



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

AgriSearch with a human touch

BY SPEED POST/FAX

भारतीय मृदा विज्ञान संस्थान (भा0कृ0अनु0प0)
नबीबाग, बैरसिया रोड, भोपाल – 462038
Indian Institute of Soil science(ICAR)
Nabibagh, Berasia Road, Bhopal – 462038 (M.P.)
Tel. No.(0755)2747375 EPABX:2730970/2734221 (Ext. No. 233 & 261) Fax. No. (0755) 2733310

TENDER NOTICE

Sealed tenders are hereby invited from reputed firms for entering into Rate Contract for following works:-

Sl.no.	Name of work	Tender No.	Due Date
01.	Rate contract for Printing work	F.No. 5-369/2014-15/P&S/IISS	28.11.2015

The blank tender forms along with the schedule can be downloaded from our website www.iiss.nic.in. A DD worth Rs.300/- drawn in favour of "ICAR UNIT, IISS, BHOPAL" may be enclosed with tender document, failing which the tender will not be considered.

Last date for submission of tenders is 28.11.2015. Tender will be opened at 11 AM on 30.11.2015.

I/c Administrative Officer



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Indian Institute of Soil Science
Nabibagh, Berasia Road, Bhopal – 462 038 (M.P.)

Tel. No. (0755) 2747375 EPABX: 2730970/2734221 (Ext. No. 233) Fax. No. (0755) 2733310

SCHEDULE OF TENDER

1	Tender No. & Due Date	:	F.No. 5-369/2014-15/P&S/IISS Due Date: 28.11.2015.
2	Name of work	:	Rate contract for Printing work
3	Date of sale of tender documents	:	From __.11.2015 to 28.11.2015.
4	Last date of receipt of complete tender	:	28.11.2015 up to 5.00 PM
5	Date of opening of tender	:	At 11.00 AM on 30.11.2015 in the Committee room of IISS, Nabibagh Berasia Road, Bhopal.
6	Earnest Money Deposit	:	As mentioned in the Tender documents.
7	Mode of submitting tenders	:	Tender must be addressed to the Administrative Officer, Indian Institute of Soil Science, Nabi Bagh, Berasia Road, Bhopal-462038. Envelope of tender should clearly state at the top Tender F.No. 5-369/2014-15/P&S/IISS Due on 28.11.2015 for printing work.

NOTE:- Tender documents downloaded from website of the Institute should be accompanied with DD for Rs, 300/- in favour of **ICAR Unit, IISS Bhopal** payable at **Bhopal** without which tenders will not be entertained.

I/c Administrative Officer



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Nabibagh, Berasia Road, Bhopal – 462 038 (M.P.)

Tel. No.(0755)2730970/2734221 (Ext. No. 233 & 261) Fax. No. (0755) 2733310

F.No.5-369/2014-15/P&S/IISS

Dated: 28.11.2015

Sub: Quotation for Printing work - reg.

Dear Sir(s),

On behalf of the Director of this Institute, I am to invite your lowest quotation for the printing work as per Annexure-I

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.

01. Valid sales tax registration certificate may be furnished.
02. Price to be quoted for should be on F.O.R. Nabi Bagh, Bhopal and valid up to one year.
03. It should be clearly stated whether the rates quoted by the firm are inclusive of Central/ State Sales tax. Excise Duty as applicable and packing/ forwarding charges etc. In case rates quoted for are exclusive of above; full rates of the same may clearly be indicated. No form 'C or D' will be issued.
04. 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.
05. 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 documents through bank will not be accepted.
06. In case delivery is not done as per stipulated/ mentioned prescribed date of this Institute work order a penalty can be charged @ 2% 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.
07. EMD (BID Security) : Rs. **20000/-**(Rs. **Twenty thousand only**) In the form of Demand Draft only drawn in favour of " ICAR UNIT –IISS,BHOPAL" on any nationalized bank at Bhopal.
08. **Security deposit:** The successful bidder will be required to deposit security deposit **Rs. 50000/- (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 _____

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09. 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 n 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.
10. 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.
11. All communications must be addressed to the Administrative Officer of the Institute by DESIGNATION ONLY and not by name.
12. Institute will not be responsible for any postal delay. The last date of receipt of duly completed tender will not be extended in any case. In case of seeking tender by post, self – stamped envelope, of appropriate value (postage stamp worth Rs.50/-) must be enclosed.
13. 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 Administrative Officer of the Institute at the aforesaid address.
14. The amount of Earnest money to be deposited is mentioned along with the specification. Any Earnest money deposited (EMD) earlier to this Tender notification will not be considered for this tender.
15. The envelope should clearly state at the top “**Tender No. 5-369/2014-15/P&S/IISS DUE ON 28.11.2015 for Printing Work**” along with a forwarding letter giving details as under. The tender of the firm not following these instructions will be rejected and EMD will also be forfeited.

