



No. RC(S)16/2015

Dated Umiam, the 9th July, 2015.

Tender Notice

Sealed tender bids are invited for Binding of Books & Journal from the from the firms having experience and expertise in binding of books, periodicals, publications, etc by ICAR Research Complex for N.E.H. Region, Umroi Road, Umiam, Meghalaya.

1. Eligibility of the bidders:

- I. Should have minimum 3 years of experience of binding of books, periodicals, publications, etc, of the Departments / Ministries of Government of India (valid proof has to be attached)
- II. Should have not been blacklisted by the Depts/ Ministries of the Govt. of India.

2. Earnest Money Deposit / Performance Security

- a) Cost of Tender paper Rs.500.00 (**Rupees Five Hundred only, Non- refundable**) to be deposited in the favour of the Director, ICAR Research Complex for NEH Region, Umiam, Barapani by means of Demand Draft/Banker's Cheque, etc., payable at SBI, ICAR, Complex. Non - submission of the cost of the Tender paper shall lead to non - consideration of the Tender.
- b) The Earnest Money Deposit (EMD) **@2.5% of the bid value** should be in the form of Demand Draft drawn in favour of Director, ICAR Research Complex for NEH Region, Barapani by means of Demand Draft payable at SBI, ICAR Complex, Barapani. Non - submission of the cost of Tender paper shall lead to non - consideration of the Tender. The EMD should be kept in a **separate sealed envelope superscribing as E.M.D.**
- c) Performance Bank Guarantee @ 10% of order value of the contract will have to be made **within 7 days** on receipt of supply/work order to ensure due performance of the contract.
- d) Performance Bank Guarantee should remain **valid** for a period of **6 months** beyond the date of completion of all contractual obligations by the supplier including warranty obligation, if any. EMD will be refunded to the successful bidder on receipt of performance security.
- e) PBG will be released after all contractual obligations by the supplier are over. This can be withheld or forfeited in full or in part in case the supply order is not executed satisfactorily within the stipulated period.

3. Documents / Certificates

The firms are required to submit photocopies of following documents, failing which their bids will be summarily/out-rightly rejected and will not be considered any further:

- a) Proof of experience in supplying to Govt. Depts.
 - b) Declaration regarding blacklisting or otherwise.
 - c) Attested copy of the up to date sales tax and income tax clearance certificate from the authority concerned should be submitted with the quotation
 - d) Furnishing of related documents company registration certificate is mandatory failing which the quotation shall not be considered
4. Mode of submission of tender and its detail enclosures:
- a) **Separate quotations along with necessary documents must be submitted for individual items enclosed in the main envelope.** Quotation should consist of two Bids System - The techno-commercial bid (Bid 'I') and the financial bid (Bid 'II'). Both must be submitted in

two separate envelopes to be sealed **and put in a single main cover**. The outer main cover should be super scribed "No. RC(S)16/2015.for Books Binding for I.C.A.R RESEARCH COMPLEX, UMIAM" and addressed to "THE DIRECTOR, ICAR RESEARCH COMPLEX FOR NEH REGION UMIAM, MEGHALAYA-793103". The Bidding Firm should give their complete address on the bottom left corner of the Main Cover.

- b) **The Cost of the Tender as well as the Earnest Money along with all other Technical Details should be mandatory kept in the Technical Bid only. The Financial Bid should consist of the Rates, their detailed break –ups, etc. Non-compliance of this shall lead to non-consideration of the Bid.** Tenders may be sent by Registered Post. Tenders to be hand delivered should be put in the Tender box, kept in the CAO(S) Office of the ICAR Research Complex for NEH Region, Umiam, Meghalaya-793103 not later than **12:30 P.M. on 30th July, 2015**. Tenders received after the due date and time shall not be considered under any circumstances.
- c) This tender is non transferable.
- d) Samples of Rexine's book binding should be enclosed with the quotations.
- e) Tenders shall be opened on **30th July, 2015 at 2:30 pm** at ICAR Research Complex for NEH Region, Umiam, Meghalaya. Interested bidders may attend the opening.

