



भा.कृ.अनु.प.- कृषि प्रौद्योगिकी अनुप्रयोग अनुसंधान संस्थान  
भारतीय कृषि अनुसंधान परिषद  
उमियम (बड़ापानी), रि-भोई, मेघालय - ७९३१०३  
ICAR - Agricultural Technology Application Research Institute  
Indian Council of Agricultural Research  
Umiam (Barapani), Ri-Bhoi, Meghalaya - 793103  
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F.No.ZPD-III/S/01/2014/

Date : 28.09.2020

### **NOTICE INVITING TENDER FOR GENERAL PRINTING WORKS**

Items rate tenders are invited through the e-tendering portal by the I/c Store, ICAR-ATARI, Umiam from the eligible contractors/firms for Annual Rate contract for general printing works.

The tendering process is online at e-portal URL address <http://etenders.gov.in/eprocure/app>. Aspiring bidders may download and go through the tender document at the mentioned site or at the Institute website at <http://icarzc3.gov.in/circulars/tenders>

Tender fee of Rs.500/- non refundable will be required to be paid offline in the form of Demand Draft/Banker's cheque/. The original Demand Draft in F/o Director, ICAR-ATARI, Zone – VII, Umiam against tender fee should reach by post/courier/given in person to the concerned officials along with bidding documents. The detail of Demand Draft/ any other accepted documents, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time.

Sd/-  
(I/c Store)

## **TENDER DOCUMENTS**

1. Following 2 envelopes shall be submitted through online CPP-portal by the bidder as per the following schedule:-

### **CRITICAL DATA SHEET**

Publishing Date	28.09.2020	
Bid document Download/Sale start date	30.09.2020	1000 hrs.
Clarification start date	30.09.2020	1000 hrs.
Clarification end date	03.09.2020	1600 hrs.
Bid submission start date	03.10.2020	0930 hrs.
Bid submission end date	20.10.2020	1600 hrs.
Last date and time of submission or original Demand Draft/ Banker's cheque/Bank transfer and tender fee, Hard copy of ICAR-ATARI, Zone – VII unconditional acceptance letter	21.10.2020	1600 hrs.
Bid opening date (Envelope-I)	26.10.2020	1100 hrs.
Bid opening date (Envelope-II)	To be intimated later on through CPP portal	
Tender fee	Rs.500/- Non – refundable	
EMD	Rs. 30,000/- In the form of DD/FDR/Bank Guarantee	

#### **Envelope – I :** Containing qualifying requirements of contractor/firm

The Tenderer shall submit their application only at CPP portal <http://etenders.gov.in/eprocure/app>. Tenderer/Contractor are advised to follow the instruction provided in the tender document for online submission of bids. Tenders are required to upload the digitally signed file of scanned documents along with scanned copy of Demand Draft for tender fee. Bid documents may scan with 100 dpi with black and white option which helps in reducing size of the scanned document.

Uploading of application in location other than specified above shall not be considered and hard copy of application shall not be entertained.

#### **Qualifying requirements of contractors/firms.**

- (i) Agency should have Permanent Account Number (PAN)
- (ii) Agency should have valid Registration on the date of issue of tender.
- (iii) The printer should have minimum three years experience in the field and should have annual turnover of Rs. 50 lakhs and above for the last 3 years. In the absence of minimum turnover, the tender is liable for rejection
- (iv) The tenderer should enclose a scanned copy of Demand Draft for EMD Rs.30, 000/- (Rupees thirty thousand only) and Tender Fee of Rs. 500/-

(Five Hundred Only) non refundable separately in the form of Demand Draft/FDR/Bank Guarantee stipulated in the notice inviting tender may be submitted in “Tech Bid Folder” in Technical Bid/Attachment section of e-tendering portal alongwith unconditional Acceptance ICAR-ATARI, Zone – VII, Umiam. Tender conditions. EMD furnished for previous tenders will not be adjusted against the present Tender.

- (v) Name and address of tenderer. (Annexure-I)

**Envelope – II : The financial e-Bid through CCP portal**

All rates shall be quoted 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 Light Blue coloured (unprotected) cell with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

2. Original EMD in favour of “Director, ICAR-ATARI, Zone-VII, may be sent to the Director, ICAR-ATARI, Zone – VII, Umiam – 793103 and should reach before the date and time mentioned in the **CRITICAL DATA SHEET**. Tender of the tenderer whose EMD are not received by the time of opening of technical bid of tender their tenders will be summarily rejected. Any postal delay will not be entertained.

3. **Bids Opening Process is as below:**

**Envelope – I** Containing documents for technical bid (uploaded by the contractors/firms) shall be opened as per the **CRITICAL DATA SHEET**. The intimation regarding acceptance /rejection of their bids will be intimated in the contractors/ firms through e-tendering portal. Technical bid opening date shall be mentioned in **CRITICAL DATA SHEET** (any changes in the date shall be intimated through CPP portal).

If any clarification needed from the bidder about the deficiency in is uploaded documents in Envelope-I, he will be asked to provide it through CPP portal. The bidder shall upload the requisite clarification/documents within time specified by ICAR – ATARI, Umiam.

**Envelope – II :** The financial bids of the contractors/firms found to be meeting the qualifying requirements and technical criteria shall be as per **CRITICAL DATA SHEET**.

