



**भाकृअनुप-राष्ट्रीय प्राकृतिक रेशा अभियांत्रिकी एवं प्रौद्योगिकी संस्थान**  
**ICAR-National Institute of Natural Fibre Engineering and Technology**

(पूर्व भाकृअनुप\_निरजैफ्ट Erstwhile ICAR-NIRJAFT)

भारतीय कृषि अनुसंधान परिषद INDIAN COUNCIL OF AGRICULTURAL RESEARCH

**12, रीजेन्ट पार्क, कोलकाता -700040 12, REGENT PARK, KOLKATA -700040**  
(आईएसओ 9001:2015 प्रमाणित संस्थान ISO 9001:2015 CERTIFIED INSTITUTE)

दूरभाष Phone: 2471-1807 (निदेशक Director), 24212115/16/17 (ईपीबीएक्स EPBX), फैक्स Fax: ++91-33-24712583

ई-मेल E-Mail- director.ninfet@icar.gov.in, nirjaftdirectorcell13@gmail.com, वेबसाइट/Website:  
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F.No: 3(3)/Adm III/Printing ARC /19-20

Date: 31.05.2019

### TENDER NOTICE

- INVITATION OF E-TENDER FOR AWARD OF ANNUAL RATE CONTRACT FOR PRINTING AND BINDING OF ANNUAL REPORTS, NEWSLETTERS, BOOKS, BULLETINS & OTHER PUBLICATIONS AT ICAR NINFET, KOLKATA:

Date and Time for Publishing	31.05.2019 at 05:00PM
Document Download Start Date and Time	31.05.2019 at 05:00PM
Bid Submission start Date and Time	01.06.2019 at 10:00AM
Bid Submission End Date and Time	27.06.2019 at 02:00PM
Date and Time for Opening of Bids	28.06.2019 at 03:00PM

The Tender document is available in Central public procurement portal [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app) (e-procurement). The Tender document is also available at our website- [www.nirjaft.res.in](http://www.nirjaft.res.in) (Tender id: 2019\_DARE\_474393\_1).

**NOTE:**

1. The Director, NINFET may at his discretion extend this date by a fortnight and such extension shall be binding on Tenderers.
2. E-Tenders are to be submitted through the website [www.eprocure.gov.in](http://www.eprocure.gov.in). Tenders sent through any other mode will not be accepted.

**Assistant Administrative Officer (Adm. III)**

**NOTE: All communications must be addressed to Director (by designation), ICAR-National Institute of Natural Fibre Engineering & Technology, 12 Regent Park, Kolkata- 700 040**

1. The bidders are to submit the quotation in single bid system. The online bid should contain the **documents mentioned in page no 8**. The Financial offer/quotation/rate should be quoted in the attached BOQ (Financial Bid Part-A) and .PDF document (Financial Bid Part-B). Any deviation from the required documents/ informations must be justified with proper documentary proof.
2. An **Earnest money of Rs.20,000/- (Rupees Twenty Thousand only)** for the service must be deposited in the form of demand draft only drawn in favour of "ICAR NINFET" and payable at any Nationalized Bank in Kolkata sent through post /submit in person in original **up to the bid submission end date**. A scanned copy of the DD should be attached in online bid. **The Tender will not be considered** if the Earnest Money by means of demand draft is not reached this office up to the bid submission end date or if the details of the DD does not match with the uploaded scanned copy of the DD. ICAR-NINFET shall not be held liable for late receipt of EMD due to postal delay or other reasons. No other form of deposit will be accepted. No interest will be calculated on EMD.
3. **E-Tender** is to be submitted only through CPP portal up to the bid submission end date. **Tenders submitted through any other mode will not be accepted.**
4. **Sample** for atleast one type of printing publication has to be provided in hard copy (non returnable) **alongwith the EMD (hard copy)**. **The Tender will not be considered if Sample for atleast one type of printing publication is not reached this office up to the bid submission end date.**
5. 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.
6. Any conditional tenders will not be accepted.
7. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
8. GST or any other tax applicable or made applicable in respect of this contract shall be payable by contractor which will be reimbursed by the Institute. However the contractor will submit a copy of GST Depository challan to the Institute alongwith bill.
9. Decision of Competent Authority, ICAR NINFET shall be final for any aspect of the contract and will be binding on all parties. Disputes arising, if any, on the contract will be settled at his level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by Director, ICAR NINFET. 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. All disputes arising are subject to Kolkata Jurisdiction only.
10. The Authority reserves the right to relax any/all of the clause.
11. **Security Money:** The successful tenderer will be required to deposit a sum of Rs.40,000/- (Rupees Forty thousand only) as security money in the form of Demand drawn only in favour of Director, ICAR-NINFET and payable at Kolkata. The security money of the successful

