



ICAR - NATIONAL RICE RESEARCH INSTITUTE
CUTTACK – 753 006 (ODISHA)

Department of Agricultural Research and Education (DARE),

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STANDARD ONLINE (E-PROCUREMENT MODE)
BIDDING DOCUMENTS FOR
PROCUREMENT OF ANNUAL RATE CONTRACT FOR PRINTING

(Document to be submitted online as per Schedule of requirement)

NOTICE INVITING ON LINE TENDER

Tender Enquiry No: 18/Store/ARC/Printing/NRRI/2021-22

F.No.12-1/Stores/17-18/_____

Dated: 05.08.2021

E-tenders (Two Bid System) through the website URL: <http://eprocure.gov.in/eprocure/app> are invited for **Printing of NRRI Publications, Annual Report, News letter, Technical Bulletins, other Miscellaneous Publications etc. with “Photo off set process” for the year 2021-22** as per details given below:

Details of the Printing Matters and Rate

Sl. No.	Specification of Printing	Rate (Rs.)
(A)	Printing of Annual Report (No. of pages 100-150 and No. of copies 500 Approx. (Material: Camera ready material has to be prepared.)	
1.	Paper (cover): Quality: Art Card, Mat lamination Weight:300 GSM Uncut Size: Demy Quarto 8 3/4" x 11 1/4" Cut Size:8 1/4" x 11"	Rs./Page
2.	Paper (Inner): Quality: Art paper, Weight:130 GSM. Uncut Size: Demy Quarto 8 3/4" x 11 1/4" Cut Size:8 1/4" x 11"	Rs./page
3.	Printing: Four colour digital printing or offset printing, 1200 dpi.	Rs./page
4.	Binding: Section Sewing	Rs./page
5.	Binding: Perfect binding	Rs./page
6.	UV Spot Lamination	Rs./Sq.inch
7.	Foiling Gold/Silver	Rs./Sq.inch
8.	Page setting with three proofs Black & white + one colour final proof	Rs./page.
(B)	Printing of News Letter No. of pages 8-16, No. of copies – 500 Approx. (Material: Camera ready material has to be prepared.)	
1.	Paper:	Rs./Page

	Quality: Art Paper, Weight:130 GSM Uncut Size: Demy Quarto 8 3/4" x 11 1/4" Cut Size:8 1/4" x 11"	
2.	Printing: Four colour offset printing, 1200 dpi.	Rs./Page
3.	Binding: Centre binding (Staple).	Rs./ page
4.	UV Spot Lamination	Rs./Sq.inch
5.	Page setting with three proofs + one colour final proof	Rs./page

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(C)	Printing of NRRI Research Bulletin. No. of pages 28-40, No. of copies – 500 Approx. (Material: Camera ready material has to be prepared).	
1.	Paper (cover): Quality: Art Card, Mat lamination Weight:300 GSM Uncut Size: Crown Quarto 7 1/2" x 10" Cut Size:7 1/4" x 10 3/4"	Rs. /Page
2.	Paper (Inner): Quality: Art paper, Weight: 130 GSM. Uncut Size: Crown Quarto 7 1/2" x 10" Cut Size: 7 1/4" x 10 3/4"	Rs./page
3.	Printing: Four colour offset printing, 1200 dpi.	Rs./ page
4.	Binding: Section Sewing.	Rs./ page
5.	Binding: Perfect binding	Rs./page
6.	UV Spot Lamination	Rs./Sq.inch
7.	Foiling Gold/Silver	Rs./Sq.inch
8.	Page setting with three proofs + one colour final proof	Rs./page.
(D)	Printing of Technical Bulletin. No. of pages -4, No. of copies – 2000 Approx. (Material: Camera ready material has to be prepared).	
1.	Paper: Quality: Art Card, Weight:220 GSM Uncut Size: Demy Octavo 5 3/4" x 8 3/4" Cut Size:5 1/4" x 8 1/4"	Rs./ page
2.	Printing: Four colour offset printing, 1200 dpi.	Rs./ page
3.	Binding: Centre binding (Staple).	Rs./ page
5.	UV Spot Lamination	Rs./Sq.inch
6.	Foiling Gold/Silver	Rs./Sq.inch
7.	Page setting with three proofs + one colour final proof	Rs./page
(E)	Printing of Manual / Misc Publications (No. of pages 100-200 and No. of copies 500 Approx. (Material: Camera ready material has to be prepared)	
1.	Paper (cover): Quality: Art Card, Mat lamination Weight:300 GSM Uncut Size: Demy Quarto 8 3/4" x 11 1/4" Cut Size:8 1/4" x 11"	Rs./Page
2.	Paper (Inner): Quality: Maplitho, Weight: 90 GSM.	Rs./page

