



# **ICAR – INDIAN INSTITUTE OF SOIL SCIENCE**

**NABI BAGH, BERASIA ROAD, BHOPAL - 462038**

## **TENDER DOCUMENT**

**INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING  
TENDER FOR ANNUAL RATE CONTRACT FOR PRINTING WORK AT ICAR-IISS, BHOPAL-462038.**

### **Contact Details**

**SENIOR ADMINISTRATIVE OFFICER  
ICAR – INDIAN INSTITUTE OF SOIL SCIENCE,  
NABI BAGH, BERASIA ROAD, BHOPAL - 462038, MADHYA PRADESH  
TEL. NO. (0755) 2747375 (EXT. NO. 233 & 262) FAX. NO. (0755) 2733310  
Website <http://www.iiss.nic.in>**

# ICAR – INDIAN INSTITUTE OF SOIL SCIENCE

NABI BAGH, BERASIA ROAD, BHOPAL - 462038

**File No. 5-684/2019-20/P&S/IISS**

## E Tender Notice

### **INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING TENDER FOR ANNUAL RATE CONTRACT FOR PRINTING WORK AT ICAR-IISS, BHOPAL-462038.**

The ICAR-IISS invites **online** OPEN TENDER IN TWO BIDS (TECHNICAL AND FINANCIAL) through e-tendering from reputed firms with adequate experience and financial capability for **ANNUAL RATE CONTRACT FOR PRINTING WORK AT ICAR-IISS, NABI BAGH, BERASIA ROAD, BHOPAL-462038**

The open tender enquiry document contains the following: -

### CRITICAL DATA SHEET

TENDER NUMBER	<b>F. No. 5-684/2019-20/P&amp;S/IISS</b>
TENDER COST	<b>Rs. Nil</b>
DESCRIPTION OF ITEM	<b>TENDER FOR ANNUAL RATE CONTRACT FOR PRINTING WORK AT ICAR-IISS, NABI BAGH, BERASIA ROAD, BHOPAL-462038</b>
TYPE OF TENDER	Two Bid System (Technical & Financial)
BID SUBMISSION START	<b>19.11.2019 from 10:00 AM onward</b>
BID SUBMISSION END DATE	<b>16.12.2018 at 5:00 PM</b>
DATE AND TIME OF OPENING OF TENDERS (TECHNICAL BID)	<b>18.12.2018 at 03:00 PM</b>
DATE AND TIME OF OPENING OF TENDERS (FINANCIAL BID)	To be notified later only to those firms who qualify in the technical bid process.
OPENING OF BIDS	ICAR-INDIAN INSTITUTE OF SOIL SCIENC NABI BAGH, BERASIA ROAD, BHOPAL-462038
BID VALIDITY	120 days from the date of Technical Bid opening

EMD	<b>Rs. 10,000/- (Rupees Ten Thousand Only) through Demand Draft drawn in favour of "ICAR UNIT- IISS, BHOPAL".</b>
SUBMISSION OF BIDS	Online bids (Technical & Financial) uploaded on CPP Portal ( <a href="http://www.eprocure.gov.in/eprocure/app">www.eprocure.gov.in/eprocure/app</a> )
Details of tender	Tender Documents and Notice is also available on ICAR- IISS website <a href="http://www.iiss.nic.in">www.iiss.nic.in</a>

**IMPORTANT NOTES:-**

1. Tender Documents can be downloaded from ICAR-IISS website [www.iiss.nic.in](http://www.iiss.nic.in) or from Central/Public Procurement Portal [www.eprocure.gov.in](http://www.eprocure.gov.in). Bidders should enroll / register in the e- procurement module of Central Public Procurement Portal through the website: [www.eprocure.gov.in](http://www.eprocure.gov.in). Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.  
**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.**
2. ICAR-IISS reserves the right to accept / reject any /all tenders in part /full without assigning any reason thereof.
3. ICAR-IISS will not be responsible for any delay in enrolment / registration as bidder or submitting/uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website [www.eprocure.gov.in](http://www.eprocure.gov.in) and enroll their Digital Signature Certificate (DSC) and upload their quotation well in advance.
4. Any changes / 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.

**NOTE:**

1. The Director, ICAR-IISS may at his discretion, extend this date by a fortnight and such extension shall be binding on Tenderers. If the date up to which the Tenders is open for acceptance is declared to be a holiday the Tenders shall be deemed to remain open for acceptance till the next working day
2. All communications must be addressed to The Director, ICAR-Indian Institute of Soil Science, Bhopal.

**Senior Administrative Officer**



हर कदम, हर डगर  
किसानों का हमसफर  
भारतीय कृषि अनुसंधान परिषद

*Agriseach with a human touch*

SPEED POST/FAX

भारतीय मृदा विज्ञान संस्थान (भा० कृ० अनु० प०)  
नबीबाग, बैरसिया रोड, भोपाल – 462038  
**Indian Institute of Soil Science**  
Nabibagh, Berasia Road, Bhopal – 462 038 (M.P.)  
Tel. No.(0755)2730970/2734221 (Ext. No. 233 & 261) Fax. No. (0755) 2733310

F.No. 5-684/2019-20/P&S/IISS

Sub: Tender for Printing work - reg.

