



भारतीय कृषि अनुसंधान परिषद,
उत्तरपूर्वी पर्वतीय क्षेत्र अनुसंधान परिसर
उमियम, मेघालय - 793 103
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
ICAR Research Complex for NEH Region
Umiam, Meghalaya - 793 103



File No.RC(S) 16/2015/Part-A

Dated Umiam, the 11th May'2018

NOTICE INVITING TENDER

Sealed bids are invited from the reputed registered firms/ manufacturers/ authorized dealers on behalf of the Director, ICAR Research Complex for NEH Region, Umiam, Meghalaya, for Binding of Library Books and Loose issues of journals etc. having experience and expertise in binding of books, periodicals, publications, etc.

The critical date sheet of the tender is given below: -

- | | |
|---|-------------------------------|
| A. Open Tender Notice | : F.No.RC(S)16/2015/Part-A |
| B. Tender Date | : 11/05/2018 |
| C. Last date of receipt of Tenders | : 11/06/2018 (up to 12:30 PM) |
| D. Date of opening of Tenders | : 11/06/2018 at 02:30 PM |
| E. The Tender document can be downloaded from Central Public Procurement Portal or | |
| http://www.icarnehadmin.org/www.icarneh.ernet.in/www.kiran.nic.in/www.icar.org.in | |

Note: If the above mentioned date(s) is/are happened to be a holiday or non - working day, the tenders shall deem to remain open for acceptance till next working day except on the 2nd (second) Saturday.

Sd/-
DIRECTOR



भारतीय कृषि अनुसंधान परिषद
ICAR

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ICAR Research Complex for NEH Region
Umiam, Meghalaya – 793 103



भारतीय कृषि अनुसंधान परिषद
ICAR - ROBINH

File No.RC(S) 16/2015/Part-A

Dated Umiam, the 11th May'2018

OPEN TENDER NOTICE

Sealed bids are invited for Binding of Library books and loose issues of journals etc. from the reputed registered firms/ manufacturers/ authorized dealers having experience and expertise in binding of books, periodicals, publications, etc. by ICAR Research Complex for N.E.H. Region, Umroi Road, Umiam, Meghalaya. The detailed of the items (**Annexure – I**) and terms & conditions etc. are given below:-

Terms & Conditions of the Tender

- Cost of tender paper of Rs.500/- (Rupees five hundred) only** (Non – refundable) to be deposited in the favour of the Director, ICAR Research Complex for NEH Region, Umiam – 793103, by means of Demand Draft payable at SBI, ICAR Complex Branch, Umiam. **Non – submission of the cost of Tender paper shall lead to non – consideration of the Tender.**
- Every quotation should consist of two Bids- 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 superscribed as "Tender No.RC(S)16/2015/Part-A dtd.11/05/2018 for Binding of Library books & loose issues of journals etc."** and addressed **with a forwarding letter quoting reference to this office Tender No. and date 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. **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.** All Tenders should be dropped in the Tender box of this office, kept in the office of Director, ICAR Research Complex for NEH Region, Umiam, Meghalaya-793103, not later than **12:30 P.M. on 11th June, 2018.** Tenders received after the due date and time shall not be considered under any circumstances. **The sample format for submitting Technical Bid and Financial bid are given in Annexure –II and III respectively.**
- The rates quoted should be up to ICAR Research Complex for NEH Region, Umiam (Library division/section).** The rates must be valid for at least for **1(one) year** from the date of quotation. The quoted rate should be in Indian Rupees.
- Page numbering for all the documents submitted/attached should be recorded accordingly and the total number of pages must also be mentioned in the forwarding letter. Failing which the tender/quotation shall be rejected.**
- Price quoted must be given separately and independently for each size of binding or per unit separately and must be all inclusive of CGST/SGST, including all packing, forwarding, Delivery charges etc., as may be applicable.**
- Furnishing of related documents like detailed specifications, technical literature, authorization letter, Dealership Certificate, Company registration certificate, product certification, etc. is mandatory. Dealership certificate/Agency Certificate for the manufacturer/ manufacturing firm should be enclosed if the rates are quoted by the Dealers/Agents. GST registration certificate, PAN card, Bank details, Trading license (in case of non – tribal), SC/ST Certificate, Proof of experience in supplying to Govt. Department(s). along with all the commercial terms and conditions. Failing which the quotation shall be rejected.** Lack of any required Technical Literature may result in the non – consideration of the Bid. Financial bids of technically acceptable offers would only be considered for further evaluation and analysis.
- Samples of Rexine book binding should be enclosed with the quotations.**

