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भाकृअनुप-भारतीय जल प्रबंधन संस्थान
ICAR-INDIAN INSTITUTE OF WATER MANAGEMENT
(भारतीय कृषि अनुसंधान परिषद /Indian Council of Agricultural Research)
रेल विहार के सामने, चन्द्रशेखरपुर, भुवनेश्वर -751023, ओड़ीशा
Opp. Rail Vihar, Chandrasekharpur, Bhubaneswar-751023. Odisha



No.2-31/Store/2015(Vol-II)/

Dated: 19.09.2019

NOTICE INVITING TENDER THROUGH E-PROCUREMENT

Online Bids are invited from the interested firms under **two-bid system for Annual Rate Contract for printing of Annual Report, Newsletter/Folder/Letter Heads/Bulletin etc. (English, Hindi and any Regional Language)** of ICAR-Indian Institute of Water Management, Bhubaneswar for a period of one year from the date of execution of agreement. Details of work is elaborated in Annexure-I. The sketch/drawing of the respective work is also attached in the tender document work item number wise. Manual bids shall not be entertained.

Tender documents may be downloaded from e-Procurement website of CPP Portal <https://eprocure.gov.in/eprocure/app> as per the schedule as given in **CRITICAL DATE SHEET** as under:

CRITICAL DATE SHEET

Tender No.	No. ICAR-IWMM/11/2019
Date and Time for Issue/Publishing	05.30 P.M. on 20/09/2019
Document Download/Sale Start Date and Time	05.45 P.M. on 20/09/2019
Clarification Start Date	05.45 P.M. on 20/09/2019
Bid Submission Start Date and Time	06.00 P.M. on 20/09/2019
Pre bid meeting	11.00 A.M. on 30/09/2019
Clarification End Date	02.00 P.M. on 21/10/2019
Bid Submission End Date and Time	03.00 P.M. on 21/10/2019
Date and Time for Opening of Technical Bids	04.00 P.M. on 22/10/2019
Address for Communication	Administrative Officer, ICAR-Indian Institute of Water Management, SE Rly. Project Complex, Chandrasekharpur, Bhubaneswar-751023 (Odisha). Email: ao.iwmm@icar.gov.in

Sd/

Administrative Officer (I/c)

ICAR-INDIAN INSTITUTE OF WATER MANAGEMENT



(Indian Council of Agricultural Research)
CHANDRASEKHARPUR, BHUBANESWAR-751023

TENDER PAPER

ICAR-IIWM

FOR

ANNUAL RATE CONTRACT FOR PRINTING OF
ANNUAL REPORT, NEWSLETTER/FOLDER/LETTER
HEADS/BULLETIN ETC. (ENGLISH, HINDI AND ANY
REGIONAL LANGUAGE)

INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. The tender form/bidder documents may be downloaded from the ICAR-IIWM website www.iiwm.res.in or from the Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app>. Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual/Offline bids shall not be accepted under any circumstances.
2. Tenderers/bidders are requested to visit website <https://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
3. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. This Institute reserves the right to accept or reject any or all the tenders.
4. The interested Firms are required to deposit (in original) Earnest Money Deposit (EMD) of **₹20,000.00 (Rupees twenty thousand)** only in the form of Demand Draft from any of the scheduled Bank in favour of **“ICAR Unit IIWM” payable at Bhubaneswar** and may be addressed to the **Administrative Officer, ICAR-Indian Institute of Water Management, SE Rly. Project Complex, Chandrasekharpur, Bhubaneswar-751023 (Odisha)** to reach on or before bid opening date and time as mentioned in the Critical Date Sheet. The DD must reach the undersigned before the date and time of opening of bid otherwise the tender will not be considered. If the firm is seeking exemption, they should upload the concerned certificate of exemption issued from the competent authority.
5. Bidder need not to come at the time of Technical as well as financial bid opening at ICAR-IIWM. They can view live bid opening after login on CPP eProcurement Portal at their remote end. If bidder wants to join bid opening event at ICAR-IIWM then they have to come with bid acknowledge slip that generates after successfully submission of online bid.