Sl.No	Tender No with due date	DD NO. & Date	Amount
1.	F.No.5-369/2014-15/P&S/IISS Due on 28.11.2015		
	Total EMD deposited -----		

16. There should be no cuttings and overwriting. The cutting, if any, should be duly attested. The unattested amended/ overwritten figures will not be considered.
17. Price should be inclusive of all discounts.
18. Rate of “Sales Tax” and “Other Taxes @ ----- for items at Sl. No. _____ will be charged extra. Sales Tax Registration No. both under Central and State Tax Act Rules should be specifically indicated. FORM “C” or “ D” WILL NOT BE ISSUED BY THIS INSTITUTE.
19. No correspondence/clarification unless asked for will be entertained after the due date of submission of the Tender **i.e. 28.11.2015**.
20. The rates quoted should be valid for one year from the Tender opening date.

NAME OF THE FIRM

RUBBER SEAL

SIGNATUE _____

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21. In all matters of dispute the decision of the Director of this Institute shall be final and binding on the Tenderer.
22. Delivery of the stores/ material should be made within a period of 21 days from the date of issue of work order by the institute.
23. TDS/Service tax etc. will be deducted as per govt. rules. Please mention your PAN & Service tax registration number.
24. 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.
25. The sealed quotation Tender should reach this office by **not later than 28.11.2015**. The envelope containing the quotation should be super scribed as “**TENDER NO. F.No.5-369/2014-15/P&S/IISS DUE DATE 28.11.2015 for printing work**”. Tender/ quotations received without this superscription will not be considered. Tender quotations received after the specified due date will not be considered at all.
26. The institute reserves the right to reject any or all the quotations/Tender(s) received without assigning any reason thereof.
27. All communications may be addressed to the Administrative Officer of the Institute by DESIGNATION ONLY and NOT BY NAME.
28. 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 _____

Yours faithfully

Encl: Annexure –I

I/c Administrative Officer

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Sub: Quotation for printing work- reg.

Ref: Tender Notice F.No. 5-369/2014-15/P&S/IISS due on 28.11.2015.

Offset Printing Rates

Sl.No.		Deny Quarto (A-4) Uncut size: 9"*11.5" Cut size:8.5"*11" (23"*36" -8)	Demy Octavo Uncut size:5.75"*9" Cut size:5.25"* 8.5" (23"* 36"-16)		
1.	COMPOSING RATES Including text, table etc. per Page basis (in Rs.)				
2.	PRINTING RATES (Printing rates will include layout planning rate, pasting of sheet plate charges and cost of P.S plate.				
(A)	Cover Page Printing (including designing charges) From positive by P.S Plate (Per side per colour) (In Rs.)	Rate for first 200 copies or part (Rs.)	Rate for every additional 50 copies or part (Rs.)	Rate for first 200 copies or part (Rs.)	Rate for every additional 50 copies or part (Rs.)
(i)	Per frame of 8 pages or Part				
(ii)	Per frame of 4 pages or Part				
(iii)	Per frame of 2 pages or Part				
(B)	INNER PAGE PRINTING From positives by P.S.plate (per side per Colour)(In Rs.)				
(i)	Per frame of 16 pages or Part				
(ii)	Per frame of 8 pages or Part				
(iii)	Per frame of 4 pages or Part				
(iv)	Per frame of 2 pages or Part				

RUBBER SEAL

NAME OF THE FIRM

SIGNATURE _____

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3. COLOUR SEPARATION/SCANNING Charges for colored photograph scanning (rates including proofing / reproofing)		
Number of Colours	Rate (Rs. Per Sq.inch)	Minimum chargeable area (sq.inch)
One colour		
Two Colours		
Four colours		
* Scanning more than the minimum area shall be chargeable ON FULL JOB BASIS and payment shall be made as per rates per sq. inch or full job basis.		

04. COST OF PAPER					
Sl.No	Paper type & size	Cost in Rs. for 1000 sheets			
(i)	Art Paper (SINARMAS) [23"X36"]	90 GSM		130 GSM	
(ii)	Art Card (SINAR MAS) [23"X36"]	220 GSM		300 GSM	
(iii)	White maplitho Paper	58/60 GSM	70 GSM	80 GSM	90 GSM
	[23"X36"]				
	[20"X30"]				
(iv)	Bond paper (Executive Bond) [A -4]	85 GSM			
(v)	Ledger paper [17"X27"]	70 GSM		90 GSM	

NAME OF THE FIRM

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SIGNATURE _____

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5. BINDING CHARGES			
Sl. No	Binding types	Rates per book of 50 pages or part (Rs.)	Additional rate per 50 pages or part for book of more than 50 pages(Rs.)
a.	Center stitching Binding by wire Staples at two Places along with cover and Cut flush.		
b.	Perfect Binding Regular pucca (card board) binding (rates) including good quality stiff Board (gutta) in suitable weight conforming to the bulk of the publication.		
6. Lamination work		Rate (Rs. Per sq. Inch)	Minimum chargeable Area. sq. inch (on full Job basis)
Rates inclusive of cost of film of 12 Microns			

RUBBER SEAL

NAME OF THE FIRM

SIGNATURE _____

I/c Administrative Officer

Contd..

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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/IISS due on 28.11.2015.

Sir,
I request you that the EMD deposited by me against tender **No. 5-369/2013-14/P&S/IISS Due on 28.11.2015** quoted for the following work may kindly be refunded.

Sl. N o.	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. 5-369/2014-15/P&S/IISS due on 28.11.2015 for printing work.**

SIGNATURE

With affixing Rs. 1/- revenue stamp