



भारतीय कृषि अनुसंधान परिषद् का पूर्वी अनुसंधान परिसर  
**ICAR RESEARCH COMPLEX FOR EASTERN REGION**  
(भारतीय कृषि अनुसंधान परिषद् **INDIAN COUNCIL OF AGRICULTURAL RESEARCH**)

आई.सी.ए.आर. परिसर, पोस्ट-बिहार वेटनरी कॉलेज, पटना -800014 (बिहार), भारत  
ICAR Parisar, P.O.: Bihar Veterinary College, Patna - 800 014 (Bihar), INDIA  
फोन सं. **Phone No.(0612)** 2226024, 2228882\*104, फैक्स सं. **Fax No.** 2223956, Website:www.icarrcer.in

**STANDARD ONLINE (E-PROCUREMENT MODE) BIDDING  
DOCUMENTS FOR ANNUAL RATE CONTRACT FOR  
PRINTING AND BINDING OF ANNUAL REPOR, BOOKS,  
PUBLICATIONS OF ICAR-RCER, PATNA**

**Document to be submitted online  
for  
(Technical & Financial Bid as per Schedule of requirement)**

**NOTICE INVITING ONLINE TENDER**

**File No. IRCER/P&S-05/16-17/Printing Work**

**Dated: 02.07.2019**

The ICAR-ICAR Research Complex for Eastern Region, Patna is a public funded Research Organization under the Indian Council of Agricultural Research, Department of Agricultural Research and Education, Ministry of Agriculture and Farmers Welfare, Government of India. The Director, ICAR-RCER, Patna, India, invites e-tenders through the website [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) under two bid systems from eligible and qualified bidders for **Annual Rate Contract for Printing and Binding of Annual Report, Books, Publications of ICAR-RCER, Patna.**

**CRITICAL DATE SHEET**

Tender Enquiry No.: <b>IRCER/P&amp;S-05/16-17/Printing Work</b>	
Date of release of Tender through e-procurement	02.07.2019
Document Download Date	02.07.2019
Bid Submission start Date (on line)	02.07.2019
Bid Submission End Date and Time (on line)	24.07.2019 (3.00 PM)
Date and Time for Opening of Technical Bids	25.07.2019 (3.00 PM)
Last date for Receipt of Tender fees, EMD and other documents at ICAR-RCER, Patna	24.07.2019 (3.00 PM)
E.M.D to be paid in the shape of Demand Draft in favour of “ <b>ICAR Unit, ICAR-RCER, Patna</b> ” and payable at “ <b>Patna</b> ” obtained from Nationalized Bank only.	<b>Rs. 25000.00 (Rs. Twenty five thousand only)</b>
Tender Document Fee to be paid in the shape of Demand Draft “ <b>ICAR Unit, ICAR-RCER, Patna</b> ” and payable at “ <b>Patna</b> ” obtained from Nationalized Bank only.	<b>Rs. 1000.00 (Rs. One thousand only)</b>
Address for Communication	The Director, ICAR Research Complex for Eastern Region, ICAR Parisar, P.O.: Bihar Veterinary College, Patna-800014
<b>Tender fees and EMD should be submitted to the Director, ICAR-RCER, ICAR Parisar, P.O. Bihar Veterinary Collage, Patna- 14 before bid submission end date and time by Post/Speed Post/Courier only.</b>	

## IMPORTANT NOTES:-

1. Tender Documents can be downloaded from the ICAR-RCER website [www.icarrcer.in](http://www.icarrcer.in) or from the Central Public Procurement Portal [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) Bidders should enroll/register in the e-procurement module of Central Public Procurement Portal through the website: [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) for participating in the bidding process. Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.

**2. Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.**

**3. EMD defined on the Portal is MINIMUM i.e. Rs. 25,000/-(Rupees Twenty five thousand only) as indicated in the EMD column of the above table.**

4. ICAR-RCER, Patna will not be responsible for any delay in enrollment / registration as bidder or submitting /uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) and enroll their Digital Signature Certificate and upload their quotation well in advance.

5. Any change/corrigendum/extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.

6. ICAR-RCER, Patna reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.

7. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.

8. The Institute is **not bound to accept the lowest or any other tenders** and also reserve to itself the right of accepting the tenders in whole or in part. You are, however, at liberty to submit Tenders for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.