The Firms are also required to upload copies of the following documents:-

- **TECHNICAL:**

- a. Scanned copy of valid registration certificate of the firm under the work contract of the appropriate authority.
- b. Scanned copy of Income Tax Return (ITR) for the last three assessment years i.e. Assessment Year 2016-17, 2017-18 & 2018-19.
- c. Scanned copy of certified balance sheet/certificate from Chartered Accountant of the firm for last three financial years i.e. 2015-16, 2016-17 & 2017-18 showing annual turnover of ₹10.00 lakhs or more.
- d. Scanned copy of PAN CARD.
- e. Scanned copy of GST registration certificate.
- f. Scanned Copy of satisfactory services in the field of printing with the documentary evidences.
- g. Scanned copy of Earnest Money Deposit (EMD) / its exemption, if any. If the firm is seeking exemption, they have to upload the concerned certificate of exemption issued from the competent authority.
- h. Scanned Copy of Annexure – I, Annexure – III and Tender Acceptance Letter Annexure-IV on firm's letter head.
- i. Scanned copy of the affidavit to the effect that the firm has not been black-listed by any Govt. Office/Institute/ for any reason. The certificate should not be more than 6 months old as on the last date of submission of BID.

All necessary documents in support of the details for Sl. No. a to i must accompany the technical bid. The bid is liable to be rejected in case documents are not uploaded in the technical bid on CPP Portal, documents are incomplete or in case any certification / registration has already expired but is yet to be renewed. Only essential and necessary valid documents are to be uploaded in the technical bid. Please avoid uploading extraneous and irrelevant documents which unnecessary cause confusion.

- **FINANCIAL BID:**

(a) Price Bid as BoQ_XXXX.xls

There are nine sheets in the BOQ i.e. BOQ-1 to BOQ-9 and each sheet is for specific work as mentioned in the Annexure-II (Item-I to Item-IX). The bidder needs to quote their offer for the work in all the respected sheets and to upload on the CPP Portal.

Validity of Tender:

A minimum of 90 days validity to be provided from the last date of submission of Tender. Decision of the Director, reserves the right to extend the validity period of the Tender.

Before quoting the rate, prospective bidders if any query(ies) may please consult with the Chairman, Publication Committee of this institute on or before 28.09.2019 during office hours (9.30 A.M. to 5.00 P.M.) and assess the quantum & quality of work etc. and seek all clarifications if required during pre-bid meeting on 30.09.2019 at 11.00 A.M.

Sd/-



Administrative Officer (I/c)

TERMS AND CONDITIONS

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 are detailed in the tender forms and its schedules. Please submit your rates online if you are in a position to complete the requisite works in accordance with the requirements from time to time.
2. The interested Firms are required to deposit (in original) Earnest Money Deposit (EMD) of **₹20,000.00 (Rupees twenty thousand)** only in the form of Demand Draft from any of the scheduled Bank in favour of **"ICAR Unit IIWM" payable at Bhubaneswar** and may be addressed to the **Administrative Officer, ICAR-Indian Institute of Water Management, SE Rly. Project Complex, Chandrasekharpur, Bhubaneswar-751023 (Odisha)** to reach on or before bid opening date and time as mentioned in the Critical Date Sheet. The DD must reach the undersigned before the date and time of opening of bid otherwise the tender will not be considered. If the firm is seeking exemption, they should upload the concerned certificate of exemption issued from the competent authority. The EMD will be refunded to the unsuccessful tenderers as promptly as possible where as in the case of successful tenderer EMD will be refunded after deposition of Security deposit of ₹50000.00 only in form of Demand Draft.
3. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resale his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.
4. If tenderer does not accept the offer, after issue of letter of award by the Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money will be forfeited.
5. The ICAR-IIWM is not bound to accept the lowest or any other tenders and also reserves to itself the right of accepting the tenders in whole or in part. You are however at liberty to bid for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tenders will not be accepted.
6. **An amount of ₹50000.00 only as a security deposit** for the contract is to be deposited by the selected agency/successful tenderer only after receiving a communication from the ICAR-IIWM, Bhubaneswar. In the event of non-deposition of the same, the earnest money will be forfeited. The security deposit will be refunded on successfully completion of the contract. The dues if any, not settled by the agency will be recovered from the security deposit.
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 after awarding the contract in respect of the contract shall be payable by contractor and ICAR will not entertain any claim whatsoever in this respect. GST or any other tax on material in respect of this contract shall be payable by the contractor and ICAR-IIWM will not entertain any claim whatsoever in this respect. The conditions for GST has to be complied by the contractor and ICAR-IIWM will not entertain any claim whatsoever in this regard. GST or any other tax on material in respect of this contract shall be payable by the contractor and ICAR-IIWM will not entertain any claim whatsoever in this respect. GST number of this office (**21AAAGD0138B1ZI**) (**Two One A A A G D Zero One Three Eight B One Z I**) should also be mentioned on the bill to be preferred to this office and while submitting challan, our GST number must be mentioned on the GST challan.
9. Decision of Director, ICAR-IIWM, Bhubaneswar 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/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, Institute. 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.
10. The works need to be completed within the specified period which will be mentioned in the work order. Time extension will not be allowed except unavoidable circumstances. The firm will have to inform any such unavoidable circumstance before the expiry of the contract duration of completion of work. If the work is not completed within the time frame, a liquidated damage will be charged **@0.5%** per week and upto a maximum of **10%** of the quoted price.

