

कृषि एवं किसान कल्याण मंत्रालय (कृषि अनुसंधान एवं शिक्षा विभाग), भारत सरकार

## भाकृअनुप - केन्द्रीय तटीय कृषि अनुसंधान संस्थान

भारतीय कृषि अनुसंधान परिषद

एला, ओल्ड गोवा - 403 402 (भारत)



Ministry of Agriculture and Farmers Welfare (Department of Agricultural Research and Education), GOVERNMENT OF INDIA

### ICAR- CENTRAL COASTAL AGRICULTURAL RESEARCH INSTITUTE

Indian Council of Agricultural Research

Ela, Old Goa - 403 402 (INDIA)

Tel : 0832-2285381,2284678 & 679, Fax : 0832 2285649



## STANDARD BIDDING DOCUMENTS FOR LOW VALUE PURCHASE

Tender Enquiry No. 3(2)/Printing/2017-18-Stores

Dated: 13.07.2017

**(Last Date for Submission of Quotation: 04/08/2017)**

To,

**REGD/AD**

.....  
.....  
.....

Dear Sir,

We have a requirement of the goods & services as indicated below, tender for which will be opened at 3.00 pm hrs on **05/08/2017** and you are invited to submit your most competitive quotation for the same. All the relevant details are given below.

i) Description of the goods required and the required quantity:

As enclosed in Annexure- 1, 2, 3 & 4

ii) Guiding specification and other technical details:

As enclosed in Annexure - 5

iii) Terms of delivery:

Delivery and installation/ commission (Wherever required) at site, viz. ICAR-Central Coastal Agricultural Research Institute, Ela, Old Goa – 403 402.

- a) **Earnest money/ Bid security:** The tenderer has to deposit earnest money worth **Rs. 10,000/-** (in the form of D.D. only in favour of ICAR Unit, CCARI, payable at Old Goa, No quotation shall be considered without the bid security) along with his tender. The tenderer has to enclose pre receipt for refund of earnest money/Bid security, so that earnest money / Bid security can be refunded to unsuccessful tenderer immediately on finalizing the tender/ contract.
- b) **Security money/ Performance security:** The successful tenderer whose rates are approved for supply of stores, has to deposit security money/Performance security @ 10% of total cost/ contract value. Earnest money/Bid security and/or security money / Performance security should be deposited in the form of cash deposit, demand draft or Bank guarantee. Exemption is not allowed in any firm / contractor even registered with DGS & D, NSIC, CPWD etc.

Contd..2/-

iv) Delivery period for goods

Within 20 days from the date of the purchaser's signing the contract

v) Erection/installation and commissioning (if required, depending on the goods ordered) are to be completed within 15 days of delivery of the goods at site.

vi) Terms of Inspection by the purchaser's representative

vii) Training of purchase's operator(s) for operating the goods ordered, as and if necessary \_\_\_\_\_operator(s) is/are to be trained for a period of \_\_\_\_\_ weeks at purchase's premises/supplier's premises for successfully operating the goods purchased. The training shall be completed by \_\_\_\_\_

viii) Price structure:

- a) The Tenderer shall quote for the complete requirement of goods & services and for the full quantity as shown against a serial number in the list of requirements in Annexure – I. Unless otherwise specified in Annexure-I, the
- b) Tenderers are, however, free not to quote against all the serial numbers mentioned in the List of Requirements (in case there are more than one serial number in the List of Requirements).
- c) The rates and prices quoted shall be in Indian rupees only.
- d) All duties, taxes and levies payable by the supplier under the contract shall be included in the quoted price. The purchaser will not pay any such duties, taxes and levies separately.
- e) The rates and prices quoted by the supplier shall remain firm and fixed during the currency of the contract and shall not be subject to variation on any account, whatsoever, including statutory variations, if any.

ix) Receipt of goods & Terms of payment:

1. Payment term for supply of goods including erection/installation and commissioning (as and if applicable):-

Immediately on receiving the goods at site, the purchaser will verify the quantities of the items supplied as specified in the delivery challan of the supplier and also check for any superficial damage etc. in the goods so supplied and issue a provisional receipt, accordingly. If the goods supplied do not require erection/installation and commissioning at site, the purchaser, within three working days of issue of the provisional receipt, will issue acceptance certificate (of the goods ) to the supplier, provided the goods supplied are acceptable in terms of the contract. However, if the goods supplied also need erection/installation and commissioning, the purchaser will issue acceptance certificate within two working days, after successful erection/installation and commissioning. The supplier will then send its invoice along with the purchaser's acceptance certificate and other accompanying documents to the paying authority for payment.