## **TERMS AND CONDITIONS**

The following terms and conditions are applicable for general printing works of ICAR-ATARI, Umiam

1. After finalization of the rates for printing of various works, the Institute will notify approved rates and will prepare a panel (list) of approved printers and assign the printing works to them from time to time. In case of exceptional circumstances the Institute would also go the printers not in the panel who willing to do the work for the same approved rates.
2. Mere fulfillment of all the stipulation as contained in the tender document, terms and conditions annexed to the tender quotation does not confer any right on the tenderers on acceptance of their application.
3. The tender should enclose Demand Draft for Rs.30, 000/- (Rupees thirty thousand only) in favour of “Director, ICAR-ATARI, Zone-VII, Umiam”, towards EMD drawn on State bank ICAR Branch Code No. SBIN-0012464 at Umiam and same should be attached to the Pre-Qualification Tender Quotation i.e. “Envelope-I” EMD will not carry any interest whatsoever. EMD furnished for previous tenders will not be adjusted against the present Tender.
4. The EMD amount of Rs. 30,000/- will be converted as security deposit and will be with the Institute during the contract period. The security deposit so collected will not carry any interest whatsoever.
5. The printer should have minimum three years experience in the field and should have annual turnover of Rs.10 lakhs and above for the last 3 years. In the absence of minimum turnover, the tender is liable for rejection.
6. The Director, ICAR-ATARI, Zone – VII reserves the right to call any one or all the tenderers for negotiations or reject or accept any tender irrespective of whether it is the lowest or not, or cancel any or all tenders without assigning any reasons. The decision of the Director shall be final and binding on all the tenderers concerned.
7. The tenderers should enclose attested in Envelope-I the attested scanned copies of (i) the registration certificate of the firm/company (ii) Income Tax return/assessment order (iii) tax clearance certificate; and (iv) Sales Tax return/assessment order for the last three years i.e. 2017-18, 2018-19 and 2019-20 along with the tender quotation. In the absence of these documents, the tender is liable for rejection.
8. List of Composing, Printing, Binding, Processing Machinery etc., owned or leased by the Tenderer should be attached with the tender quotation.
9. List of Office/Departments/Institutions where the tenderer is already undertaking similar printing works should be attached.

10. The general printing works includes printing of books, pamphlets, brochures, booklets, Journal, news, Annual Report etc. in bilingual.

11. The Director, ICAR-ATARI, Zone – VII or his authorized representatives reserves the right to inspect the printing press and its machinery and equipment.

12. After notification of approved rates the Printers are required to enter into a contract agreement with ICAR-ATARI, Zone – VII before award of printing work.

13. The Director, ICAR-ATARI, Zone – VII reserves the right to forfeit the EMD of empanelled printers on account of (i) premature withdrawal from the contract. The decision of the Director, ICAR-ATARI, Zone-VII shall be final in this regard.

14. The Director, ICAR-ATARI, Zone – VII reserves the right to forfeit the security deposit of the printers who do not execute the work assigned as per the Work Order. The decision of the Director, ICAR-ATARI, Zone – VII shall be final in this regard.

15. Penalty is liable to be levied on printers who do not execute work according to quality and time limit specified in the Work Order.

16. Delivery of proofs and the printed copies in good condition at ICAR-ATARI, Zone – VII, Umiam including freight charges, insurance etc. will be the responsibility of the printer.

17. Tender accepted should be valid for one years from the date of issue of 1<sup>st</sup> Printing order, subject to extension by one more year by mutual agreement.

18. Payment terms are full payment within 30 days from the date of receipt and acceptance of material printed satisfactory.

19. Arbitration: in the event of any question, dispute or difference arising under these conditions or any conditions contained in the Work Order or in connection with this contract, the same shall be referred to the sole arbitration of the Director or some other persons appointed by him. The award of the arbitrator shall be final and binding on the parties to this contract.

20. The Tenderer should procure the paper specified as per quantities required at his own cost. A detailed paper consumption statement along with proof of purchase should be produced along with the bill for payment.

**Sd/-**  
**Incharge Store/Purchase**  
**ICAR-ATARI**

**Pre-Qualification Quotation Form**

1. Name and Address of Tenderer :
- Telephone Number :
- Fax No. :
- e-mail Address :
2. PAN Number :
3. GST Registration No. :
4. Printing press :
- a) Location :
- b) Description, Type and size of the building :
- c) Is property on lease or free hold :  
If on lease, indicate date of expiry of lease in each case :
5. Names and addresses of five major customers to whom printing services were provided in the preceding three years (enclose copies of work orders as proof)
  - i)
  - ii)
  - iii)
  - iv)
  - v)
6. Nature of predominant printing work:
  - i) Job printing
  - ii) Printing of periodicals/magazines
  - iii) Printing the packaging materials and industrial needs
  - iv) Advertising and publicity
  - v) Text books
7. a) whether the firm is SSI/Medium Scale/  
large scale industry
- b) whether the printing press is located in twin cities or outside

8. List of equipment and machinery  
(mention only those installed and in  
working condition)

i) Processing and plate making

Sl.No.	Make/Model	Size/Specifications	No. of Units
1.			
2.			
3.			
4.			
5.			
6.			

ii) Printing

Sl.No.	Make/Model	Size/Specifications	No. of colours	No. of Units
1.				
2.				
3.				
4.				
5.				
6.				

iii) Computer systems and computer printers installed in the printing press:

Sl.No.	Make/Model	Size/Specifications	No. of systems	Remarks
1.				
2.				
3.				
4.				
5.				
6.				

iv) Binding and Warehousing

Sl.No.	Make/Model	Size/Specifications	No. of Units
1.			
2.			
3.			
4.			
5.			
6.			

9. Annual Turnover during the last three years:

Sl.No.	Year	Minimum turnover	Turnover of tenderer (Rs)
1.	2017-18	Rs. 50 lakhs	
2.	2018-19	Rs. 50 lakhs	
3.	2019-20	Rs. 50 lakhs	

10. Any other relevant information pertinent to high quality mass production processes.

**Signature of the tenderer**  
**With office stamp**