14. The contractor needs to enter into an agreement on non-judicial stamp paper of ₹100.00 on receipt of this contract at his own cost.
15. Acceptance by the Institute will be communicated by FAX / Express letter/E-mail or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX /Express letter/E-mail etc. should be acted upon immediately.
16. Income Tax will be deducted from the final bill as per rule.
17. The press/firm will either be provided with Camera ready composed and made up pages of Text of the publications complete in all respects, in the form of Laser Printout or digital copy in FLOPPY/CD for processing (negative/positive making) and printing.
18. The laser typesetter shall compose the galley/ pages as per the specifications, style and layout prescribed by the Institute and supply the proofs accordingly in the time frame manner at every stage of proofs.
19. Laser typesetting work will generally include the following stages:
 - a) **STAGE I** Supply of first Galley proofs after passing them through a "Spell Check" software.
 - b) **STAGE II** Supply of corrected and formatted proofs in the format prescribed by the Institute.
 - c) **STAGE III** Supply of final Laser Print from the original cartridge on smooth quality opaque paper (at least 80 GSM PAPER) in a minimum of 600 DPI, in the format prescribed by the Institute.
20. The Typesetter shall have to redo such of the pages where mistakes marked by the Institute have escaped corrections without any obligation to the Institute.
21. The selected press will be required to collect all the material, i.e. composed pages, illustrations, transparencies/colour prints etc., from the Institute Office.
22. In the case of any item of work not covered under the printing arrangement, the rates decided by the Institute thereof, will be final and binding on the press.
23. The printing arrangement will be made for a period of one year and the same may be extended on the existing rates, terms and conditions etc. for one more year or such a period as the Institute may decide in consultation with the press.
24. The tender should be valid for a period of one year/contract period.
25. Percentage of discount if any clearly mentioned in figures and words.
26. Conditional tender will be rejected.
27. Each page of tender documents may please be signed.
- 28. DIRECTOR, ICAR-INDIAN INSTITUTE OF WATER MANAGEMENT, BHUBANESWAR reserves the right to terminate the contract by giving 45 days notice.**
29. The financial bids will be opened after short-listing the qualifying agencies in the presence of the bidders or their authorized representative, the date of which shall be informed to short listed agencies through CPP Portal.
30. The contract is subject to the condition that the tenderer will comply with all the laws and acts of the Central Govt., State Govt., relating to this contract made applicable from time to time.
31. The Director, ICAR-Indian Institute of Water Management reserves the right to reject any or all tenders in whole or in part without assigning any reasons therefore. The decision of the Director, ICAR-IIWM shall be final and binding on the contractor / agency in respect of any clause covered under the Contract.