9. **Performance Security @ 5% of the anticipated overall drawal during the rate-contract period of one year, will be obtained at the time of award of rate-contract**, from the successful rate-contract awardee(s), in the shape of Demand Draft/Bank Guarantee drawn in favour of "ICAR Unit: ICAR-RCER, Patna", *which will be refunded after satisfactory completion of rate-contract period of one year*. In the event of non-deposition of the same, the earnest money will be forfeited. The security shall be refunded to the contractor after satisfactory completion of the contract or adjusted against any damages or loss of property etc. caused by the personnel deputed by the agency. No interest will be paid on the security money deposited with the Institute.

10. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.

11. The GST or any other tax which is as per the rules of the Govt., shall be deducted at source from bills of the successful tenderer, as per rules/instructions made applicable from time to time by government.

12. Decision of the Director of the Institute shall be final for any aspect of the contract and binding to all parties. Disputes arising, *if any*, on the contract, will be settled at his/her level by mutual consultation and in case of failure of settlement, the dispute shall be referred to the sole arbitrator to be appointed by the Director of the Institute. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.

13. The evaluation of bids will be based on the consolidated lowest bid-price among the Technically responsive bidders, not to be based on the lowest bid-price for any individual items. As such, the Negotiation, if any, will be held only with the bidder, whose overall consolidated bid-price is found to be the lowest. While awarding the contract, the Institute may choose to delete certain items, if their respective bid-prices appear to be unreasonable.

Place: Patna  
Date: 02.07.2019

**Assistant Administrative Officer (P)**



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**ICAR Parisar, P.O.: Bihar Veterinary College, Patna – 800 014 (Bihar), INDIA**  
फोन सं. **Phone No.(0612)2226024, 2228882\*104, फैक्स सं. Fax No. 2223956, Web-site:www.icarrcer.in**

**INSTRUCTIONS FOR ONLINE BID SUBMISSION AND TERMS & CONDITIONS OF CONTRACT**

1. For Online Bid Submission as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. For more information useful for submitting the online bids on the CPP Portal is available/obtained at [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) . Manual/offline bids shall not be accepted under any circumstances.
2. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
3. The services shall be in compliance with the specifications mentioned in bid document and shall be of the best quality and high standards.
4. **While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tender stipulate any condition of his own, such conditional tender is liable to be rejected.**
5. Director, ICAR-RCER, Patna, reserves the right to reject any tender/bid wholly or partly without assigning any reason.
6. The Technical Committee constituted by the Director, ICAR-RCER, Patna shall have the right to verify the particulars furnished by the bidder independently.
7. Tenderer shall take in to account all costs including installation, commissioning, cartage etc. for giving delivery of material at site i.e. ICAR-RCER, Patna be for quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.
8. The item should be delivered at ICAR-RCER, Patna and the supplier shall be responsible for any damage during the transit of goods.
9. **All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.**
10. All the communications with respect to the tender shall be addressed to: **The Director, ICAR RCER, ICAR Parisar, P.O.: Bihar Veterinary College, Patna-800 014.**
11. 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.

12. 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.
13. 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 bid security may be forfeited.
14. 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.
15. **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.**
16. **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.
17. **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.

**18. 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.**

**19. Terms of delivery (at site):** FOR at ICAR Research Complex for Eastern Region, Patna.

**20. LIST OF REQUIREMENTS**

<b>Sl. No.</b>	<b>Name of Printing Work</b>	<b>Qty (Approx.)</b>
1.	Annual Report of ICAR RCER, Patna in Hindi (Size: 21.0 x 28.0 cm)	400 Copies
2.	Annual Report of ICAR RCER, Patna in English (Size: 21.0 x 28.0 cm)	400 Copies
3	Technical Bulletin (size 18.0 x 24.5 cm)	500 Copies
4	Books (size 18.0 x 25.0 cm)	500 Copies
5	News Letter (size 22.0 x 28.0 cm)	1000 Copies
6	Extension Leaflets / Brochure (size 24.0 x 32.0 cm)	2000 Copies

**21. At the time of awarding the contract, the purchaser reserves the right to increase or decrease 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.**