The paying authority will release the full payment to the supplier as due in terms of the contract, within seven working days of receipt of supplier's invoice, purchaser's receipt certificate and other accompanying documents provided the same are in order.

Contd..3/-

2. Payment for training of purchaser's operator(s), if applicable.

After release of payment to the supplier as per sub-Para (a) above and after successful completion of training of the operator(s) in terms of the contract, the purchaser will immediately issue a certificate to this effect to the supplier. The supplier will thereafter send its invoice for training charges, along with the above certificate to the paying authority. The paying authority will release the payment to the supplier in terms of the contract within seven working days of receipt of supplier's invoice provided the invoice and the accompanying documents are in order.

x) Paying authority:

The Director, ICAR-Central Coastal Agricultural Research Institute, Old Goa

xi) Liquidated damage clause:

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 suitable 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.

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 of any ground, whatsoever, of the goods & services, supplied during the period of delay.

The purchaser's letter (to the supplier, with copies endorsed to others concerned) extending the delivery period will be subject to the above conditions.

xii) Warranty clause:

Warranty /Guarantee against all manufacturing defects is to be provided at least for a period of one year from the date of supply/ installation (Wherever installation is required).

xiii) 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

Contd..4/-

**2. You are also required to fulfil the following conditions and furnish the details as indicated in subsequent paragraphs.**

- a) At the time of awarding the contract, the purchaser reserves the right to increase or decrease by up to 25% the quantity of goods & services as specified in the list of requirements, without any change in the unit price or other terms & conditions.
- b) Please furnish a certified copy of your latest ITCC (Income Tax Clearance Certificate)
- c) Please indicate if you are currently registered with any Govt. organization and if registered, furnish all relevant details.
- d) Please state whether business dealings with you presently stand banned by any Government organization and, if so, furnish relevant details.
- e) A supplier shall not submit more than one quotation for the same set of goods
- f) The supplier shall at all times indemnify the purchaser, at no cost to the purchaser, against all third party claims of infringement of patent, trademark or industrial design rights arising from the use of the goods or any part thereof, with respect to the goods quoted by the supplier in its offer.
- g) The quotation(s) as well as the contract shall be written in English language. All correspondence and other documents pertaining to the quotation(s) and the contract, which the parties exchange, shall also be written in English. The quotation and all correspondence and documents relating to the quotation exchanged between the bidder and the purchaser may also be written in Hindi language provided that the same is accompanied by an English translation, in which case, for the purpose of interpretation of the quotation, the English translation shall govern.
- h) The contract shall be governed by the laws of India and interpreted in accordance with such laws.
- i) **The quotation/ offer shall remain valid for acceptance for a period not less than 90 days after the specified date of opening the offers.**

3. The quotation shall be sealed in an envelope. The envelope shall be addressed to the purchaser and it should also bear the tender enquiry no. and the words 'DO NOT OPEN BEFORE 04/08/2017(\*The time and date of opening of the tenders). This envelope should then be put inside another envelope, which will also be duly sealed. The outer envelope will bear the full address of the purchaser. **The supplier must ensure that its tender (i.e quotation), duly sealed as above, reaches the purchaser at least one hour before the time and date of opening of tenders.** The supplier may, at its choice, send the tender by regd. post or by speed post. Alternatively, the supplier may also hand deliver the tender to the purchaser in which case the purchaser shall give the supplier a receipt, indicating the time & date of receipt of the tender.

4. The tenders, which are received late by the purchaser will be ignored. Further, the purchaser does not accept any liability and responsibility for the tenders in case the same are not properly sealed & marked and /or sent as above.

**5. The tenders, which are received on time (as per Para 3 above), will be opened at purchaser's office at 15.00 hours on 05/08/2017. The purchaser will open the tenders in the presence of the tenderer's duly authorized representatives, who choose to attend the tender opening.**

Contd..5/-

6. The purchaser will evaluate and compare the quotations which are substantially responsive i.e. which are properly prepared & signed and meet the required terms, conditions, specification etc. The purchaser will award the contract to the supplier whose quotation will be determined to be responsive and offering the best evaluated price.

7. Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation or annul the tendering process and reject all quotations at any time prior to award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected tenderer or tenderers.