Yours faithfully,

Administrative Officer
on behalf of the DIRECTOR

TECHNICAL BID

A. GENERAL REQUIREMENTS FOR TECHNICAL QUALIFICATION OF THE FIRM			
Sl. No.	List of items	Availability (Yes or No)	New / refurbished (Also mention about its working condition)
1	C.P.C. four colour offset machine of 19" x 25" size		
2	Four colour offset machine of 19" x 25" size		
3	Computer to Plate (CtP) unit		
4	Scanning and Designing facilities		
5	Complete processing equipment		
6	Digital Printing machine		
7	Automatic cutting machine		
8	Section sewing machine		
9	Perfect / Digital binding Machine		
10	Lamination facility		
11	High speed E-Mail/Internet connectivity		
12	Three Pentium base computers (P-4) with CD & DVD Writer		
13	B/W Laser Printer		
14	Colour printer		
15	U.P.S for backup facility of computers		
16	Number of Laser typesetting operators (English/ Hindi/Odia)		
17	Facilities for the staff of ICAR-IIWM to seat in case of urgent nature of work		
18	Copy of ESI and EPF of the employees of the company/ firm (If available, please attach)		
19	ISO certification of the company/firm (If available, please attach)(Optional)		
B. ESSENTIAL REQUIREMENTS FOR TECHNICAL QUALIFICATION OF THE FIRM			
Sl. No.	List of items	Attached (Yes or No) Attach separate sheets for evidence duly signed and stamped by the firm	
1	Power backup facility (Gen-set/DG set) for the operation of printing machines (CtP unit)		
C. PRINTING QUALITY REQUIREMENTS FOR TECHNICAL QUALIFICATION OF THE FIRM (To be judged by Technical Committee of the Institute for final approval of technical bid)			
Sl. No.	List of items	Attached (Yes or No)	Approved/ Not approved (To be filled by Technical Committee of ICAR-IIWM)
1	Attach at least ONE BEST publication during last one year of minimum 100 pages of scientific report to ensure high printing quality and to judge about technical capability of firm to publish scientific documents.		

N.B.: A & B will be checked and verified by the technical committee of the Institute, if required. In case, the information furnished at A & B found false, technical bid will be rejected.

FINANCIAL BID**ITEM NO.1 ANNUAL REPORT**

Form of Quotation- Quotes the rates in Indian Rupees in the space provided against each item and totalled all. Overwritten figures shall be ignored and bid shall be cancelled.
Each page of annexure should must be duly signed and stamped by the firm

Quantity : 300 copies
 Number : 2 in a year
 Size : A-4 or ¼ Demi
 No. of pages : 100-160 (approx.) with Multicolour printing

Sl. No.	Items	Qty.	Rate (inclusive of all taxes)
1.	Cover page: Designing, processing and multicolour printing	Per 04 pages	
2a.	Inner page: Text setting, Multicolour offset processing, scanning, planning & designing	Per 04 pages	
2b.	Inner page: Multicolour offset printing	Per 04 pages	
3.	Type setting in Hindi	Per 1000 words	
	Paper		
4a.	Cover paper cost: 300 gsm (Sinar/JK)	Per 04 pages	
4b.	Inner paper cost: 130 gsm (Sinar/JK)	Per 04 pages	
4c.	Cover paper cost: 285 gsm (Mont Blanc)	Per 04 pages	
4d.	Inner paper cost: 130 gsm (Mont Blanc)	Per 04 pages	
	Lamination		
5.	Cover lamination Matt Finish (two pages)	Per 02 pages	
6.	Cover page: Spot lamination	Per sq. inch	
7.	Cover page: Embossing	Per sq. inch	
8.	Binding (Section sewing/Jeu stitching & Perfect/digital binding)	Per copy	
TOTAL			

ITEM NO.2 FOLDER/LEAFLETS

i) Size : 1/8 demy
 ii) No. of pages : 4/6/8
 iii) Printing : Multicolour
 iv) Paper : 130 gsm / 220 gsm/300 gsm (Sinar/JK)
 v) No. of copies : 100 and 250

Sl. No.	Items	Qty.	Rate for 100 copies (inclusive of all taxes)	Rate for 250 copies (inclusive of all taxes)
1a.	Multicolor processing, text setting, scanning, planning	Per 04 pages		
1b.	Multicolor printing	Per 04 pages		