**22. The quotation/offer shall remain valid for acceptance for a period not less than 180 days after the specified date of opening of the offers.**

**23. Essential documents required to be submitted on line:**

- a. Annexure-I - Pre qualification criteria sheet
- b. Annexure-II - Tender Acceptance Letter
- c. Annexure-III - Bank detail
- d. Annexure-IV - Certificate
- e. Annexure V- Certificate about Non Blacklisting
- f. Annexure-VI - A certificate should be enclosed that no legal suit/criminal case pending or contemplated against the Proprietor of the agency or any of its directors on grounds of moral turpitude or for violations of any of the laws in-force. Also, that the firm has never been blacklisted by any Government authority during the last 05 years. The agency must enclose this declaration at the time of submission of bid.
- g. Proof of Tender processing Fee deposition or Exemption Certificate.
- h. Proof of EMD deposition or Exemption Certificate.
- i. Firm registration certificate for required publication & printing or similar work
- j. PAN No. of the agency/firm.
- k. GST Registration Certificate.
- l. Income Tax Return of Financial Year 2016-17 & 2017-18.
- m. The printer/bidder should have at least 3 years of continuous experience in the field of Printing.
- n. The printer/bidder should have an annual turnover of at least Rs. 50.00 Lakhs per annum during last two financial year 2016-17 and 2017-18. (The printer/bidder should submit relevant documents as proof).
- o. The printer/bidder should have in house state of art facilities for colour printing in off set, system work.
- p. Price Bid as BoQ.xls
- q. Annexure VII: Price Bid Undertaking

24. All the Printings jobs etc. will be printed in English and Hindi or in diglot form as required.
25. Proofs will be produced by the printer/bidder in made-up pages and the bidder will be responsible for the first proof corrections (if any) marked by the Institute.
26. Press will also be responsible for making the dummy according to the instructions of this office and get it approved by the concerned officers of the Institute.
27. The press shall also make arrangements for delivering the proofs to the concerned officers of the Institute (and for collecting them back promptly).
28. High quality of reproduction will have to be ensured by the printer. For improperly printed copies, poor binding, poor colour scan, etc., a penalty ranging from 2% to 10% of the total value of the work may be imposed as decided by the Competent Authority.
29. Each job shall be completed within a stipulated period (depending on the size and complexity of the publication) from the date of award of the work. If not, this Institute will have the right to impose a penalty @ 0.05% per day on the total cost of work, if so recommended by the Competent Authority after due regard for the circumstances.
30. Sample of each paper (text & cover) should be attached with details of size, weight and quality.
31. Pre-sensitized (PS) plates are to be used for ensuring high production quality.
32. The material will not be accepted in case it is not of acceptable quality as per terms of the contract and is liable to be rejected outright.
33. The original manuscripts alongwith their input materials such as photographs, graphs, illustrations, etc., are to be returned to this Institute after the completion of the work.
34. Unbound and uncut printed form should be submitted by the printer along with the bill for verification of the actual work done.
35. Rates shall be valid for a period of one years from the date of award of this contract, however depending upon the need/and urgency, the Institute will have the right to extend this period as per requirement.
36. Conditional tender/bid will not be entertained and the same will be rejected automatically.

### **DETAILED TECHNICAL SPECIFICATIONS & OTHER TECHNICAL DETAILS OF THE ITEMS AND SERVICES REQUIRED**

Sl. No.	Item	Details	Quantity (Approx)
1	Annual Report	1. Size: 210 x 280 mm. 2. Paper quality of cover pages: 300gsm, 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. <p style="text-align: center;">Or</p> Cover and inner page printing: Four colour with scanning, designing, setting etc. of photographs and without lamination. 5. Text matter printing: Color, setting of columns, figures, photographs and tables. 6. Binding: Stitching in book shape 7. Minimum 300 – 500 pages	800 Copies (400 in Hindi and 400 in English)
2	Technical Bulletin	1. Size: 180 x 245 mm. 2. Paper quality of cover pages: 170gsm, high quality art sheet 3. Paper quality of text matter: 80 gsm, high quality, art paper.	500 Copies