8. 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.
9. 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.
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. 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.
12. **The books/debates/ periodicals etc. received by the tenderer(s) for binding shall not be lent out to anybody for any purpose.**
13. The Buyer shall not be responsible for payment of transit insurance charges.
14. **No enhanced rate at the time of supply of the items will be entertained.**
15. Payment shall be made on actual delivery in good condition.
16. In case of delay in supply, penalty will be imposed @2% per week, subject to a maximum of 10% of the FOB value.
17. **The tenderers shall have to deposit Earnest Money for Rs.10,000/- (ten thousand) only** in the form of Demand Draft, valid for 6 (Six) months, drawn in favour of the Director, ICAR Research Complex for NEH Region, Umiam, Meghalaya, payable at SBI, ICAR Complex Branch, Umiam as a bid security, along with the quotation. **The cost of the Tender paper as well as the Earnest Money along with all other Technical Details should be mandatory kept in the Technical Bid only. Non submission of the Bid Security with quotation shall make the quotation/ bid liable to be rejected.**
18. Performance Bank Guarantee is required for all indigenous items also. For items less than Rs.50,000, the amount should be 5% of the actual cost of the equipment and for items more than 50,000.00 the amount should be 10% of the actual cost of the equipment. The bank guarantee should cover the entire guarantee/ warranty period which should be of at least one year duration.
19. The selected tenderers must complete the supply/ binding within the stipulated time limit mentioned in the supply order. In case, the firm fails to execute the supply within the time limit, the bid security would stand forfeited and supply order shall be cancelled.
20. The complete details regarding the Institutions/ Corporations/ Bodies, etc. where the Firm/ Dealer has made the supplies during the last 2/3 years should also be furnished, along with the supply orders.
21. The Bidders should mandatory provide their full Bank Details, PAN Card No. , IFS code No., GST etc. so as to ensure e-payment to them directly on satisfactory completion of the Supply.
22. **The Director, ICAR Research Complex reserves the right to reject any tender in part or full, without assigning any reason thereof.**
23. **Legal jurisdiction for all disputes shall be within the purview of the Shillong Court.**
24. **KHADC license.**
 - I. The Firm/Agency run by the Non-tribal contractor's /firms/companies/ suppliers/ stockiest/ banded warehouse/Private carriage contractors/Co-operative Societies etc. should produce Trading License issued by the KHADC (Govt. of Meghalaya) and may be kept in the Technical Bid (Bid - I).
 - II. Submission of tender paper does not fall under trade as per the above said act. However, if a Non-tribal becomes a successful bidder he has to furnish License issued by the KHADC (Govt. of Meghalaya) before any work involving trade is issued to him.



Further those firm/agency opting for clause II above are requested to submit an **undertaking** mandatorily to this effect along with the technical bids as a certification about their capability of submission of the trade license when ask for, failing which the tender are liable to be rejected/not to be considered at any circumstances. (If not applicable submit the relevant document).

25. 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/or outright rejected by the office.
26. **The bidders should mandatory sign on every page of the Tender Notice, which would show their unconditional acceptance of all the terms and conditions of the Tender.**
27. Tenders shall be opened on **11th June 2018 at 02:30 pm**, ICAR Research Complex for NEH Region, Umiam, Meghalaya - 793103. Interested bidders may attend the opening.
28. 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.
29. For any query/ clarification, the undersigned may be approached at:

E-mail : storesection@yahoo.in

**Sd/-
DIRECTOR**

Annexure - I

Detailed specifications for binding of library books and loose issues of journals

Sl. No.	Item	Qty.
1.	Back Volume books binding (Rexine binding with good quality)	1000 nos.
2.	Loose issues of journals binding (Rexine with good quality)	1000 nos.

**Sd/-
DIRECTOR**

Annexure - II
Check List of Bid document:

Sl. No.	Type of Bid	List of Documents
A.	Technical Bid (All documents in a single envelope, sealed and superscribed as "Technical Bid")	<ol style="list-style-type: none"> 1. Cover letter on official letterhead duly signed by the tenderer along with seal. 2. Tender fee 3. Earnest money or Exemption Certificate 4. Open tender notice (duly signed on each page by the tenderer). 5. Detailed of items/products on official letterhead duly signed by the tenderer along with seal. 6. Profile and track record of the company/firm. 7. Company registration certificate, Trade registration certificate etc. (whichever is applicable). 8. Dealership/Agency certificate from the Principal firm if the rates are quoted by the dealers/agents. 9. Complete supply details of the last 2/3 years including minimum five similar purchase orders with completion certificate from the buyers etc. 10. Income tax clearance documents, TDS etc. (up to date). 11. Valid GST registration certificate. 12. Photocopy of the PAN. 13. Last 3 years financial standing and/or balance sheet and annual turnover. 14. Bank A/c details (Name, Account No., Bank, Branch, IFSC Code and MICR Code etc.) 15. Undertaking and Declaration (Format given in Annexure III) on official letter head duly signed by the tenderer along with seal. 16. Guarantee/warranty clause (if any). 17. Other credentials (if any). 18. Proof of seller Registration in GeM (Optional)
B.	Financial Bid (All documents in a single envelope, sealed and superscribed as "Financial Bid")	<ol style="list-style-type: none"> 1. Rate quotation inclusive of all packing, forwarding, delivery, GST, permissible charges/duties etc. as may be applicable. 2. Commercial terms and conditions (if any)

N.B.: Place the two envelope (Technical Bid and Financial Bid) in a single main cover to be superscribed as "Tender No.RC(S)16/2015/Part-A dtd.11/05/2018 for binding of Library books & loose issues of journals etc." and addressed with a forwarding letter quoting reference to this office Tender No. and date to "THE DIRECTOR, ICAR RESEARCH COMPLEX FOR NEH REGION UMIAM, MEGHALAYA-793103". Mention complete address on the bottom left corner of the Main Cover. All pages of the tender documents for both Technical Bid and Financial Bid must be duly signed by the tenderer with seal.

(To be submitted on official letter head)

Annexure - III

UNDERTAKING AND DECLARATION

I,.....(Name of the Tenderer)..... on behalf of

.....(Name of the firm/Manufacturer/Dealer/Agent)

am fully and unconditionally agree to abide by all the terms & conditions as mentioned in the Open Tender Notice No.RC(S)16/2015/Part-A dtd.11.05.2018 for binding of library books & loose issues of journals etc.

I hereby offer for the binding of library books & loose issues of journals etc.

We undertake for binding of library books & loose issues of journals etc. within the allotted period as mentioned in the supply order by the ICAR Research Complex for NEH Region, Umiam.

We undertake that our firm has neither been Blacklisted/Debarred by any Government/Government Undertaking nor penalized on the same ground.

We also undertake that no legal proceeding is pending in any Courts on the same grounds.

I have read and fully understood the terms & conditions of supplies etc. mentioned in the tender document and I shall abide the same.

Date:

Place:

Signature:

Name:

Official seal: