



भाकृअनुप : भारतीय मृदा एवं जल संरक्षण संस्थान

२१८ कौलागढ़ रोड, देहरादून २४८ १६५ (उत्तराखंड)

ICAR: Indian Institute of Soil & Water Conservation

218, Kaulagarh Road, Dehradun 248195 (Uttarakhand)

Tel. (O) 0135 275 7217, Fax : 0135 275 7214, 275 4213 & 2755386

Email: icarddnstores@gmail.com



ISO 9001:2015

No. 1(4)/2020-21/Stores/

Dated:

E-PROCUREMENT TENDER NOTICE

On behalf of the Director IISWC, Dehradun **online Bids are here by invited in two bid system (Technical & Financial)** from interested firms for “Rate Contract for Printing and Binding of Books/Manuals/Annual Reports, Brochures, Newsletters, Pamphlets, Formats, Calendars & other publications” for ICAR-Indian Institute of Soil & Water Conservation, 218-Kaulagarh Road, Dehradun (Uttarakhand) for a period of one year which can be extendable for one/more years subject to satisfactory performance by the firm and mutual agreement

Detailed information/Instructions containing terms and condition governing the Contract as well as tender document are available on the following website :-

<https://eprocure.gov.in/eprocure/app>.

Details of Tender Deposits:-

Earnest Money Deposit - Rs. 25,000/- (Rupees Twenty five Thousand Only)
Security Deposit - 3% of Annual Contract value

The tender document contains the following :-

Annexure-I – Scope of work to be performed by the firm.
 Annexure-II - Instruction to the firm and main terms & conditions.
 Annexure-III -General terms & conditions.
 Annexure-IV- Certificate to be given by the firm.
 Annexure-V –Declaration to be given by the firm
 Annexure-VI – Technical Bid.
 Annexure-VII - Details of the Minimum 3 years experience/work done.
 Annexure-VIII – Financial Bid.
 Annexure-IX - Specimen of agreement.

Tender Schedule

Tender No.	1(4)/2020-21/Stores/
Date and Time for Issue/Publishing	5:00 PM on 19.03.2021
Bid document Download Start Date and time	5.30 PM on 19.03.2021
Bid Submission start Date and Time	6:00 PM on 19.03.2021
Bid Submission End Date and Time	2:00 PM on 10.04.2021
Date and Time for Opening of Technical Bids	3:00 PM on 12.04.2021
Date and Time for Opening of Financial Bids	As per instructions to be uploaded on E-procurement/ CPP portal in due course of time.
Validity of Tender	120 days from the date of opening
Address for Communication	Asstt. Administrative Officer (S&P) ICAR- Indian Institute of Soil & Water Conservation (IISWC), 218, Kaulagarh Road, Dehradun, 248195. Website: https://eprocure.gov.in/eprocure/app E-mail- icarddnstores@gmail.com

The Instruction for uploading the tender/bid/quotation may be obtained from the website of CPP portal i.e. <http://eprocure.gov.in/eprocure/app>

Tender form, terms & conditions and draft agreement can be downloaded from the website <http://eprocure.gov.in/eprocure/app> and www.cswcrtiweb.org and on-line bids complete in all respects should be submitted through CPP portal <http://eprocure.gov.in/eprocure/app> only **as per tender schedule**.

In case, holiday is declared by the Government on the day of opening bids, the bids will be opened on the next working day at the same time. The Director of the Institute reserves the right to accept or reject any or all the tenders without assigning any reason.

Please note that only online bids will be accepted. However, a hard copy of the documents uploaded by the firm may also be deposited with this office before the date of opening of technical bid.