**8. Please submit your quotation accordingly. You shall sign all the pages of your quotation. Your price quotation may be furnished in the format enclosed as Annexure – 3**

**9. Details of beneficiary's name, Name of the bank and branch, address, bank account no, IFSC (Indian Financial System Code), MICR Code, etc of the bank branch must be prominently written in the bill.**

**You are also required to return this original tender enquiry (all the pages), as it is, duly signed by you on every page, for our record. You may retain a photocopy of this tender enquiry for your record.**

**Cost of the items may be preferred in duplicate duly PRE-RECEIPTED AND STAMPED after supply, which will be paid by e-payment (electronic payment) normally within one month from the date of supply. The following details may be intimated i) Account holder's name ii) type of account and account no. iii) Name of bank and address. iv) RTGs code no, of bank. V) IFSC No. of bank & MICR Code**

Signature of the purchaser  
Name: ASST. ADMINISTRATIVE OFFICER  
Address: ICAR RC for Goa  
Telephone No.: 0832-2284678  
0832-2284679  
0832-2285381  
Fax No. : **0832 2285649**

Encl: Annexure 1, 2, 3, 4 & 5

**LIST OF REQUIREMENTS**

**Specifications for Annual Report**

1. Size of publication: A-4 size (28cm X 21 cm approx.).
2. No. of Copies: 250 (Two hundred and fifty only).

**Charges for the following to be quoted for 250 copies**

A. Cover Page (Quote total cost)

Four color printing on 300 GSM imported art card including composing charges  
(Front and back) with lamination -

B. Inside Page

- i. Four color printing on 130 GSM imported art card paper including typesetting and composing charges (Quote per Page rate).
- ii. Black or single color printing on 130 GSM imported art card paper including typesetting and composing charges (Quote per Page rate).

C) Cost of binding (Total for 250 copies)

*Note – Firm should depute DTP person at the Institute for carrying out the final typesetting work.*

**LIST OF REQUIREMENTS**

**Specifications for Technical bulletins**

1. Size of publication: 1/8<sup>th</sup> Dummy size.
2. No. of Copies: 500 (Five hundred only) and 200 (Two Hundred only)

**Charges for the following to be quoted for 500 copies and 200 copies.**

A. Cover Page (Quote total cost)

Four color printing on 250 GSM imported art card including composing charges (Front and back) with lamination -

B. Inside Page

- i. Four color printing on 130 GSM imported art card paper including typesetting and composing charges (Quote per Page rate).
- ii. Black or single color printing on 130 GSM imported art card paper including typesetting and composing charges (Quote per Page rate).
- iii. Double or two color printing on 130 GSM imported art card paper including typesetting and composing charges (Quote per Page rate).

C) Cost of binding – For total for 500 copies and total 200 copies

*Note – Firm should depute DTP person at the Institute for carrying out the final typesetting work.*

**LIST OF REQUIREMENTS**

**Specifications for News Letter (For one issue)**

- |                          |   |
|--------------------------|---|
| 1) Printing :            | Offset printing.  |
| 2) Number of Copies :    | 250 Nos.  |
| 3) Size of publication : | A- 4 Size (28 cm X 21 cm).  |
| 4) Number of Pages :     | Total rates to be quoted separately for<br>a) Six<br>b) Eight<br>c) Ten<br>d) Twelve<br>e) Fourteen<br>f) Sixteen<br>(As per our sample which can be referred at the Institute) |

**Charges to be quoted for :-**

- 1) Four color printing with color separation including layout, typesetting and printing charges on 170 GSM Art card paper with lamination.

*Note – Firm should depute DTP person at the Institute for carrying out the final typesetting work.*



**LIST OF REQUIREMENTS**

**Specifications for Technical folders**

1. Printing type: Offset Printing.
2. Size of publication: 46 cm x 27 cm (with 2/3 folds)
3. No. of copies: 500 (Five hundred only).

**Charges to be quoted for :-**

Four color printing with color separation including layout, typesetting and printing charges on 170 GSM Art card Paper with lamination.

*Note – Firm should depute DTP person at the Institute for carrying out the final typesetting work.*

**Annexure –6**

**SPECIFICATIONS & OTHER TECHNICAL DETAILS**  
**OF THE ITEMS AND SERVICES (SHOWN IN ANNEXURE –1-4)**

**NOTE:** E-payment details are compulsory. Details of beneficiary’s name, Name of the bank and branch, address, bank account no, IFSC (Indian Financial System Code), MICR Code, etc of the bank branch must be prominently written in the bill.