TERMS & CONDITIONS

1. The rates should be quoted in Indian Rupees only in words as well as figures. Excise duty, sales tax, VAT, cartage, etc, as applicable should be quoted separately. If these levies are included in the price quoted without giving the break up details such bids will summarily be rejected
2. Tender rates should be valid for **at least one year** after the date of opening the tender. Tender valid for a shorter period shall be rejected as non-responsive. No claim for compensation or loss due to fluctuations or any other reasons/ causes will be entertained.
3. The rates shall be quoted separately and independently for each size of binding. The format for giving the rates and the specifications of the binding may be seen at **Annexure - 1**
4. It will be the responsibility of the Bidder to bind the books / publications as per the given specifications and sample approved by the Director, ICAR, Research Complex for NEH Region, Umiam Meghalaya. The binding work shall be subject to the approval of this secretariat. In case it is considered inferior or not in accordance with the approved samples it will be rejected and the work has to be redone to the satisfaction of the Institute at its/their own expenses.
5. If the Bidder/firm leaves the supply without completing it, the Director, ICAR, Umiam, Meghalaya may get the work completed from another firm and the bidder will have to reimburse the expenditure incurred. Further, necessary actions for blacklisting the firm will also be taken.
6. The Director, ICAR, Umiam, Meghalaya reserves the right to accept/reject any or all the Bidders in whole or in part without assigning any reason whatsoever and is not bound to accept the lowest tender.
7. The Director, ICAR, Umiam, Meghalaya reserves the right to award the tender to more than one Bidder.
8. The Director, ICAR, Umiam, Meghalaya reserves the right to relax/ withdraw any of the terms and conditions mentioned above so as to overcome any problem encountered by the contracting parties.
9. The Director, ICAR, Umiam, Meghalaya reserves the right to reject the goods supplied in case they are of inferior quality and are not of requisite standards.
10. The tenderer(s) shall take delivery of the books from the Institute Library or any other service unit of the Library on receipt of the work order and return the same after binding at their own expense within 15 days from the date of receipt from this Institute. Transport charges shall be paid by the tenderer(s) themselves for both the directions.
11. Payment will be made direct to the binder through **A/c payee cheque only**. No request for other mode of payment will be entertained. **No advance payment will be made in any case.**
12. The tenderer(s) shall be responsible for loss or damage of books handed over to them for binding even if it is discovered after the completion of work. The liability of the tenderer(s)

- for such damage/loss shall be equivalent to the replacement cost of the books, as determined by this Institute, irrespective of the condition of the book/periodical.
13. All taxes and levies will be paid by the bidder only. No other charges such as Octroi, packing, forwarding, freight insurance, loading and unloading, entry tax, demo, etc. will be allowed. All these are to be borne by the tenderer only.
 14. The officers of ICAR, Umiam, Meghalaya or their representatives may inspect the quality of items.
 15. **The books/debates/ periodicals etc. received by the tenderer(s) for binding shall not be lent out to anybody for any purpose.**
 16. The Director, ICAR Research Complex reserves the right to reject any tender in part or full, without assigning any reason thereof.
 17. Legal jurisdiction for all disputes shall be within the purview of the Shillong Court.
 18. **All bidders shall give an undertaking that they fully and unconditionally agree to abide by all the terms and conditions which, if needed, may be modified at the discretion of the Competent Authority, in supply order, for which confirmation from the supplier shall be taken. Non submission of the undertaking may lead to rejection/ non-consideration of the tender.**
 19. **The bidders should mandatory sign on every page of the Tender Document, which would show their unconditional acceptance of all the terms and conditions of the Tender Document.**
 20. Other terms & conditions, as may be decided by the Competent Authority from time to time, depending upon the condition & requirement of the supply. The intimation in this regard, shall be provided well in advance & the bidder/ supplier shall be bound by the said terms & conditions.
 21. For any query/ clarification, the undersigned may be approached at:
 1. Contact No.: 0364-2570363 (Tel- Fax)
E-mail : kcjoshiicar@yahoo.in
 2. Library & Information Officer, ICAR Research Complex for NEH Region, Umiam, Meghalaya.

Sd/-S.V. Ngachan
Director

Annexure-1

1. Rexine binding of back volumes of books- 1000 Nos
2. Binding of loose journals- 1000 Nos.
Quality