	Uncut Size: Demy Quarto 8 ³ / ₄ " x 11 ¹ / ₄ " Cut Size: 8 ¹ / ₄ " x 11"	
3.	Paper (cover): Quality: Art Card, Mat lamination Weight: 300 GSM Uncut Size: Crown Quarto 7 ¹ / ₂ " x 10" Cut Size: 7 ¹ / ₄ " x 10 ³ / ₄ "	Rs./Page
4.	Paper (Inner): Quality: Maplitho, Weight: 90 GSM. Uncut Size: Crown Quarto 7 ¹ / ₂ " x 10" Cut Size: 7 ¹ / ₄ " x 10 ³ / ₄ "	Rs./page
5.	Printing (Cover): Four colour digital printing or offset printing, 1200 dpi.	Rs./page
6.	Printing (Inner): Single colour digital printing or offset printing, 1200 dpi.	Rs./page
7.	Binding: Section Sewing	Rs./page
8.	Binding: Perfect binding	Rs./page
9.	UV Spot Lamination	Rs./Sq.inch
10.	Foiling Gold/Silver	Rs./Sq.inch
11.	Page setting with three proof + one colour proof	Rs./page.
(F)	Printing of leaflet/Handout	
1	Paper (cover): Quality: Art Card. Weight: 300 GSM Uncut Size: Demy Quarto 8 ³ / ₄ " x 11 ¹ / ₂ " Cut Size: 8 ¹ / ₄ " x 11"	Rs./Page
2.	Printing : Four colour offset printing , (1200 dpi)	Rs./page
3.	UV Spot Lamination	Rs./Sq.inch
4.	Foiling Gold/Silver	Rs./Sq.inch
5.	Page setting with three proof + one colour proof	Rs./page.
(G)	Cover designing	Four pages
Sl.No.	Specification of Printing	Rate (Rs.)
(H)	Printing of Book No. of pages-100-500 No. of copies-500	
1.	<u>Paper (Cover)</u> Quality-Art Paper, Mat Lamination Weight-170 GSM Cut Size-6/9 Uncut Size-6.25 x 9.25	Rs./Page
2.	<u>Paper (Inner)</u> Quality-Art Paper Weight-130 GSM Cut Size- 6/9 Uncut Size-6.25 x 9.25	Rs./page
3.	Printing- Multi-colour offset printing	Rs./page
4.	Binding- Hard Case Binding (Hard Cover)	Rs./page
5.	Binding- Perfect Binding	Rs./page
6.	UV Spot Lamination	Rs./Sq.inch
7.	Foiling Gold/Silver	Rs./Sq.inch
8.	Page Setting with three proofs +one colour final proof	Rs./page.

Sl. No.	Specification of Printing	Rate (Rs.)
(I)	Printing of Book No. of pages-100-500 No. of copies-300	
1.	<u>Paper (Cover)</u> Quality-Art Paper, Mat Lamination Weight-170 GSM Cut Size-6/9 Uncut Size-6.25 x 9.25	Rs./Page
2.	<u>Paper (Inner)</u> Quality-Art Paper Weight-130 GSM Cut Size- 6/9 Uncut Size-6.25 x 9.25	Rs./page
3.	Printing- Multi-colour offset printing	Rs./page
4.	Binding- Hard Case Binding (Hard Cover)	Rs./page
5.	Binding- Perfect Binding	Rs./page
6.	UV Spot Lamination	Rs./Sq.inch
7.	Foiling Gold/Silver	Rs./Sq.inch
8.	Page Setting with three proofs +one colour final proof	Rs./page.
Sl. No.	Specification of Printing	Rs./Page
(J)	Printing of Book No. of pages-100-500 No. of copies-200	Rs./page
1.	<u>Paper (Cover)</u> Quality-Art Paper, Mat Lamination Weight-170 GSM Cut Size-6/9 Uncut Size-6.25 x 9.25	Rs./page
2.	<u>Paper (Inner)</u> Quality-Art Paper Weight-130 GSM Cut Size- 6/9 Uncut Size-6.25 x 9.25	Rs./page
3.	Printing- Multi-colour offset printing	Rs./page
4.	Binding- Hard Case Binding (Hard Cover)	Rs./Sq.inch
5.	Binding- Perfect Binding	Rs./Sq.inch
6.	UV Spot Lamination	Rs./page.
7.	Foiling Gold/Silver	Rs./Page
8.	Page Setting with three proofs +one colour final proof	Rs./page

Sl. No.	Specification of Printing	Rate (Rs.)
(K)	Printing of Book No. of pages-100-500 No. of copies-100	Rs./Page
1.	<u>Paper (Cover)</u> Quality-Art Paper, Mat Lamination Weight-170 GSM Cut Size-6/9	Rs./page

	Uncut Size-6.25 x 9.25	
2.	Paper (Inner) Quality-Art Paper Weight-130 GSM Cut Size- 6/9 Uncut Size-6.25 x 9.25	Rs./page
3.	Printing- Multi-colour offset printing	Rs./page
4.	Binding- Hard Case Binding (Hard Cover)	Rs./page
5.	Binding- Perfect Binding	Rs./Sq.inch
6.	UV Spot Lamination	Rs./Sq.inch
7.	Foiling Gold/Silver	Rs./page.
8.	Page Setting with three proofs +one colour final proof	Rs./Page

N.B.: GST applicable on products/ items will be paid in actual. Rate may be quoted in BOQ accordingly.

Critical Dates

Date of Uploading of Tender Documents (Online)	05-08-2021	15:30 hrs.
Bid Document Download Start Date (Online)	05-08-2021	15:30 hrs.
Bid Submission Start Date(Online)	05-08-2021	15:30 hrs.
Bid Submission End Date(Online)	26-08-2021	15:30 hrs.
Date of Technical Bid Opening (Online)	27-08-2021	15:30 hrs.
Date of Opening of financial bid	As will be notified at the time of uploading technical evaluation report	

Important Notes:

General Instructions to the Tenderers

1. The rates quoted should be valid for a period of one year from the date of acceptance.
2. Rates quoted should be for free delivery at NRRI, Cuttack – 6.
3. Paper for Printing of these materials will be supplied by the concerned Printing Press as per given specifications.
4. The rates of basic price/charges and taxes should be clearly and separately indicated. It may be noted that this Institute is having GST exemption certificate which will be provided as and when required.
5. The concerned firm shall provide full proof copy of printing materials to the Head, Social Science Division of this Institute for correction and approval before final printing.
6. Printed books should be handed over to the Head, Social Science Division of this Institute within 10 days in case of Newsletters and 20 days in case of Annual Report and other publications from the date of receipt of the manuscript.
7. Tenderers are bound to accept order for additional quantity (up to 25%) at the same price if order is placed within 6 months. The quantities mentioned are approximate and may vary according to our actual requirements.
8. The Schedules of the tender form should be submitted intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tenders form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the tenders.

Overwriting/erasing in rates to be quoted by the tenderer will not be allowed and the tender may be rejected.

9. The tender is liable to be ignored if complete information and particulars asked in the schedules to the tender is not provided. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor or (ii) a partner of the firm if it is in partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney of (iii) constituted attorney of the firm if it is a company.
10. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the ICAR/NRRI shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all cost and damages. Each page of the tenders and annexure, if any, should be signed by the tenderer.
11. Tenderer is at liberty to be present or to authorise a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on tenderer's behalf should be indicated in the tenders. Name and address of permanent representative, of the tenderer if any, may also be indicated.
12. In general, the tenderer with lowest quoted price will be selected for award of the contract. However, this Institute reserves the right to accept or reject the lowest or any other bidders.
13. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
14. If the tenderer does not accept the award issued by this Institute within 15 days of receipt, the same shall be deemed to have been withdrawn without any notice & earnest money deposited would be forfeited.
15. The Director, NRRI, Cuttack-6 reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute.
16. Decision of Director, NRRI, Cuttack-6 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, the dispute shall be referred to the sole arbitrator to be appointed by the Director, NRRI, Cuttack-6. 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.
17. All disputes including court proceeding shall be settled within the Cuttack Jurisdiction only.
18. The bidders should satisfy the following aspects of eligibility:
 - a) The printing press of the bidders must be located within the twin city periphery of Cuttack & Bhubaneswar.
 - b) The bidder should be an India registered company and must have been engaged in the area of similar works for a minimum period of five years with sufficient Infrastructure and technical expertise as well as financial strength to undertake the contract.
 - c) The bidder should have a minimum average Annual Turnover of Rs.20.00 lakh during last three financial years.
 - d) The bidder must have undertaken similar works successfully and satisfactorily during last three years.

19. The Sealed Cover of Tender documents should be submitted in two separate sub-covers as under:

A. Cover-I (Technical Bid)

1. **Demand Draft for Rs.35,000.00 as performance security** (vide provision of Bid security as per ICAR/GOI guidelines dt.12.11.2020) favouring the **Director, ICAR-N.R.R.I, Cuttack** payable at **State Bank of India, Nayabazar Branch (Br. Code: 2094)**
2. Self attested copy of valid Registration Certificate with the appropriate authority
3. Self attested copy of PAN Card along with Income Tax Return for the last three years
4. Copy of Balance Sheet duly certified by the Chartered Account for the last three years
5. Self attested copy of GST Registration Certificate
6. Sample copies of printed materials (at least two)
7. Proof of satisfactory execution and completion of similar works during last three years
8. List of clients.
9. Bid Security Declaration (Annexure - VII)
10. Proof of any Job in similar nature of ICAR institutes/Govt. of India/ PSU may be attached.