**Asstt. Admn. Officer (S&P)
ICAR-IISWC, Dehradun**

ICAR-INDIAN INDIAN INSTITUTE OF SOIL & WAETR CONSERVATION
218-Kaulagarh Road, Dehradun

E-tender notice for “Rate Contract for Printing and Binding of Books/Manuals/Annual Reports, Brochures, Newsletters, Pamphlets, Formats, Calendars & other publications”

Scope of work to be performed by the firm

The printing job under the contract shall be as under:-

Sl. No.	Printing material (English/ Hindi)	Specification
1	2	3
1.	Book (Appx-page-150-300, Appx. Annual requirement – 200-300 each)	Paper – 20” x 30”/08, Art Paper, 110 GSM
		Paper – 20” x 30”/16, Art Paper, 110 GSM
		Paper – 23” x 36”/08, Art Paper, 110 GSM
		Paper – 23” x 36”/16, Art Paper, 110 GSM
		Paper – 20” x 30”/08, Art Paper, 130 GSM
		Paper – 20” x 30”/16, Art Paper, 130 GSM
		Paper – 23” x 36”/08, Art Paper, 130 GSM
		Paper – 23” x 36”/16, Art Paper, 130 GSM
		Printing – Multicolour with photos in 20”x30”/08 paper size
		Printing – Multicolour with photos in 20”x30”/16 paper size
		Printing – Multicolour with photos in 23”x36”/08 paper size
		Printing – Multicolour with photos in 23”x36”/16 paper size
		Printing–Single black colour with photos in 20”x30”/08 paper size
		Printing – Single black colour with photos in 20”x30”/16 paper size
		Printing – Single black colour with photos in 23”x36”/08 paper size
		Printing – Single black colour with photos in 23”x36”/16 paper size
		Cover page – Art Card Paper, 300 GSM with lamination and jacket in 20”x30”/08 paper size
		Cover page – Art Card Paper, 300 GSM with lamination and jacket in 20”x30”/16 paper size
		Cover page – Art Card Paper, 300 GSM with lamination and jacket in 23”x36”/08 paper size
		Cover page – Art Card Paper, 300 GSM with lamination and jacket in 23”x36”/16 paper size
		Binding – Zuzbandi
		Binding – Perfect
		Binding – Hard Board
		Offset-Processing/system planning, designing with scanning positive/negative plate making
		Lamination (A4)

1	2	3
2.	Brochure (Appx. Pages- 10-25, Appx. Copies – 100- 200 each)	Paper – 20"x30"/08, Art paper, 110 GSM
		Paper – 20"x30"/16, Art paper, 110 GSM
		Paper – 23"x36"/08, Art paper, 110 GSM
		Paper – 23"x36"/16, Art paper, 110 GSM
		Paper – 20"x30"/08, Art paper, 130 GSM
		Paper – 20"x30"/16, Art paper, 130 GSM
		Paper – 23"x36"/08, Art paper, 130 GSM
		Paper – 23"x36"/16, Art paper, 130 GSM
		Printing – Multicolour with photos in 20"x30"/08 paper size
		Printing – Multicolour with photos in 20"x30"/16 paper size
		Printing – Multicolour with photos in 23"x36"/08 paper size
		Printing – Multicolour with photos in 23"x36"/16 paper size
		Cover page–Art Paper, 300 GSM in 20"x30"/08 paper size
		Cover page–Art Paper, 300 GSM in 20"x30"/16 paper size
		Cover page–Art Paper, 300 GSM in 23"x36"/08 paper size
		Cover page–Art Paper, 300 GSM in 23"x36"/16 paper size
		Binding – Centre pin binding
		Offset-Processing/system planning, designing with scanning positive/negative plate making
		Lamination (A4)
3.	Newsletter (Appx. Pages – 10-20, Appx. Annual requirement – 300-400 each)	Paper – 20"x30"/08, Art paper, 130 GSM
		Paper – 20"x30"/16, Art paper, 130 GSM
		Paper – 23"x36"/08, Art paper, 130 GSM
		Paper – 23"x36"/16, Art paper, 130 GSM
		Printing – Multicolour
		Printing – single black colour
		Offset-Processing/system planning, designing with scanning positive/negative plate making
		Binding – Centre pin binding
		Lamination (A4)
4.	Log Books (Appx. Pages – 100-200, appx. Annual requirement – 25-30)	Paper – 20"x30"/08, Ledger 95 GSM
		Paper – 20"x30"/16, Ledger 95 GSM
		Paper – 23"x36"/08, Ledger 95 GSM
		Paper – 23"x36"/16, Ledger 95 GSM
		Printing – Single black colour
		Offset-Processing/system planning, designing with scanning positive/negative plate making
		Binding – Stitching binding
5.	Registers etc. Appx. Pages – 150-300, appx. Annual requirement – 40-50)	Paper – 20"x30"/08 Ledger 95 GSM
		Paper – 20"x30"/16, Ledger 95 GSM
		Paper – 23"x36"/08, Ledger 95 GSM
		Paper – 23"x36"/16, Ledger 95 GSM
		Printing- Single black colour
		Offset-Processing/system planning, designing with scanning positive/negative plate making
		Binding – Stitching binding
6.	Proforma (1-5 pages, Appx. Annual requirement – 300-500)	Paper – 23"x36"/08, Maplitho, 90 GSM
		Paper – 23"x36"/16, Maplitho, 90 GSM
		Printing- Single black colour
		Offset-Processing/system planning, designing with scanning positive/negative plate making
		Binding – Stitching binding

