|----|---|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|

Note: Sample of different gsm paper/sheet mentioned for various publications may also be enclosed along with the tender.

Name of the Firm : -----

Registered/Postal Address : -----

| | | |
|----|-----------------------------------|--|
| 1. | Phone number/Mobile number | |
| 2. | E-mail Address | |
| 3. | PAN No. | |
| 4. | VAT/TIN no., if applicable | |
| 5. | Bank Details : | |
| | Bank Name | |
| | Branch Address | |
| | Account no. | |
| | IFSC Code | |
| | Type of account (Current/Savings) | |

DECLARATION BY THE TENDERER

1. I have read and understood the tender terms and conditions relevant to Tender Document
2. I have submitted the Technical Bid in accordance with the Terms and Conditions of the above Tender Document.
3. The information furnished in the Technical Bid are true and factual and I clearly understand that our tenders are liable for rejection, if any information furnished is found to be not true and not factual at any point of time.
4. I would abide by the terms and conditions governing this tender. In case if I fail to supply as per requirement, I would be fully responsible for all the consequences that may arise and NBAIM can exercise appropriate action like black listing in addition to forfeiting of EMD. I shall pay the difference of higher cost involved and other related expenses paid if any for supply of the product.
5. The Commercial Bid is separately submitted against this tender.

SEAL & SIGNATURE OF TENDERER

CERTIFICATE

This is to certify that our firm..... is dealing with various organization of Central/State Govt./ICAR institutes form..... years. We have fulfil all the work/supply order of respective department/ICAR institutes within time limit with satisfactory.

(Name and address of the tendering firm)
Seal & Sign of the tendering firm

प्रमाण पत्र

प्रमाणित किया जाता है कि हमारे फर्म मैसर्स के द्वारा पिछले ... वर्षों से केन्द्र/राज्य सरकार के विभिन्न कार्यालय/भारतीय कृषि अनुसंधान परिषद के विभिन्न संस्थानों को अपनी सेवायें दिया जा रहा है। वर्णित वर्षों के दौरान केन्द्र/राज्य सरकार के विभिन्न कार्यालय/भारतीय कृषि अनुसंधान परिषद के विभिन्न संस्थानों से प्राप्त समस्त कार्य आदेश/ कय आदेश को नियत समय में संतोषजनक रूप से पूरा/पूर्ति किया गया है।

(निविदाकर्ता फर्म का नाम एवं पता)
हस्ताक्षर सील सहित

MANUFACTURER'S AUTHORISATION FORM

To
The Director,
ICAR- NBAIM,
Kushmaur, Mau (U.P.) 275103

Ref: your Bidding Documents No.....dated.....

Dear Sir,

We....., who are established and reputable manufacturers of
..... (Name and description of the goods offered in the bid) having factories at
..... hereby authorize Messrs..... (name
and address of the agent) to submit a bid, negotiate (as and if necessary) and conclude the contract with
you against your above mentioned Bidding Documents for the above goods manufactured by us.

No company or firm or individual other than Messrs (name
and address of the above agent) is authorized to bid, negotiate and conclude the contract against this
specific Bidding Documents for the above mentioned goods manufactured by us.

We hereby extend our full guarantee and warranty as per clause xii of the General Conditions of
Contract, read with modification, if any in the Special Conditions of contract for the goods and services
offered for supply against this Bidding Document by the above firm.

Yours faithfully,

(Signature name and designation)
for and behalf of Messrs.....
[name & address of the manufacturers]

Note: This letter of authorization should be on the letter head of the manufacturing firm and should be signed by
a person competent and having the power of attorney to legally bind the manufacturer. The authorization
Certificate should be from the "Manufacturer" only and certificate from any other firm/person including OEM
arrangements would not be accepted.