Dear Sir(s),

On behalf of the Director of this Institute, I am to invite your lowest quotation for **Annual Rate Contract for Printing Work under two bid system (Technical & Financial (BOQ))**.

GENERAL TERMS AND CONDITIONS FOR TENDERERS  
(To be signed and submitted along with the Tender by the Tenderers)

Along with Tender and offer copies of the following document/ information may clearly be mentioned.

1. Valid GST No. may be furnished.
2. Prices to be quoted on F.O.R. Nabi Bagh, Bhopal basis and valid up to one year from the date of award of contract.
3. It should be clearly stated whether the rates quoted by the firm are inclusive of tax.
4. Incomplete or vague tenders will be rejected. There should be no cutting / overwriting. The cuttings if any should be duly attested. Unattested/ Amended/ overwritten figures will not be considered.
5. Payment Terms: Payment will be released within reasonable time, say within 30 days after successful and satisfactory execution of work orders. Request for advance payments, delivery against payment or payment against dispatch will not be accepted.
6. In case delivery is not done as per stipulated/mentioned prescribed date of this Institute work order or a maximum of one month whichever is earlier, a penalty can be charged @ 0.5% per week, subject to a maximum of 10% of the cost. The work order will be treated as cancelled automatically at the contractor risk and cost including forfeiting the EMD/ Security Deposit. Any delay or inability for completion / execution of work may please be intimated immediately.
7. Firm may obtain approval of proof of document to be printed from Indenter.
8. EMD (BID Security) : **Rs.10,000 (Rs. Ten Thousand Only)** In the form of Demand Draft only drawn in favour of " ICAR UNIT–IISS,BHOPAL" on any nationalized bank at Bhopal.
9. **Security deposit:** The successful bidder will be required to deposit security deposit **Rs.50,000/- (Rupees Fifty Thousand Only)** within 10 (Ten) days after the issue of letter of award by this Institute.

NAME OF THE FIRM

RUBBER SEAL

SIGNATURE \_\_\_\_\_

Contd...

10. The Director reserves the right of accepting or rejecting all or any application for issue of tender form and subsequently of accepting or rejecting all or any part of the tender without assigning any reason. Further, the institute reserves the right to verify the information/ document furnished and to carry the overall interest of capability of the tenders. If the circumstances so warrant in the overall interest of the institute the decision of the Director, IISS, shall be final and binding on the Tenderer.
11. This Institute reserves the right to reject the publication in part or in full covered in the order at the stage prior to payment if they are not according to the specification, Part supplies against the order will not be accepted unless otherwise agreed, prior to execution of work only under special circumstances on full justification / reasons to be given.
12. The sealed quotations and tender document duly completed in all respect along with Earnest Money deposit should be sent by addressing a letter on the letter pad of the firm to the Senior Administrative Officer of the Institute at the aforesaid address.
13. Price should be inclusive of all discounts.
14. No correspondence/clarification unless asked for will be entertained after the due date of submission of the Tender.
15. The rates quoted should be valid for one year from the date of award of Tender.
16. In all matters of dispute, the decision of the Director of this Institute shall be final and binding on the Tenderer.
17. TDS/GST etc. will be deducted as per govt. rules. Please mention your PAN No. & GST Number.
18. Payment will be made within a reasonable time say within 30 days and only after material/ stores (Which do not require installation) received in good condition and according to the specifications of the Institute. Advance payment will not be made as per GOI rules. Therefore, quotation with condition for asking advance payment will be rejected. Since the mode of payment will be e-payment system, hence Bank Account Number, name of bank with location and IFSC Code Number of Bank may be furnished on the body of the bill.
19. The institute reserves the right to reject any or all the quotations/Tender(s) received without assigning any reason thereof.
20. All communications may be addressed to the Senior Administrative Officer of the Institute by DESIGNATION ONLY and NOT BY NAME.
21. All pages of the Tender/ quotations should be numbered and signed by the Tenderer with a seal of the firm.

I have carefully read the above General terms and conditions and are acceptable to me and all the required formalities as desired by you have been enclosed/ completed.

**NAME OF THE FIRM**

**RUBBER SEAL**

**SIGNATURE** \_\_\_\_\_

**Contd...**

**PROFORMA FOR REFUND OF EMD**  
(To be submitted on the letter head of the firm submitting tender)

To,  
The Director,  
Indian Institute of Soil Science  
Nabibagh, Berasia Road,  
Bhopal – 462 038.

Sub: Request for refund of EMD against Tender No.5-369/2014-15/P&S/ISS due on \_\_\_\_\_.

Sir,  
I request you that the EMD deposited by me against tender **F. No. 5-684/2019-20/P&S/ISS Due on \_\_\_\_\_** quoted for the following rate contract may kindly be refunded.

Sl. No.	Particulars	DD. No.& date	Amount
1	Annual rate Contract for Printing Work		

**PRE – RECEIPT**

Received Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only  
from Director, Indian Institute of Soil Science, Bhopal against refund of EMD deposited  
against tender **F.No. 5-684/2019-20/P&S/ISS due on \_\_\_\_\_** for **Annual rate contract of  
printing work.**

SIGNATURE

With affixing Rs. 1/- revenue stamp