(B) FINANCIAL BID / BOQ (In xls. Format only)

(a) Financial Bid as BoQ_XXXX.xls to be filled online & submitted. Please note that the file name should not be changed.

Tender Inviting Authority: The Director, ICAR-N.R.R.I., Cuttack.

Name of Work: Printing of NRRI Publications, Annual Report, News letter, Technical Bulletins, other Miscellaneous Publications etc. with "Photo off set process" for the year 2021-22.

Contract No: 18/Store/ARC/Printing/NRRI/2021-22

20. Tender Documents can be downloaded from the ICAR-N.R.R.I. website www.icar-nrri.in or from the Central Public Procurement Portal URL: <http://eprocure.gov.in/eprocure/app>. Bidders should enroll/ register in the e-procurement module of Central Public Procurement Portal through the website: URL:<http://eprocure.gov.in/eprocure/app> for participating in the bidding process. Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.
21. **In compliance to ICAR/GOI guidelines dt.12.11.2020 Only provision of Bid Security for Rs.35,000/- is to be submitted by the Agency in shape of D.D. favouring the Director, ICAR-N.R.R.I, Cuttack payable at State Bank of India, Nayabazar Branch (Br. Code: 2094) that to be retained by Institute as Performance Security and the same will be refunded after expiry of the contract on demand.**
22. ICAR-N.R.R.I. will not be responsible for any delay in enrollment / registration as bidder or submitting /uploading the offer/ tender documents. Hence, bidders are advised to register in e-tendering website URL:<http://eprocure.gov.in/eprocure/app> and enroll their Digital Signature Certificate and upload their quotation well in advance.
23. The companies/dealers who cannot provide validity of rates for **One year** i.e. w. e. f. acceptance of RC need not apply.
24. The firms must have been registered with the GST Authorities of India.
25. The Institute is having GST exemption Certificate issued by the DSIR against applicability of GST 5%.
26. The Rate Contract will generally be valid for a minimum period of one year. However the extension for more than one year may be considered in deserving cases. Hence, the Firms entering in to the Annual Contract must accept the order for supply at the same rate.

27. There will be no change in price structure during the period of contract except the statutory levies which are made applicable by the Govt. through notifications/regulations about the change. Hence, the firms having valid price list for a minimum period of one year should only apply.
28. Price quoted should be for delivery at NRRI, Cuttack.
29. The stores shall be supplied within a period of 15 days either directly or through dealer after receipt of Supply Order.
30. NRRI, Cuttack reserves the right to enter into parallel Rate Contract for similar items during the period of Rate Contract with one or more parties.
31. The Rate Contract can be terminated at any time by giving one month's notice.
32. If, the supplier fails to deliver the material within the stipulated period, the Institute may procure such items from other sources without prior intimation to the firm.
33. The Institute shall not be liable for any excess costs incurred by the supplier for procurement of materials or services due to late delivery.
34. Delayed supply/non compliance of complete order may also lead to cancellation of contract.
35. Payment will be made by **e-transfer** through our Account with State Bank of India. Hence the supplier should submit **the complete bank details. This institute will not be held responsible for delay in payment due to mismatch in Bank details.**
36. No request for advance or part payment will be entertained
37. Discount, taxes and other levies if any are to be specified clearly in the bid
38. This Institute is exempted from payment of customs/ Excise duty & GST as per relevant norms of Govt. of India. This registration is valid up to 31.08.2021
39. Any dispute arises in this contract shall be subject to the Jurisdiction of Cuttack only.
40. The tenders are liable to be rejected, if the above conditions are not complied with.
41. The Bidder(s) may note that **ONLINE BIDS will ONLY** be accepted no other mode of submission of bid is acceptable. All the requisite supporting documents as mentioned in the bid document should and must be uploaded On-line <http://eprocure.gov.in/eprocure/app>. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.
42. The bidders may submit duly filled and completed bidding document ONLINE as per instruction contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.
43. Delivery: As per purchase order's term & conditions
44. Payment: 100% of the contract price on receipt of items by the consignee supported by satisfactory and submission of Performance Security.
45. The rate should be quoted as per the BOQ uploaded on the CPP Portal. However, taxes if any will be considered as per prevailing Govt. norms. The bidders are advised to download this BOQ_XXX.xls as it is and quote their offers/rate of discount in the permitted column and upload the same in the Financial Bid. The Bidder shall not temper/ modify downloaded price bid template in any manner. In case, if the same is found to be tampered/ modified in any manner, tender of the concerned will be completely rejected.