**Annexure-6**

**FORMAT OF PRICE QUOTATION**

S.No.	Description of goods & allied services	Specification	Accounting unit	Qty	Quoted unit price in Rs.		Total amount in Rs.
					In figures	In words	

Grand total Cost Rs. \_\_\_\_\_

**We agree to supply the above goods & allied services. We confirm that the same will meet the description, specification and other technical details as required in the tender enquiry.**

We confirm that we agree to all other terms & conditions of your tender enquiry including the terms of delivery, period of delivery and warranty provision.

We have furnished all the information, as required in the tender enquiry and attached the relevant documents.

(In case of tenderer desires to put some additional /modified stipulations. Terms & conditions etc. the same may be clearly indicated)

We confirm that our offer will remain valid for acceptance for \_\_\_\_\_ days after the date of opening of tenders.

.....

(Signature, name and designation of the authorized executive of the tendering firm)  
For and on behalf of .....

(Name and address of the tendering firm)

.....

(Seal of the tendering firm)

Date:

Place:

# Financial Bid Format for Submitting Quotations for Printing Jobs

## Annexure -1 for Annual Report (For 250 Copies)

1. Cover Page Charges Rs. ....
2. Inside Page Charges per page (Four Color Printing) Rs. ....
3. Inside Page Charges per page (Black or Single Printing) Rs. ....
4. Cost of Binding Rs. ....

# Financial Bid Format for Submitting Quotations for Printing Jobs

## Annexure -2 for Technical Bulletins

### For 500 Copies

1. Cover Page Charges Rs. ....
2. Inside Page Charges per page (Four Color Printing) Rs. ....
3. Inside Page Charges per page (Black or Single Printing) Rs. ....
4. Inside Page Charges per page (Double or Two Color Printing) Rs. ....
5. Cost of Binding for 500 Copies Rs. ....

### For 200 Copies

- Cover Page Charges Rs. ....
- Inside Page Charges per page (Four Color Printing) Rs. ....
- Inside Page Charges per page (Black or Single Printing) Rs. ....
- Inside Page Charges per page (Double or Two Color Printing) Rs. ....
- Cost of Binding for 200 Copies Rs. ....

# Financial Bid Format for Submitting Quotations for Printing Jobs

## Annexure -3 for News Letter (for One issue) For 250 Copies

- |                   |          |
|-------------------|----------|
| 1. Six Pages      | Rs. .... |
| 2. Eight Pages    | Rs. .... |
| 3. Ten Pages      | Rs. .... |
| 4. Twelve Pages   | Rs. .... |
| 5. Fourteen Pages | Rs. .... |
| 6. Sixteen Pages  | Rs. .... |

**Financial Bid Format for Submitting Quotations for Printing Jobs**

**Annexure -4 for Technical Folder For 500 Copies**

Technical Folder

Rs. ....

# Format for Submitting Quotations for Printing Jobs

(Rate me be quoted separately for Annexure-1, Annexure-2, Annexure-3 & Annexure-4 )

Printing Charges (inclusive of imposition and Plate-making) when soft copy is provided by us

	B/W	Single Color (other than black)	4-color
(i) First 250/500 printing	Rs. ....	Rs. ....	Rs. ....
(ii) Additional per 100 printing	Rs. ....	Rs. ....	Rs. ....
• CTP (Computer to Plate) Setting		Rs. ....	
• Paper Charges	Rate per kg		Brand
A. Superior Maplitho Paper	Rs. ....		.....
B. Sinarmas art Paper	Rs. ....		.....
C. Sinarmas art card Paper	Rs. ....		.....
D. Ledger Paper	Rs. ....		.....
• Binding Charges			
A. Centre Pinning- upto 32 pages per copy			Rs. ....
upto 80 pages per copy			Rs. ....
B. Perfect Binding upto 80 pages per copy			Rs. ....
upto 120 pages per copy			Rs. ....
C. Hard bound section binding of 160 pages			Rs ....
Additional charges per section of 16 pages			Rs ....
• DTP Charges per pages (A4 Size)			: B/W Rs.
.....			
		: Four Color	Rs. ....
• Lamination Charges			Rs. ....
• Tax, if applicable			Rs. ....
• Proof printout charges		: B/W	Rs. ....
		: Four Color	Rs. ....