1	2	3
7.	Invitation Card (Appx. Annual requirement – 200-300)	Paper – 20"x30"/08, Art paper, 300 GSM
		Paper – 20"x30"/16, Art paper, 300 GSM
		Paper – 23"x36"/08, Art paper, 300 GSM
		Paper – 23"x36"/16, Art paper, 300 GSM
		Printing – Multicolour printing with Photographs
		Offset-Processing/system planning, designing with scanning positive/negative plate making
		Envelope with multicolour printing compatible to 20" x 30"/08 size Invitation Card
		Envelope with printing compatible to 23" x 36"/16 size Invitation Card
8.	Pamphlet(English/ Hindi) (Approx. annual requirement – 400-500)	Paper – 20" x 30"/08", Maplitho, 90 GSM
		Paper – 23"x36"/16, Maplitho 90GSM
		Printing – Multicolour with photographs
		Printing – Single black colour with photographs
9.	Calendars (Approx. annual requirement – 25-50)	Paper – 35" x 50", Glazed Card, 170 GSM
		Paper – 35" x 50", Glazed Card, 250 GSM
		Paper – 50"x 70", Glazed Card, 170 GSM
		Paper – 50"x 70", Glazed Card, 250 GSM
		Printing – Multicolour with photographs

Note : The printing work will be finally awarded as per specification of paper, printing works etc. as per financial bid statement.

**Asstt. Admn. Officer (S&P)
ICAR-IISWC, Dehradun**

**ICAR – Indian Institute of Soil & Water Conservation
218, Kaulagarh Road, Dehradun - 248195**

E-tender notice for “Rate Contract for Printing and Binding of Books/Manuals/Annual Reports, Brochures, Newsletters, Pamphlets, Formats, Calendars & other publications”

Instructions to the firms & main terms & conditions.

Invitation of online tender and instruction containing terms and conditions for “Rate Contract for Printing and Binding of Books/Manuals/Annual Reports, Brochures, Newsletters, Pamphlets, Formats, Calendars & other publications” as per scope of work for a period of one year for ICAR-IISWC, Dehradun which is extendable further one year subject to satisfactory performance of the service and on mutual consent

From,
The Administrative Officer (S&P)
ICAR- IISWC, Dehradun
Uttarakhand

To,

Dear Sir(s),

Online Bids are here by invited on behalf of the Director, ICAR-IISWC, Dehradun in two bid system (Technical & Financial) from interested firms for **“Rate Contract for Printing and Binding of Books/Manuals/Annual Reports, Brochures, Newsletters, Pamphlets, Formats, Calendars & other publications”** for IISWC, Dehradun, (Uttarakhand) for a period of one year which may be further extended one year subject to satisfactory performance of the services and mutual consent. The instructions containing main terms & conditions for above contract are as under :-

1. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and conditions as detailed in the tender form and its schedules. Please submit your rates in the prescribed **BoQ** uploaded alongwith Tender if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. A Demand Draft of Rs.25,000/- (Rupees twenty five thousand) only in favour of “ICAR (Unit) IISWC” payable at Dehradun must be deposited alongwith tender bid. Scan copy of Demand Draft must be uploaded alongwith technical bid and the hard copy of Demand Draft and declaration in Annexure-V should be sent to the Asstt. Administrative Officer (S&P), ICAR-Indian Institute of Soil & Water Conservation, 218-Kaulagarh Road, Dehradun-248195 by Registered/Speed Post or By Hand on or before the last date and time for submission of tender bids, failing which bids will not be accepted.
3. The EMD of unsuccessful bidder shall be refunded on receipt of written request from them. The EMD of successful bidders shall be released only after submission of Performance Security Deposit with the Institute. In case the successful bidder does not accept the offer, the EMD shall be forfeited. No interest on EMD and performance security shall be paid by the Institute.
4. Conditional bids shall not be considered. No overwriting or cutting is permitted in the tender documents. Such bids will be out rightly rejected.

5. The Tenderer is being permitted to give Tenders in consideration of the stipulations on his part that after submitting his Tenders, he will not resile from his offer or modify the terms and conditions thereof. If the Tenderer fails to observe and comply with the foregoing stipulations the amount of EMD will be forfeited. In the event of the offer made by the tenderer not being accepted, the amount of EMD will be refunded to him after he has applied for the same in the manner prescribed by the IISWC.
6. Annexure/supporting document of the tender form should be uploaded with online bids. In the event of the space provided on the schedule form being insufficient for the required purposes, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tender form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter alongwith the tenders.
7. Tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tenders are not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm of constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
8. In case of partnership firms, where no authority has been given to any partner to execute the contract/ agreement concerning the business of the partnership, the tenders and all other related document must be signed by every partner of the firm. A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the IISWC shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules to the tenders and annexure(s), if any, should be signed by the tenderer. The Tenderer may also affix seal of firm and signature of authorized signatory in all tender/supporting documents.
9. Firm cannot transfer/sub-let the tender/contract at any stage during contract period.
10. **The bidder must have successfully executed/completed contract of printing works over the last three years as under and shall submit supporting documents (work completion certificate etc.) alongwith its technical bid :-**
 - a. **Three annual contract of printing works costing not less than Rs.6.00 lakhs each OR**
 - b. **Two annual contract of printing works costing not less than Rs.7.50 lakhs each OR**
 - c. **One annual contract of printing works costing not less than Rs.12.00 lakhs.**
11. If a tenderer does not accept the offer, after issue of letter of award by IISWC within 15 (fifteen) days, the offer made shall be deemed to be withdrawn without any notice & earnest money shall be forfeited.
12. The rates quoted by each firm for job/service contract in tenders be given both in words and figure failing which the same is liable to be rejected. Tenders will be opened online by the authorised officers. Bidders have two options to participate in tendering process at the time of opening of Bids. Bidders can come at the place of opening of bids (electronically) as done in the conventional tender process or he can visualize the process online without physically being present at IISWC.

13. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on your behalf should be indicated in your tender. Name and address of permanent representative of the tenderer, if any, may also be indicated.
14. **Performance Security Deposit of 3% of Annual Contract Value** is to be deposited by the selected agency/successful tenderer only after receiving a communication from the IISWC. In the event of non-deposition of the same, the earnest money will be forfeited and contract shall be cancelled. The performance security shall be returned to the firm after completion of contract period (including extendable period, if any) + 60 days. In case of non-compliance of terms & conditions of the tender, performance security shall be forfeited or adjusted against any loss/dues.
15. No interest on performance security deposit and earnest money deposit shall be paid by the IISWC to the tenderer.
16. Firm have to quote the rates for each component as given in Financial Bid Form (BoQ) in Rupee. The criteria of selection of Lowest firm (L-1 firm) will be the highest number of lowest rates for job given in Financial bid format (BoQ) provided that the firm which with maximum L1 rates have to offer the rest services/job at L1 rates quoted by the other bidders of the tender. No change/revision, whatsoever in rates quoted by the firm, shall be admissible during the tenure of tender including extended period under any circumstances. In case of more than one successful lowest bidders (L-1), the criteria for selection shall be the maximum experience in Central/State government department, Autonomous Bodies and PSUs during last three years. So all documents related to contracts/last three financial years experience should be attached along with technical bid.
17. **The firm have to charge the rates on proportionate basis on all components like size, numbers etc. of the job as given in Sl.No.1 to 16 of the financial bid format in case the demand/size/number is increased/decreased.**
18. All the applicable taxes applicable or applicable after awarding the contract in respect of this contract shall be paid by the Firm and IISWC will be reimburse the same as per rules. The income tax etc. shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions applicable from time to time.
19. Each bidder shall submit only one bid for this tender.
20. Director, IISWC reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons and it is not mandatory to be communicated to the tenderer.
21. Decision of the Director, IISWC 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 level by mutual consultation and in case of failure in settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, ICAR-IISWC. The decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration proceeding shall be governed by the Arbitration & Conciliation Act, 1996 as amended from time to time.
22. Acceptance of offer of successful bidder by the Institute will be communicated by fax/speed/registered post or any other form of communication.
23. Institute does not pledge itself to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders whole or in part keeping in view valid reasons. Conditional tenders will not be accepted.
24. Institute in its capacity as Procuring Authority reserves the right to modify any of the terms and conditions of the contract as mentioned in this tender document, at its discretion, in the interest of the job work/public interest.

25. The contract is liable to be terminated, security deposit forfeited and the Firm/Firm will be blacklisted if, at any stage, reports are received that the Firm/Contracting Firm has breached any condition of the contract.
26. Successful Bidder/tenderer will have to enter into a detailed contract agreement with IISWC on non-judicial stamp paper of Rs. 100/- (One hundred only) for work as per the specimen attached with the tender document.
27. All disputes related to contract are subject to Dehradun Court jurisdiction only.
28. The Director, ICAR-IISWC, Dehradun reserves right to reject any or all tenders in whole or in part without assigning any reasons therefore. The decision of Director, Institute shall be final and binding on the Firm/agency in respect of any clause covered under the Contract.

29. LIQUIDATED DAMAGES CLAUSE:

- i. An amount upto the 100% bill amount for any printing job shall be levied as liquidated damages whenever it is found that there is improper printing work, poor binding, poor colour scan, poor quality of photo reprints etc. The amount on this account shall be decided by the Director, ICAR-IISWC, Dehradun and bidding on the firm.
 - ii. An amount equivalent to the 0.5% per day of the bill amount of any printing job subject to maximum 10% shall be levied as liquidated damages whenever and wherever it is found that the work is not completed within the time prescribed in work order. Thereafter the printing work shall be materialized through other source on the risk and cost of the firm.
30. The following document are **mandatorily required** to be uploaded with the Technical Bid in following manner:-
- i. Scanned copy of Earnest Money Deposit (EMD)
 - ii. Scanned copies of Income Tax Registration (PAN Card), GST Registration Certificates.
 - iii. Scanned copy of valid registration certificate issued by NSIC/MSME, If applicable for exemption of EMD.
 - iv. Scanned copy of Audited Balance Sheet of the firm for last 03 (three) financial years (2017-18, 2018-19 and 2019-20) by the Chartered Accountant.
 - v. Scanned copy of bank account details.
 - vi. Scanned copy of an authority letter for seeking reference from the bidder's bankers, if required.
 - vii. The firm/agency must enclose a certificate indicating that there is no criminal legal suit pending or contemplated against it.
 - viii. Scanned copy of Declaration in **Annexure-V**.
 - ix. Scanned copies of proofs of minimum last three financial year's continuous experience of the firm in the field of providing such services in Central/State Govt. departments/ autonomous bodies/PSUs details in **Annexure-VII**.
 - x. Scanned copy of documents in support of **Condition No.10** as above.
 - xi. Scan copy of complete set of tender document duly signed by the authorized signatory and affixing seal of the firm.