		<p>4. Cover and inner page printing: Four colours with scanning, designing, setting etc. of photographs and lamination.</p> <p style="text-align: center;">Or</p> <p>Cover and inner page printing: Four colour with scanning, designing, setting etc. of photographs and without lamination.</p> <p>5. Text matter printing: Color, Black &amp; White, setting of columns, figures, photographs and tables.</p> <p>6. Binding: Stitching in book shape</p> <p>7. Minimum 200 – 250 pages</p>	
3	Books	<p>1. Size: 180 x 250 mm.</p> <p>2. Paper quality of cover pages: 170gsm, high quality art sheet</p> <p>3. Paper quality of text matter: 80 gsm, high quality, art paper.</p> <p>4. Cover and inner page printing: Four colours with scanning, designing, setting etc. of photographs and lamination.</p> <p style="text-align: center;">Or</p> <p>Cover and inner page printing: Four colour with scanning, designing, setting etc. of photographs and without lamination.</p> <p>5. Text matter printing: Color, Black &amp; White, setting of columns, figures, photographs and tables.</p> <p>6. Binding: Stitching in book shape</p> <p>7. Minimum 200 – 250 pages</p>	500 Copies
4	News Letter	<p>1. Size: 280x 210 mm</p> <p>2. Paper quality: 170 gsm imported art paper.</p> <p>3. Printing: Four colours with setting and scanning of columns, photographs, tables, figures etc.</p> <p>4. Pasting: With good quality pasting material.</p> <p>5. 5-10 pages in each copy</p>	1000 Copies
5	Extension Leaflets /Brochure	<p>1. Size: 240 x 320 mm</p> <p>2. Paper quality: 70 gsm imported art paper</p> <p>3. Printing: Single/Four colour with setting and scanning of columns, photographs, tables, figures, etc.</p> <p>4. Pasting: With good quality pasting material.</p> <p>5. Minimum: 5-10 pages</p>	2000 Copies

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

(On the letter head of the Firm)

**Pre qualification criteria sheet**

Sl. No.	Particulars	Submitted (Yes/No)	Page No.
1.	Name of the Firm/Agency		
2.	Full address with Telephone No. and Email Id		
3.	Tender Fee enclosed or not, if Yes, please provide detail		
4.	EMD enclosed or not, if Yes, please provide detail		
5.	Signed and scanned copy of appropriate of valid registration certificate of the firm under work contract/companies Act 1956/Indian Partnership Act, 1932/Shop and Commercial Establishment Act/other similar act.		
6.	PAN No. of the agency/firm		
7.	Income Tax Return of Financial Year 2016-17 and 2017-18		
8.	Annual Turnover of at least Rs. 50.00 lakhs per annum <b>during last two financial year 2016-17 and 2017-18</b> (Submit certified Balance Sheet)		
9.	Tender Acceptance Letter		
10.	At least three years experience of the firm in the field of providing such services in Central Govt. Establishment/Autonomous bodies of Govt. Of India/Corporations of Govt. Of India/reputed public or private organizations. Copy enclosed.		
11.	<b>GST Registration Certificate</b>		
12.	<b>Full Bank Details ( Account Holder Name, Account Number, Name of the Bank and Branch, IFS Code, etc.)</b>		
13.	A certificate should be enclosed that fulfil all the work/supply order of respective department/ICAR institutes within time limit with satisfactory <b>(Annexure-IV)</b>		
14.	<b>DECLARATION TO BE SUBMITTED BY BIDDER/TENDERER (Annexure-V)</b>		
15.	A certificate should be enclosed that no legal suit/criminal case pending or contemplated against the Proprietor of the agency or any of its directors on grounds of moral turpitude or for violations of any of the laws in-force. <b>(Annexure-VI)</b>		
16.	<b>Financial Bid Declaration (Annexure-VII)</b>		

**Certificate**

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

**Signature of Bidder with Official Seal**

**TENDER ACCEPTANCE LETTER  
(To be given on Company Letter Head)**

Date:

To,  
The Director  
ICAR Research Complex for Eastern Region,  
ICAR Parisar, P.O.: Bihar Veterinary College,  
Patna – 800 014 (BIHAR) INDIA

Sub: Acceptance of Terms & Conditions of Tender for **ANNUAL RATE CONTRACT FOR PRINTING AND BINDING OF ANNUAL REPORT, BOOKS AND PUBLICATIONS OF ICAR-RCER, PATNA.**

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: - -----

Dear Sir,

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).