46. The initial period of Contract would be for One year. The Director, ICAR-N.R.R.I. reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the organization.
47. The offer must be based on free delivery at ICAR-N.R.R.I., Cuttack – 753006, otherwise your offer will not be considered.
48. No delivery or any other charges will be allowed over and above expect your quoted price and tax components as Govt. of India norms.
49. In respect of perishable stores, the damaged / rejected one should be replaced by the supplier, free of cost at the ultimate destination
50. The rate contract can be terminated without any notice in case the performance of the tenderer is found consistently unsatisfactory or due to the serious lapses on the part of the tenderer. Where lapses are of serious nature, in addition to termination of contract the Performance Security will be forfeited.
51. Bid Validity: 180 days.
52. The Director, ICAR-N.R.R.I. reserves the right to accept / reject any/ all tenders in part/ full /terminate contract without assigning any reason thereof.
53. The detailed instruction for online submissions of bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link: <http://eprocure.gov.in/eprocure/app?page=HelpForContractors & service=page>.
54. The Director ICAR-N.R.R.I. reserves the right to cancel the contract without assigning any reason thereof.
55. The Performance Security will remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligation of the supplier including warranty obligation, which will be returned/refunded without interest upon receipt of the written request from the Firm.
56. The rate should be quoted keeping in view of supply the material as per specification, delivery at F.O.R ICAR-N.R.R.I., Cuttack inclusive of all costs, sales tax, VAT , transportation charges, charges for loading & unloading the materials, etc.
57. The firm has to also upload “Certified that the Discount offered is the Maximum that we have offered to any other Central or State Govt. Department, Laboratories or State Govt. Departments, Laboratories or Institutions and the price list furnished with the Rate Contract proposal is applicable throughout India
58. Dispute resolution: Decision of Director of the Institute 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. The seat of Arbitration will be Cuttack and language will be English. Laws of India will be applicable.
59. In the event of any dispute the legal matter shall be subjected to the jurisdiction of the Court located in Cuttack only.
60. The Director, NRRI, Cuttack reserves the right to accept/reject the tender wholly or partially without assigning any reasons thereof.

Place: NRRI, Cuttack

Date: 05/08/2021

Digitally signed by :

Date :2021

Location : NRRI

General Terms and Conditions Governing the Contract for Printing Works

1. Generally, the Camera ready material will be provided by this Institute for printing. If Camera ready matter is not provided, the printing firm shall compose/design the page layout of the material with care and provide high quality prints for proof reading/page designing.
2. As a measure of expediency it may be decided in some cases not to call for proofs for checking and approval before copies are finally printed. In such cases the responsibility of checking and passing the proofs shall rest with the Printing Firm. It shall be advisable, therefore, for the printing firm to give the matter a final reading when the forms are in the machine so as to avoid misprints. No remuneration on account of this proof reading or extra care will however, be admissible.
3. The printing firm shall be required to arrange for blocks and plates, if any, included in the work entrusted to him, if it is not supplied by the NRRI.
4. The printed copies shall be supplied by the printing firm to the NRRI duly tied up into suitable size bundles of an equal number. Local delivery shall, be made with wrapping paper. Out-station consignment, which cannot be sent by post, shall be despatched by rail with properly packed in gunny cloth or in packing cases (whichever is less expensive consistent with the safety of the contents) and the packages shall be placed to local railway station for despatch by passenger or goods train, as may be specified by the NRRI "Freight to pay/paid." Railway receipt shall be sent to the NRRI on the same day under a certificate of posting and for Express Delivery.
5. The Printing Firm shall, however, give full information with regard to the work in hand, and shall also permit the officer deputed by the NRRI to inspect the printer's premises at all reasonable times and shall give all assistance and information as may be required by him in connection with the work.
6. If any item of work/operation not provided are required to be performed by the Printing Firm, rates to be paid thereof shall be determined by the NRRI.
7. *Precautionary Measures:* All jobs shall be carried out by the Printing Firm with due regard to economy in paper consumption as well as in production cost without loss of clarity, quality and efficiency.
8. The Printing firm shall take every care to see that the work or any portion thereof does not fall into unauthorized hands. Proper care shall be taken to execute the work under security conditions. All proofs and trial and spare copies shall be destroyed by burning in the presence of a responsible person of the press. The Printing Firm shall send a certificate to this effect to the NRRI after the completion of the work.
9. The Printing Firm shall not assign or sublet the work or any part thereof without having first obtained the permission in writing of the NRRI. The NRRI shall be at liberty in its discretion, to refuse such request of the Printing Firm.
10. **PAPER AND MATERIALS:** All papers and binding materials necessary for the work shall be arranged by the Printing Firm, If not specified otherwise.
11. After the work has been completed, the bill for the work, in triplicate, prepared on the basis of the accepted rates shall be submitted by the Printing Firm to the NRRI, Cuttack. All blocks, etc., which have been supplied by the NRRI or have been prepared by the Printer for the work shall be returned to the NRRI after completion of the work.
12. A sum not exceeding two percent of the composing, page making and block making charges/printing and binding charges, shall be deducted by the NRRI from the amount of the bill of the Printing firm for every week's delay or part thereof in complying with the date of delivery of the proof/fair copies respectively, but this Clause shall not operate if the delay is occasioned owing to the paper and/or binding materials not being received in time (if supplied by the NRRI) or due to other circumstances beyond the Printing firm's control. The NRRI shall have the power to determine the scale of deduction in such cases under this Clause and its decision shall be final.
13. In case of strikes, combination of workmen, fire accidents or circumstances beyond the control of the Printer causing stoppage of the work, the delivery or completion of the work may be suspended without penalty and the NRRI shall have the power during such stoppage to get the work done elsewhere, without any charge to the Printer. The later shall afford every facility for the removal and use elsewhere of such standing type and materials as may be necessary for the completion of the work.