tenderer will be refunded (without any interest accrued thereon) after the expiry of the contract satisfactorily. However, if the services of the firm are not found suitable and repeated complaints are received from users and the complaint is not attended to/rectified on same day by the firm, then the security deposit of the firm shall be liable to be forfeited.

12. The payment shall be made through Electronic mode payment-direct into the Bank account on Half-yearly basis upon submission of bill by the contractor alongwith satisfactory reports from the users. The Bank details for making payment through Electronic transfer may kindly be furnished in the proforma attached.

**Assistant Administrative Officer (Adm. III)**



**Standard specifications for Annual report, Newsletter, Book, Brochure, Folder, Leaflet  
and Technical Bulletin of ICAR-NINFET**

**1. NEWSLETTER**

Number of copies : 250  
Size : 8.2" X 10.8"  
Number of pages : 16 Pages  
Paper Specification : 200 GSM Mat Art  
Print : All colour print including colour photographs  
Fabrication : Centre staples at two places, Lamination & UV coating on cover page

**2. ANNUAL REPORT**

Number of copies : 250  
Size : 8.2" X 10.8"  
Number of pages : Minimum 100\*  
Cover Page specification: 250 GSM Mat Art Board / Hard Board  
Inner Page Specification : 130 GSM Mat Art  
Print : All colour print including colour photographs  
Fabrication : Lamination & UV coating on cover page,  
Binding : Gum with stitch bonding  
\* The rates for additional pages will be estimated based on rate per colour page.

**3. TECHNICAL BULLETIN**

Number of copies : 200  
Size : 6.4" X 9.4"  
Number of pages : 30 Pages  
Cover Page specification: 250 GSM Mat Art Board  
Inner Page Specification : 170 GSM Mat Art  
Print : All colour print including colour photographs  
Fabrication : Plain four colours or Lamination & UV coating on cover page  
Binding : Gum with Stitch bonding

**4. BROCHURE**

Number of copies : 500  
Size : 6" X 9"  
Number of pages : 4 Pages  
Cover Page specification: 250 GSM Mat Art Board  
Print : All colour print including colour photographs  
Fabrication : Plain colour mat or Lamination & UV coating on cover page

**5. FOLDER**

Number of copies : 200  
Size : 8" X 11"  
Number of pages : 12 pages  
Cover Page specification: 250 GSM Mat Art Board  
Print : All colour print including colour photographs  
Fabrication : Lamination & UV coating on cover page, Centre staples at two places

## **6. BOOK**

Number of copies : 200

Size : 8.5" X 11"

Number of pages : Minimum 104<sup>#</sup> Pages

Cover Page specification: 250 GSM Mat Art Board / Hard Board

Inner Page Specification : 130 GSM Mat Art

Print : All Black & White print including photographs\*

Fabrication : Lamination & UV coating on cover page, Gum with stitch bonding

\* For printing colour pages, the rate per colour pages will be replaced by the respective rate per black & white pages

<sup>#</sup> The rates for additional pages will be estimated based on rate per colour page/ B&W page.

## **7. LEAFLET**

Number of copies : 200

Size : 8.2" X 11.5" / 5.8" X 8.2"