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.

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

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

I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Autonomous Body/Organization/Public sector undertaking.

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/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

**Yours Faithfully,**

**(Signature of the Bidder, with Official Seal)**

(To be given on Company Letter Head)

Name of the Firm : -----

Registered/Postal Address : -----

1.	<b>Phone number/Mobile number</b>	
2.	<b>E-mail Address</b>	
3.	<b>PAN No.</b>	
4.	GST No. (if applicable)	
5.	<b>Bank Details :</b>	
6.	<b>Bank Name</b>	
7.	<b>Branch Address</b>	
8.	<b>Account no.</b>	
9.	<b>IFSC Code</b>	
10.	<b>Type of account (Current/Savings)</b>	

(Signature of the Bidder, with Official Seal)

**(To be given on Company Letter Head)**

**CERTIFICATE**

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

**(Name and Signature of the Bidder, with Official Seal)**

**प्रमाण पत्र**

प्रमाणित किया जाता है कि हमारे फर्म मेसर्स .....  
... के द्वारा पिछले ..... वर्षों में 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/क्रय आदेश को नियत समय में संतोषजनक रूप से पूरा/पूर्ति किया गया है।

निविदाकर्ता फर्म का नाम एवं पता

हस्ताक्षर सील सहित

**(To be given on Company Letter Head)**

**CERTIFICATE ABOUT NON BLACK LISTING**

We ..... on this date..... do hereby certify that our company/firm has not been blacklisted by any Government Department/Government Educational Institutions/Research Institute(s) on any ground.

**(Name and Signature of the Bidder, with Official Seal)**

**(To be given on Company Letter Head)**

**TO WHOM IT MAY CONCERN**

We hereby certify that our firm..... has no legal suit/criminal case pending or contemplated against the Proprietor of the agency or any of its directors on grounds of moral turpitude or for violations of any of the laws in-force. Also, that the firm/agency has never been black listed by any Government or semi Government authority during the last 05 years.

**(Name and Signature of the Bidder, with Official Seal)**

**(On the letter head of the Firm)**  
**Financial Bid/Price Bid Undertaking**

**UNDERTAKING**

1. I submit the Financial Bid for “**ANNUAL RATE CONTRACT FOR PRINTING AND BINDING OF ANNUAL REPORT, BOOKS AND PUBLICATIONS OF ICAR-RCER, PATNA**” as envisaged in the Tender document of Tender Id.....
2. I have thoroughly examined and understood all the terms and conditions as contained in the Tender document, and agree to abide by them.
3. I offer the rate(s) as indicated in the Financial Bid inclusive of all applicable charges, duties and taxes except Goods and Service Tax. The rates are in Indian Rupee.
4. I understand and agree that in case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
5. I also agree that the quoted rates shall remain firm throughout the tenure of the contract and no revision will be considered for any reason.

Place:

Date:

**(Name and Signature of the Bidder, with Official Seal)**

## **Instructions for Online Bid Submission**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>.

### **REGISTRATION:**

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app> ) by clicking on the link “Click here to Enroll” on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective “My Tenders” folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

1. Bidder should login to the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. The Bidder has to select the payment option as “Offline” to pay the tender fee/ EMD as applicable and enter details of the instrument.
4. The Bidder should prepare the EMD as per instructions specified in the tender document. The Original should be posted / couriered/ given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. The bidders are required to download the BOQ file, open it and complete the white coloured (unprotected cells with their respective financial quotes and other details (such as the name of the bidder) No other details should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BOQ file found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bid is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
8. The uploaded tender documents must become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids) i.e. after Clicking “Freeze Bid Submission: in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

## **ASSISTANCE TO BIDDERS**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1204200462

### **General Instructions to the Bidders**

1. The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in pdf format.
2. Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the website <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
3. Tenderer are advised to follow the instructions provided in the "Instructions to the Tenderer" for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>

**KIND ATTENTION: FOR TAKING ASSISTANCE, IF ANY**

**CPP Portal website: [www.eprocure.gov.in](http://www.eprocure.gov.in)**

**Assistant Administrative Officer (P)**