Yours faithfully,

**Asstt. Admn. Officer (S&P)
ICAR-IISWC, Dehradun**

**ICAR – Indian Institute of Soil & Water Conservation
218, Kaulagarh Road, Dehradun – 248195**

E-tender notice for “Rate Contract for Printing and Binding of Books/Manuals/Annual Reports, Brochures, Newsletters, Pamphlets, Formats, Calendars & other publications

General Terms and Conditions

1. The Director, ICAR-IISWC, Dehradun reserves rights to accept or reject any or all the bids without assigning any reasons.
2. The successful bidder has to carry out the printing work based on the work order for each printing job issued by the Institute at the rates quoted in the bid within the ordered date failing which the liquidity clause shall be operative .
3. Cover design will be done by the Institute. Composed matter will be supplied in MS word format including text, table, photos etc. Photographs will be supplied in digital format. Matter setting and photo editing will be have to be done by the firm. In case of already printing material which is to be printed again, the specimen of such printing material shall be provided to the firm by the Institute for printing and binding as per specification.
4. Printing has to be carried out as per specifications ordered in work order and the material for printing to be collected. Delivery of the printed material will supplied by the firm at the premises of the Institute at his own cost.
5. All printing works like page layout, positive making, plate making, printing and binding should be done with the press/in house only. Those printing firms without these facilities are liable for rejection on Inspection.
6. Two proof reading materials shall be provided by the firm to the Institute free of cost. The firm shall also make arrangements for delivering the proofs to the concerned officers of the Institute.
7. First poof will be checked by the Institute. Final proofs will be thoroughly checked by the firm itself to ensure that all corrections, alterations, additions and deletions etc. are carried out. Final printing must be error free in all respect.
8. The firm will also be responsible for making dummy copy according to the instructions of the Institute and get it approved by the concerned officers of the Institute before final printing.
9. The material will not be accepted in case it does not fit the quality norms as per the terms of the contract and liable to be rejected out rightly.
10. A soft copy of final product of each publication in coral/page maker/pdf file etc. has to be returned to the Institute in CD Rom/appropriate form alongwith the final bill.
11. Detailed specifications of the printing items are mentioned in Scope of work of the contract as given in **Annexure-I**.
12. Rates/Price should be quoted clearly both in figure and in words. In case of different in figure and word, the amount mentioned in word shall be accepted. Any overwriting/use of white ink or other discrepancy will make the tender liable to be rejected. Tender will be evaluated on together.
13. All statutory taxes such as GST etc. over and above the printing job shall be borne by the Institute on the bill amount.
14. The contract may be terminated at any stage of the work at the discretion of the Competent Authority of the Institute without assigning any reason.

15. The firm shall take every care to see that the work or any portion thereof does not transfer to the unauthorized hands. Care shall be taken to execute the work under extreme secured and expertized manner. Secrecy/confidentiality of the printing material shall be done by the firm. In case of any default the Institute shall take suitable legal/other action
16. The numbers of pages of the printing material and its copies as mentioned in Scope of Work are tentative and can be increased or decreased.
17. Payment will be made by e-transfer after delivery of the printed material in good conditions and on presentation of delivery challan, bill and order copy in duplicate. No advance payment will be given at any cause.

Asstt. Admn. Officer (S&P)
ICAR-IISWC, Dehradun

**ICAR – Indian Institute of Soil & Water Conservation
218, Kaulagarh Road, Dehradun – 248195**

E-tender notice for “Rate Contract for Printing and Binding of Books/Manuals/Annual Reports, Brochures, Newsletters, Pamphlets, Formats, Calendars & other publications”

Certificate to be given by the firm.