14. PENALTY:

- (a) In the event of the failure by the printing firm to (i) observe or perform any of the conditions of the work as set out herein OR (ii) to execute the work in a good and workman-like manner and to satisfaction of and by the time fixed by the NRRI it shall be lawful for the NRRI in its discretion, in the former event, to remove or withheld any part of the work until such time as it may be satisfied that the Printing Firm is able to do and will duly observe the said condition and, in the later event, to reject or remove as the case may require, any work executed otherwise by them in a good and workman-like manner to the satisfaction of and by the time fixed by the NRRI and in both or either of the events aforesaid, to make such arrangements as it may think fit for the reproduction of the work so removed or in lieu of that so rejected or removed as aforesaid on the account and at the risk and cost of the Printing Firm.
 - (b) Provided further that, if in either event any excess cost be incurred by the reason of the difference between the prices paid and the accepted rates (to be certified by the NRRI whose certificate shall be final), the NRRI may charge the amount of such excesses cost of the Printer and the same may at any time be deducted from any sum or sums then due or which may at any time thereafter may become due to the Printing firm under this or any other work or may be demanded of him to be paid within fifteen days to the NRRI.
 - (c) In the event of any discovery of error or defect due to the fault of printing firm at any time after the delivery of the copies ordered the Printing firm shall be bound, if called upon to do so, to rectify such error or defect at his own cost to the satisfaction of and within the time fixed by the NRRI. In the event of the delivery of any defective work, which owing to urgency or for any other reason cannot be wholly rejected the NRRI shall have the power to deduct from any payment due to the Printing Firm such sum as it may deem expedient not exceeding 10% of the value of the particular portion or portions adjudged to be defective.
 - (d) In the event of a work wholly rejected, the NRRI may at its own discretion either:
 - (I) Permit the printing firm to redo the same within such time as the NRRI may specify at Printing Firm's own cost, which shall include the cost of paper and other materials.
- OR**
- (II) Arrange to get the work done elsewhere and by any other person or from any other source than the Printing firm, in which case the amount of extra cost, if any, shall be recovered by the NRRI from the Printing firm in the manner provided in sub-clause (b) of this clause.
15. In the event of the Printing firm having adjudged insolvent or having a receiving order or other order under the Insolvency Act and in the case of a Company, of the passing of any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the Printing firm failing to comply with any of the conditions herein specified, the NRRI shall have the power to cancel the work without previous notice.
 16. In the event of lockout/closure of a press on account of liquidation, strike, fire accident, or any other circumstances the NRRI reserves the right to withdraw the job, at whatever stage it be, without any obligation of payment or reimbursing expenditure in respect of work done (including plates/blocks made) and also to withdraw/take possession of the manuscript, photographs, illustrations, paper, binding cloth etc. supplied earlier in connection with the printing of the job.
 17. In the event of making a supply of the printed copies short of the actual number of copies ordered, the NRRI will deduct the sale price of the copies supplied short from their respective bill.
 18. The NRRI reserves the right to entrust the work to other printing firms on the basis of the lowest quotation as accepted by the NRRI.
 19. The NRRI also reserves the right to withdraw any part of the job or the whole of it at any stage, even after acceptance of the quotations/finalization of the printing arrangement and assignment of the job without assigning any reason thereof. The decision of the Director, NRRI, Cuttack in all these matters shall be final and binding on the Printing Firms.