Number of pages : 2 Pages

Cover Page specification: 50-70 GSM Glossy

Print : All colour print including colour photographs

Fabrication : Lamination & UV coating on cover page



## Terms and Conditions

1. The rates to be tendered by the firm should be valid for two years in the first instance. Once the rates are submitted and accepted, requests for any increase will not be considered during this period.
2. Detailed specifications of the printing items are mentioned on Page No. 4-5. The rates for the job should be quoted for each item separately. **The tender will be evaluated on the basis of total price of all items to be taken together. The bidder will have to quote the rate for all the 7 nos of items mentioned. If the rate for any of the 7 nos of above mentioned items is missing then the tender will be considered to be incomplete and the bid/tender will be summarily rejected.** If the tenders are found incomplete in any respect, it will not be considered.
3. For all printing jobs, the firm has to submit the softcopy of the final version of the printing material in Web format (preferred HTML)/PDF format to NINFET, Kolkata.
4. The tenderer is being permitted to tender the consideration of the stipulations of his part that after submitting his tender, he will not resign from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the forgoing stipulations, the amount of Earnest Money will be forfeited.
5. The Institute will insist upon timely printing of jobs. **Tentative printing schedules will be given for each job in the work order. In case of failure on this account, the firm may be imposed penalty as per decision of the Competent Authority for the delay.**
6. 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 JPEG format. Matter setting and photo editing will have to be done by the Firm.
7. Complete ferro/ammonia proofs/laser printouts in colour and in black & white will have to be shown to the Institute for its approval before undertaking the final printing without any extra cost to the Institute. The instructions/corrections marked by the Institute on the ferro/ammonia proofs/laser printouts in colour and black & white will have to be carried out very carefully by the Firm.
8. The Competent Authority of ICAR-NINFET is not bound to accept the lowest tender or any tender if found any technical discrepancies in the tender or if not satisfied with the printing quality of samples provided. The Authority reserves the right of accepting the whole or any part of the tender. The decision of the Authority in this regard shall be final and binding on the Firm.
9. The printing contract may be terminated at any stage of the work at the discretion of the Competent Authority, ICAR-NINFET without assigning any reason and payment will be made for the work which has already been completed if found satisfactory.
10. The rate contract will be valid for two years from the date of issue of work order and no hike in the rate will be permissible. The printing arrangement may be extended on the existing rates, terms and conditions after satisfactory performance of the firm.
11. 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 manner.
12. In case of partnership firms, the tender and all other related documents must be signed by every partner of the firm. A person signing the tender form or other/documents forming part of the contract on behalf of another shall be deemed to warranty that he has of signing authority to do so. The Authority 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 tender and annexure, if any, should be signed by the tenderer(s).
13. The no. of copies mentioned in the tender document is a projected requirement. In case the actual no. of copies ordered to be printed is more / less than mentioned, the cost will be proportionately calculated.
14. Two proof reading materials shall be provided by the firm to ICAR-NINFET, Kolkata free of cost.
15. Payment will be made by e-transfer after delivery of the printed material in good conditions and on presentation of bill, challan and order copy in duplicate. No advance payment will be given at any cause.
16. All disputes are subject to Kolkata Jurisdiction only.

**Instructions For filling up the Financial Bid Part A (BOQ) &**

**Financial Bid Part B (PDF):**

1. The tenderer have to submit bid in the attached **Financial Bid Part A (BOQ in .XLS format)** and **Financial Bid Part B (.PDF format)**.
2. The tenderer has to submit '**Consolidated rate per piece (without tax)**' and '**GST amount**' separately in respective columns for each of the 07 items in the **BOQ (Financial Bid Part A)**.
3. The **detailed break up of rates** are to be submitted in the **Financial Bid Part B (.PDF document)** for each of the 07 items in respective rows.
4. **NOTE:** The amounts mentioned in '**Total consolidated rate per piece... (with taxes)**' for each of the 07 items in the **Financial Bid Part B** should exactly match the amounts mentioned in the column '**Total consolidated rate per piece with taxes**' against each of the 07 items in the **Financial Bid Part A**. Any deviations/ mismatch between the said amounts mentioned in the **Financial Bid Part A** and **Financial Bid Part B** for any of the 07 items will not be considered.