2.	Lamination & creasing	Per 04 pages		
		Per 06 pages		
3a.	Cost of paper: 130 gsm (Sinar/JK)	Per 04 pages		
		Per 06 pages		
3b.	Cost of paper: 220 gsm (Sinar/JK)	Per 04 pages		
		Per 06 pages		
3c.	Cost of paper: 300 gsm (Sinar/JK)	Per 04 pages		
		Per 06 pages		
		TOTAL		

ITEM NO.3 FOLDER/LEAFLETS TYPE-1

- i) Size : 1/4 crown
ii) No. of pages : 4/6/8
iii) Printing : Multicolour
iv) Paper : 130gsm / 220 gsm/300 gsm (Sinar/JK)
v) No. of copies : 100 and 250

Sl. No.	Items	Qty.	Rate for 100 copies (inclusive of all taxes)	Rate for 250 copies (inclusive of all taxes)
1a.	Multicolour processing, text setting, scanning, planning	Per 04 pages		
1b.	Multicolour printing	Per 04 pages		
2.	Lamination & creasing	Per 04 pages		
		Per 06 pages		
3a.	Cost of paper: 130 gsm (Sinar/JK)	Per 04 pages		
		Per 06 pages		
3b.	Cost of paper: 220 gsm (Sinar/JK)	Per 04 pages		
		Per 06 pages		
3c.	Cost of paper: 300 gsm (Sinar/JK)	Per 04 pages		
		Per 06 pages		
		TOTAL		

ITEM NO.4 FOLDER/LEAFLETS TYPE-2

- i) Size : 1/4 demy
ii) No. of pages : 4/6/8
iii) Printing : Multicolour
iv) Paper : 130 gsm / 220 gsm/300 gsm (Sinar/JK)
v) No. of copies : 100 and 250

Sl. No.	Items	Qty.	Rate for 100 copies (inclusive of all taxes)	Rate for 250 copies (inclusive of all taxes)
1a.	Multicolour processing, text setting, scanning, planning	Per 04 pages		
1b.	Multicolour printing	Per 04 pages		
2.	Lamination & creasing	Per 04 pages		
		Per 06 pages		

3a.	Cost of paper: 130 gsm (Sinar/JK)	Per 04 pages		
		Per 06 pages		
3b.	Cost of paper: 220 gsm (Sinar/JK)	Per 04 pages		
		Per 06 pages		
3c.	Cost of paper: 300 gsm (Sinar/JK)	Per 04 pages		
		Per 06 pages		
		TOTAL		

ITEM NO.5 NEWS LETTER

- i) Size : 1/4 demy (8, 12 pages & 16 pages)
ii) Paper : 170 gsm (Sinar/JK)
iii) Printing : Multicolour with scanning & processing
iv) Stitching : Stapler Binding/ Centre stitch
v) No. of copies : 300 copies

Sl. No.	Items	Qty.	Rate (inclusive of all taxes)	
1	Multicolour text setting , planning, designing, processing & scanning	Per 04 pages		
2	Multicolour printing	Per 04 pages		
3	Cost of Paper (170 gsm)	Per 04 pages		
4	Staple Binding /Centre stitch	Per copy		
5	Hindi typing and setting	Per 1000 words		
		TOTAL		

ITEM NO.6 LETTER HEADS

- i) Size : A-4 or A-5
ii) Paper : J.K. Cedar (80 gsm) / Royal Executive Bond (85 gsm)
iii) Printing : Multicolour or Single colour Offset Printing/Screen printing

Sl. No.	Items	Qty.	Rate (inclusive of all taxes)	
			A-4 size	A-5 size
1.	Multicolour: Offset Printing of letter heads in J.K. Cedar	500 copies		
2.	Multicolour: Offset Printing of letter heads in Royal Executive Bond	500 copies		
3.	Multicolour: Screen printing and binding of letter heads in J.K. Cedar	100 Copies		
4.	Multicolour: Screen printing and binding of letter heads in Royal Executive Bond	100 Copies		
5.	Single colour: Offset Printing of letter heads in J.K. Cedar	500 copies		
6.	Single colour: Offset Printing of letter heads in Royal Executive Bond	500 copies		
7.	Single colour: Screen printing and binding of letter heads in J.K. Cedar	100 Copies		
8.	Single colour: Screen printing and binding of letter heads in Royal Executive Bond	100 Copies		
		TOTAL		