DECLARATION BY THE TENDERER

Full Name & Complete Address of the Tenderer :
with Post Box No. & PIN Code
Telephone No. :
Telegraphic Address/FAX/Cellular No. :
E-Mail address :
From:

.....
.....
.....

To

The Director,
NRRI, Cuttack-6.

1. I/we have read all the particulars regarding the General information and other terms and conditions of the contract for **Printing of NRRI Publications, Annual Report, News letter, Technical Bulletins, other Miscellaneous Publications etc. with “Photo off set process” for the year 2021-22** and agree to provide the services as details in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule-I to this Tender and I/we agree to hold this offer open till 180 days. The rates quoted will be valid for a period of one year from the date of acceptance of the tender, in the event of award of the Contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.
2. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and form a part of this Tender for the contract for Job Work/Service contract for “Printing of NRRI Publications” . The Schedule to accompany this Tender are at pages _____
4. Every page so attached with this Tender bears my Signature and the office seal.
5. DD No _____ of Rs. _____ drawn in favour of the Director, NRRI, Cuttack-6 and payable at State Bank of India, Nayabazar Branch, Cuttack-4 (Code No. 2094) is enclosed as Performance security.

Signature & Seal of the Tenderer

Address:

Telephone No. :
(Residence.)

Occupation:

Mobile No. :

SCHEDULE TO TENDERS:

Part-I

- 1) Name of the Firm/Agency :
- 2) Full address with Post Box No. and Telephone No. :
if any
- 3) Constitution of the Firm/Agency(Attached copy) :
Indian Companies Act,1956,Indian Partnership
Act.1932(please give names of partners) Any other
Act, if not the owners
- 4) For Partnership firms whether registered under the :
Indian partnership Act-1932, please state further
whether by the partnership agreement to
arbitration has been conferred on the partner who
has signed the Tender.
 - i)If answer to the above is in negative whether :
there is any general power of attorney
executed by all the partners of the firm
authorizing the partner who has signed the
Tenders to refer dispute condemning business
of the partnership to arbitration.
 - ii) If the answer to above is in point one and :
two the affirmative please furnish a copy of
either the partnership agreement or the general
power of attorney as the case may be. The
copy should be attested by a Notary Public or
its execution would be admitted by affidavit
on a properly stamped paper by all partners.
- 5) Bankers' details for e-payment procedure as per :
terms & conditions.
- 6) Your permanent Income Tax No/Circle/Ward :
- 7) Any other relevant information :

Part-II

- 8) Earnest Money Deposited (Yes/No) :

Part-III

- 9) Name and Address of the firm's representative and :
whether the firm would be representing and the
opening of the Tenders.
- 10) Name of the Permanent Representative to be :
visiting NRRI, Cuttack-6 regarding the contract.

Date:
Place:

AUTHORISED SIGNATORY

Please add supplementary pages to be numbered wherever needed by the Tenderer.



ICAR - NATIONAL RICE RESEARCH INSTITUTE

CUTTACK – 753 006 (ODISHA)

Department of Agricultural Research and Education (DARE),

Phone(PABX): 0671-2367768-783/FAX: (0671)2367663/2367759

E-mail: crrietc@nic.in

URL: <http://www.icar-nrri.in>



INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. For Online Bid Submission as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:[http://eprocure.gov.in/eprocure /app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. More information useful for submitting the online bids on the CPP Portal is available/obtained at [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app).

Registration of Bidders for Submission of On-line Bids:

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll”. Enrollment on the CPP Portal is free of charge.
2. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tender stipulate any condition of his own, such conditional tender is liable to be rejected.
3. The item should be delivered at ICAR-N.R.R.I., Cuttack – 753006 as per terms & conditions and the supplier shall be responsible for any damage during the transit of goods.
4. All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.
5. All the communications with respect to the tender shall be addressed to: The Head of Office, ICAR-N.R.R.I., Cuttack – 753006.

CERTIFICATE ABOUT NON BLACK LISTING

We ----- on this date -----
do hereby certify that our company / firm has not been blacklisted by any
Government Department / Government Educational Institutions / Research
Institute(s) during the last three years.

Authorized signatory of Bidder with Seal

Name -----

Designation-----

Place -----

Date -----

Bidders Profile

I/We (Name & Designation) _____ of
M/S_____ hereby submit the
following details of our profile. It is also certified that as on this date the information furnished in this
form about the firm are accurate and true to the best of my/our knowledge. I/we shall be responsible
for any information if found false or incorrect.