## Online Bid Submission Details

### **Online Bid Submission:**

The Online bids (complete in all respect) must be uploaded online in Two Covers as explained below:-

<b>COVER - 1</b>			
S. No.	Documents	Label Content	File types
1	<b>Technical Bid</b>	Scan copy of the Form mentioned on <b>Annexure-I</b> duly filled up.	.PDF
2		Scan copy of the Form mentioned on <b>Annexure-II</b> duly filled up.	.PDF
3		Self attested certificate whether <b>Sample</b> for atleast one type of printing publication has been sent to this office in hard copy (Yes/No. If yes, please mention mode of dispatch)	.PDF
4		Scan copy of Earnest Money Deposit by way of Demand Draft Or Scan copy of certificate for EMD exemption, if claiming	.PDF
5		Scan copy of Registration of Firm for printing jobs/Trade License of the firm under the work contract from Government.	.PDF
6		Scan copy of Documents showing minimum turnover of the firm not less than Rs.25.00 lakh (Rupees Twenty Five lakh only) during the last financial year.	.PDF
7		Scan copies of Last two years (at least) satisfactory performance certificate from the clients in the field of such contract in Central Govt. establishments/Autonomous bodies of Govt. of India /State Govt Offices/.	.PDF
8		Attested scan copy of GST registration certificate issued by appropriate govt. department.	.PDF
9		Attested scan copies of PAN Card	.PDF
10		Attested scan copies of Income Tax Deposit proofs>Returns etc.	.PDF
11		Scan copy of complete bank details for e-payment : Account Information, Viz. Name of the Bank and Branch, Address, type of Account No, IFS Code, SWIFT Code (For foreign Exchange payment), MICR Code and PAN No.	.PDF
12		Certificate mentioning whether black listed or not.	.PDF
13		Financial Bid Part A : BOQ	.XLS
14		Financial Bid Part B	.PDF



TENDERER TO FILL UP THIS PAGE (In the Letterhead of the Firm)

1 (a) Name of the Tenderer firm/ Organization/ Agency:

(b) Name of the Proprietor/ Partner:

2. Office Address of the Firm:

3. Telephone/ Mobile No. :

4. Fax No. :

5. E-mail Address:

6. Website address if any:

7. i) GST Registration No:

ii) Trade License No:

iii) PAN No:

8. i) Firm's Bank Account No and Type of Account:

ii) Name of Bank & Branch:

iii) IFSC Code No:

9. EMD Details:

i. DD No./ NSIC No./MSME No.

ii. Date:

iii. Bank Name:

iv. Amount:

10. Name of Public Sector/Govt. organization to whom similar services have been provided by the firm during the last five years:

11. Name of authorized representative(s):

12. Whether proprietary or partnership Firm or Company:

Signature of Authorized person of the  
Firm/Agency with seal

Date:

ANNEXURE-II

Tender Covering Letter  
(In Firm's Letterhead)

Ref No:

Date:

To  
The Director,  
NINFET  
12, Regent Park  
Kolkata-700 040

Subject: Your tender notice no ..... dated ..... (Tender id: ..... ) for award of annual rate contract for **printing and binding of annual reports, newsletters, books, bulletins & other publications** at ICAR NINFET, KOLKATA.

We the undersigned have examined the above mentioned tender document. We now submit our offer for the said contract in conformity with your stipulated terms and conditions along with requisite EMD/ Security deposit enclosed.

If our tender is accepted, we undertake to perform the service as mentioned above, in accordance with the mutually agreed schedule as may be specified in your order/contract. We agree to keep our tender valid for acceptance for a period of three months. Modification, if any may be specified in the special terms or for subsequently extended period agreed by us. We also accordingly confirm to abide by this tender up to the aforesaid period and the tender may be accepted any time before the expiry of the aforesaid period and also that our EMD/ Security deposit shall be liable to be forfeited, if we withdraw from the tender or fail to abide by the contract terms in due manner, if selected, subsequently and within the above bid validity period. We, further confirm that until a formal contract is executed with or Order is awarded on us, this tender read with your written letter or intent or acceptance thereof within the aforesaid period will constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

For and on Behalf of  
Signature of Authorized person  
With Company Seal and Date

(In the Letterhead of the Firm)

To  
The Director,  
NINFET  
12, Regent Park  
Kolkata-700 040

Subject: Authorization for attending bid opening on .....(date) in the  
Tender no.....  
for.....

Sir,

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of .....(Bidder's name) in order of preference given below.

Name in Order of Preference

Specimen Signature

1.

2.

Signature of bidder or Officer authorized to  
sign the bid Documents on behalf of the bidder

Note:

- 1) Only one representative will be permitted to attend bid opening
- 2) Permission for entry in the hall where bids are to be opened will be refused in case authorization as prescribed above is not produced.