(to be attached by the firm with technical bid)

Full Name & Address of the Tender in

Addition to Post Box No., if any, should
Be quoted in all communications to this Office
Telephone No. Telegraphic Address Fax/Cellular No.
E-Mail Address _____

From _____

To

ICAR-Indian Institute of Soil & Water Conservation
218, Kaulagarh Road, Dehradun, 248195
(Uttarakhand)

I/We have read all the particulars regarding the General information and other terms and conditions of the contract for **“Rate Contract for Printing and Binding of Books/Manuals/Annual Reports, Brochures, Newsletters, Pamphlets, Formats, Calendars & other publications”** and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Financial Bid to this Tender and I/we agree to hold this offer open till **120 days**. The rates quoted will be valid for a period of one year or the period of extension of contract in the event of extension of the Contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.

I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.

a. The following pages have been added to and form a part of this tender _____.

- 1.
- 2.

b. Every page so attached with this tender bears my/our signature(s) and the office seal.

Pay order/DD No. _____ of Rs. _____ drawn in favour of ICAR (UNIT) CSWCRTI, DEHRADUN and payable at Dehradun is enclosed as earnest money required.

Yours faithfully

Signature & Seal of the Tenderer
Telephone No. Office
Resi.
Mobile

**ICAR – Indian Institute of Soil & Water Conservation
218, Kaulagarh Road, Dehardun – 248195**

E-tender notice for “Rate Contract for Printing and Binding of Books/Manuals/Annual Reports, Brochures, Newsletters, Pamphlets, Formats, Calendars & other publications”

Declaration

(On non-judicial stamp paper of value of Rs.100/- and must be **duly notarized**)

I/We have read and understood General Terms and Conditions contained in the IISWC tender document for **“Rate Contract for Printing and Binding of Annual Reports, Newsletters, Books, Bulletins & other publications”**.

I/We do hereby declare that all the details provided in this application form are true to the best of my/our knowledge and belief and any misrepresentation of facts will render me/us liable to any action as may be deemed fit by IISWC.

I/We do hereby also accept that Director, ICAR-IISWC has the right to accept or reject this application and not to issue invitation to Tender to me/us.

I/We certify that our firm has not been blacklisted by any organization of Central/State Government Department/PSU including Central Vigilance Commission (CVC) during last three years. This is also certified that no legal/criminal case is pending or contemplated against our firm.

The undersigned is fully authorized to sign and submit this declaration on behalf of the organization.

We authorize IISWC to approach Individuals, employees, firm and corporations to verify our competence and general reputation

Signature & Seal of the Tenderer
Telephone No. Office
Resi.
Mobile

Place:

Date:

**ICAR – Indian Institute of Soil & Water Conservation
218, Kaulagarh Road, Dehardun – 248195**

E-tender notice for “Rate Contract for Printing and Binding of Books/Manuals/Annual Reports, Brochures, Newsletters, Pamphlets, Formats, Calendars & other publications”

Technical Bid form

1	Name of the Firm/Agency	
2	Full address with Post Box No. And Telephone No. if any	
3	Constitution of the Firm/Agency (Attached copy) Indian Companies Act, 1956 Indian Partnership Act, 1932 (Please give names of partners) or any other Act, if not, the owners	
4	For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender.	
i.	If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tenders to refer dispute condemning business of the partnership to arbitration.	
ii.	If the answer to above is in point one and two the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partner	
5	Name and Full Address of your Banker's	
6	Whether all mandatory documents required as per Condition No.31 of Annexure-II are attached	Yes/No (Sl.No.....to.....)
7	Any other relevant information	
8	Earnest Money Deposited	Yes/No, DD No.....Dt.....Rs.....
9	Name and Address of the Firm's Representative and whether the firm would be representing at the opening of the Tenders	
10	Name of the Permanent Representative to coordinate the contract after its award	

Note :- All the above information must be accompanied with the certified copies of the documents, failing which the quotation will be liable to be rejected.