Name of the Bidder	:	
Name of the Firm & Address with phone, Fax No. E. Mail addresses (Attach proof).	:	
Category No. name of the Brand offered	:	
Permanent Account Number (PAN)	:	
GST Number	:	
Whether any penalty imposed during the last five years by any organization. If so, give details indicating name of organization that inflicted the penalty, date, and the reason thereof (Attach copy)	:	
Bank details for e-payment	:	
Whether you are: i) Manufacturer of the products quoted, or ii) Manufacturer's authorized agent for those products, (attach proof in case of authorized agent)	:	
Signature of Witness Name & Address of Witness	:	Signature of Bidder: Full Name, designation & address of the person signing above for and on behalf of M/s..... (Name & Address of the Bidding Firm)

TENDER ACCEPTANCE LETTER
(To be given on Company letter head)

To,

The Head of Office,
National Rice Research Institute,
Cuttack – 753 006 (Odisha).

Sub: Acceptance of terms and Conditions of tender.

Tender Reference No:

Name of the tender/work:-

Sir,

1. I/we have downloaded the tender documents for the above mentioned Tender/work from the website namely:

as per your advertisement, given in the above mentioned website(s).

2. I/we hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedules(s), etc.) which form part of the contract agreement and I/we shall abide hereby the terms/ conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document (s)/ corrigendum(s) in its totality /entirety.
5. I/we do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/ Public Sector Undertaking.
6. 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/ organization shall without giving any notice or reason thereof 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,

TENDERER'S NAME & SIGNATURE WITH SEAL

ANNEXURE-IV

FALL CLAUSE NOTICE CERTIFICATE

1. This is to certify that we have offered the maximum possible discount to you in our Quotation No. _____ dated _____
2. The Prices charges for the stores supplied under ARC should under no event be higher than lowest prices at which the party sells the items of identical description to any other Govt. Organization/PSU"s/Autonomous bodies/Pvt Organizations during the period of contract failing which the "FALL CLAUSE" will be applicable.
3. In case, if the price charged by our firm is more, the IISC will have the right to recover the excess charged amount from the subsequent/unpaid bill of the supplier.

Signature with seal of the Bidder

Date:

Place:

Note: This letter of authority should be on the **letterhead of the quoting firm** and should be signed by a person competent and having the power of attorney to bind the same.

ANNEXURE-V

CERTIFICATE OF PRICE JUSTIFICATION

NIT No. :

I/We/, M/S -----
certify that the rates provided are our best rates and we have not given these materials to any Government Department/ PSU/ Institution for lesser than these rates in last one year.

SIGNATUTE AND STAMP OF THE BIDDER

ANNEXURE-VI

CERTIFICATE OF NO DEVIATION

NIT No. :

I/We, M/S -----
hereby certify that notwithstanding any contrary indication/ conditions elsewhere in our offer documents, I/We have neither set any terms and conditions nor there is any deviation taken from the conditions of ICAR-N.R.R.I. tender specification, either technical or commercial, and I/We agree to all the terms and conditions mentioned in ICAR-N.R.R.I.'s tender specification with associated amendments & clarification.

Signature of the Bidder
(With Name, Designation & Company Seal)

ANNEXURE-VII

BID SECURITY DECLARATION

We M/s. _____ do hereby declare that if we withdraw or modify our bid during period of validity, we shall be suspended for the time specified in the tender documents.

Signature with seal of the Bidder

Date:

Place:

Note: This letter of authority should be on the **letterhead of the quoting firm** and should be signed by a person competent and having the power of attorney to bind the same.

Instructions for Online Bid Submission

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required 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: <http://eprocure.gov.in/eprocure/app>.

REGISTRATION:

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll” on the CPP Portal is free of charge.
2. As part of the enrollment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. 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.
4. Upon enrollment, 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 / TCS / nCode / eMudhra etc.), with their profile.
5. 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.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS:

1. 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.
2. 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.
3. 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:

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
4. 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” 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

1. Bidder should login to the site well in advance for bid submission so that he/she 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.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. The 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 the name of the bidder) No other details 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 found to be modified by the bidder, the bid will be rejected.
4. The server time (which is displayed on the bidders' 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.
5. 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 bid is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
6. The uploaded tender documents must become readable only after the tender opening by the authorized bid openers.
7. 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.
8. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1204200462

General Instructions to the Bidders

1. The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in pdf format.
2. Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the website <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
3. Tenderer are advised to follow the instructions provided in the "Instructions to the Tenderer" for the e-submission of the bids online through the Central Public Procurement Portal for e- Procurement at <http://eprocure.gov.in/eprocure/app>

**KIND ATTENTION: FOR TAKING ASSISTANCE, IF ANY
CPP Portal website: www.eprocure.gov.in**