ITEM NO.7 BULLETIN / BOOK

- i) Size : 1/4 crown
ii) Printing : Multicolour, Bi-colour & single colour with scanning & processing
iii) No. of copies : 100 or 250
iv) Total No. of pages : 40-100

Sl. No.	Items	Qty.	Rate for 100 copies (inclusive of all taxes)	Rate for 250 copies (inclusive of all taxes)
1	Cover pages multicolour processing, designing and printing	Per 02 pages (Inner side blank)		
2	Single colour: printing, processing, scanning & text setting	Per 04 pages		
3	Bi-colour: printing and processing, scanning & text setting	Per 04 pages		
4	Multicolour printing: processing, scanning, planning, designing & text setting	Per 04 pages		
5	Inner paper cost 130 gsm (Sinar/JK)	Per 04 pages		
6	Cover paper cost 220 gsm (Sinar/JK)	Per 04 pages		
7	Lamination (Matt) of cover page (Two sides only)	Per 02 pages		
8	Spot lamination in cover page	Per sq. inch		
9	Staple binding	Per copy		
10	Jeu stitching & Perfect binding	Per copy		
TOTAL				

ITEM NO.8 TRAINING MANUAL

Size : A-4
Quantity : 50 copies
No. of pages : 100-160 (approx.) with single or multicolour printing

Sl. No.	Items	Qty.	Rate for 50 copies (inclusive of all taxes)
1.	Cover page: Multicolour processing, designing and printing	Per 02 pages (Inner side blank)	
2.	Inner pages: Single colour processing, scanning, text setting & printing	Per 04 pages	
3.	Inner pages: Multicolour offset planning, designing, processing, scanning & text setting and printing	Per 04 pages	
4a.	Cover paper cost: 300 gsm (Sinar/JK)	Per 04 pages	
4b.	Inner paper cost: 130 gsm (Sinar/JK)	Per 04 pages	
5.	Cover lamination Matt Finish (Two sides only)	Per 02 pages	
6.	Binding (Section sewing/Jeu stitching & Perfect/digital binding)	Per copy	
TOTAL			

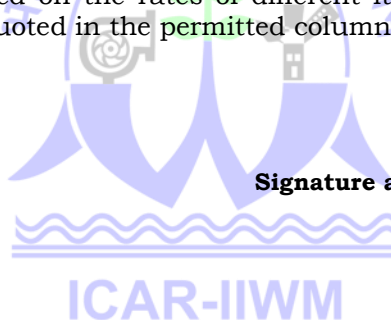
ITEM NO.9 HINDI MAGAZINE

Quantity : 300 copies
Size : A-4 or ¼ Demi
No. of pages : 40-60 (approx.) with multicolour printing

Sl. No.	Items	Qty.	Rate (inclusive of all taxes)
1.	Cover page: Designing, processing, scanning and multicolour printing (all four pages)	Per 04 pages	

2a.	Multicolour offset processing, Scanning, Planning, designing & Text setting	Per 04 pages	
2b.	Multicolour offset printing	Per 04 pages	
3.	Hindi translation from English	Per 1000 words	
4.	Type setting in Hindi	Per 1000 words	
5a.	Cover paper cost: 300 gsm (Sinar/JK)	Per 04 pages	
5b.	Inner paper cost: 130 gsm (Sinar/JK)	Per 04 pages	
6.	Cover lamination Matt Finish (all four pages)	Per 04 pages	
7.	Cover page: Spot lamination	Per sq. inch	
8.	Staple binding	Per copy	
9.	Jeu stitching & Perfect binding	Per copy	
TOTAL			

Note: The above-mentioned Financial Proposal/Commercial Bid format is provided as BoQ_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the Financial Bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tempered / modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with ICAR-IIWM, Bhubaneswar. In the column of quantity, different quantity of different items of works are given. The firm has to calculate the final amount based on the rates of different items including prevailing taxes and only final amount needs to be quoted in the permitted column for that specific work.



Signature and Seal of the Firm quoting the rates

(To be given on Company/firm Letter Head)

Name of the Firm :

Registered /Postal Address :

1	Permanent Account Number (PAN) No	
2	GST Registration No. if applicable	
3	BANK DETAILS:	
a	Bank Name	
b	Branch Address	
c	Account No	
d	Type of Account (Current/Savings)	
e	MICR No	
f	RTGS/NEFT Code	

Date:

Name of the Authorized Signatory

Place:

Stamp & Signature

TENDER ACCEPTANCE LETTER

(To be given on Company/firm Letter Head)

Date:

To,

The Director,
ICAR-Indian Institute of Water Management,
Chandrasekharpur,
Bhubaneswar-751023.

Sub: Acceptance of terms and conditions of tender.

Tender Reference No. : ICAR-IIWM/11/2019

Name of tender/work : Annual Rate Contract for printing of Annual Report, Newsletter/Folder/Letter Heads/Bulletin etc. (English, Hindi and any Regional Language) of ICAR-Indian Institute of Water Management, Bhubaneswar for a period of one year from the date of execution of agreement

Dear Sir,

I/we have downloaded / obtained the tender documents(s) for the above mentioned 'Tender/work' from the web site(s) namely: <https://eprocure.gov.in/eprocure/app> & www.iiwm.res.in. As per your advertisement, given in the above mentioned website(s).

1. I/we hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. **01** to **18** (including all documents like annexure(s), schedules(s), etc.) which form part of the contract agreement and I/we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department / organizations too have also been taken into consideration, while submitting this acceptance letter.
3. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality / entirety.
4. I/we do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/Public Sector Undertaking.
5. I/we certify that all information furnished by our Firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your department/organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

INSTRUCTIONS FOR ONLINE BID SUBMISSION:

The bidders are requested to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

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

REGISTRATION:

- Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link **“Online Bidder Enrolment”** on the CPP Portal which is free of charge.
- As part of the enrolment process, the bidders will be required to choose an unique username and assign a password for their accounts.
- Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority Recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others, which may lead to misuse.
- Bidder then logs in to the site through the secured login by entering their user ID / password and the password of the DSC /e-Token.

SEARCHING FOR TENDER DOCUMENTS:

- There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, other keywords etc. To search for a tender published on the CPP Portal.
- Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS:

- Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- Please go through the tender advertisement and the tender document carefully to understand the documents required to be uploaded/submitted as part of the bid. Please note the number of covers in which the bid documents have to be uploaded/submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviation from these may lead to rejection of the bid.

- Bidder, in advance, should get ready the bid documents to be uploaded/submitted as indicated in the tender document / schedule and generally, they can be in PDF/ XLS/ RAR/ DWF/ JPG formats. Bid documents may be scanned with 100 dpi with black and white option, which helps in reducing size of the scanned documents.
- To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN Card Copy, Annual Reports, Auditor Certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS:

- Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- Bidder has to select the payment option as “Offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- Bidder should prepare the EMD as per the instructions specified in the tender document. The Original should be posted / couriered / given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD / any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise, the uploaded bid will be rejected.
- Bidders are requested to note that they should necessary submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changes. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- The server time (which is displayed on the bidder’s dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further, this key is subjected to asymmetric encryption using buyers / bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorised bid openers.
- The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message

& a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

- The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS:

- Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24 X 7 CPP Portal Helpdesk.



DETAILS OF E.M.D

Sl. No	Item	Earnest Money in INR	File No. for reference
1	Annual Rate Contract for printing of Annual Report, Newsletter/Folder/Letter Heads/Bulletin etc. (English, Hindi and any Regional Language) of ICAR-Indian Institute of Water Management, Bhubaneswar for a period of one year from the date of execution of agreement	₹20,000/-	F.No.2-31/Store/2015(Vol-II)