Signature & Seal of the Tenderer
Telephone No. Office
Resi.
Mobile

Place:

Date:

**ICAR – Indian Institute of Soil & Water Conservation
218, Kaulagarh Road, Dehardun – 248195**

E-tender notice for “Rate Contract for Printing and Binding of Books/Manuals/Annual Reports, Brochures, Newsletters, Pamphlets, Formats, Calendars & other publications”

**Certificate of works experience of printing services during last three financial years
(2017-18,2018-19 and 2019-20)**

SI No.	Name of the Central/State Govt. department/Autonomous Bodies/PSUs & Name of contact Person with Ph.No.	Period		Total cost of contract during the period	Remarks
		From	To		

Signature & Seal of the Tenderer
Telephone No. Office
Resi.
Mobile

Place:

Date:

**ICAR – Indian Institute of Soil & Water Conservation
218, Kaulagarh Road, Dehardun – 248195**

E-tender notice for “Rate Contract for Printing and Binding of Books/Manuals/Annual Reports, Brochures, Newsletters, Pamphlets, Formats, Calendars & other publications”

Financial Bid format

As per prescribed BoQ attached.

SPECIMEN AGREEMENT

This agreement is made at (place) on (month/year) day of between M/s (hereinafter called firm) and ICAR-IISWC, Dehradun (hereinafter called ICAR-IISWC) through (designation of the competent authority in ICAR-IISWC), which term shall include its authorized representatives, successor, assignees etc. at both the parts.

Whereas the IISWC has decided to assign the annual rate contract to M/s.....for providing (nature of job) at IISWC, Kaulagarh Road, Dehradun on the terms and conditions hereinafter contained.

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

1. This agreement shall come into force w.e.f.(date) and will remain in force for a period for one year but can be terminated by ICAR-IISWC by giving one calendar months notice in writing of its intentions to terminate the agreement. In case the contract is extended, the agreement shall be automatically extended for the period of such extended period on the same rates as approved in the initial contract.
2. The firm shall be responsible for providing job as per **“Rate Contract for Printing and Binding of Books/Manuals/Annual Reports, Brochures, Newsletters, Pamphlets, Formats, Calendars & other publications”** executed with ICAR-IISWC.
3. The firm shall not transfer or sub-let this contract to any other person/firm.
4. Any failure on the quality of printing, delay or breach of contract on the on the part of the firm shall attract the provisions of liquidity damage as per tender document/work order.
5. The firm have to charge the rates on proportionate basis on all components like size, numbers etc. of the job as given in Sl.No.1 to 16 of the financial bid format in case the demand/size/number is increased/decreased.
6. The deduction of income tax from the bills of the agency will be made at source as per rates applicable from time to time.
7. That the firm shall ensure the successful implementation of the terms and conditions of the agreement by proper control and supervision of the work.
8. That in case the firm fails to perform any of the terms and conditions of this agreement or commits any breach of the contract, IISWC shall cancel the contract.
9. The contract is subject to the conditions that the firm shall comply with all the laws and bye-laws of Central Govt./State Govt. as applicable relating to this contact.

10. In case of any loss or damage to the property of the IISWC which is attributable to the firm, the full damages will be recovered from the firm as decided by IISWC.
11. The firm shall devote its full attention in service to ensure highest quality in all aspects and discharge its obligations under the contract with trust, diligence and honesty.
12. Compensation of any loss due to any accident etc. during the discharge of work under the contract shall not be borne by ICAR-IISWC. The firm shall be responsible to this compensation.
13. All the terms and conditions as stipulated in this, agreement, tender documents and contract award letter shall be automatically part of this agreement.

LIQUIDATED DAMAGES CLAUSE :-

- i. An amount upto the 100% bill amount for any printing job shall be levied as liquidated damages whenever it is found that there is improper printing work, poor binding, poor colour scan, poor quality of photo reprints etc. The amount on this account shall be decided by the Director, ICAR-IISWC, Dehradun and binding on the firm.
- ii. An amount equivalent to the 0.5% per day of the bill amount of any printing job subject to maximum 10% shall be levied as liquidated damages whenever and wherever it is found that the work is not completed within the time prescribed in work order. Thereafter the printing work shall be materialized through other source on the risk and cost of the firm.

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

(Name & Address of the Firm)

(For the IISWC)

Witness:-

1. _____

2. _____