



**ICAR-Agricultural Technology Application Research Institute,**  
**Zone-1, PAU Campus, Ludhiana-141004**  
Phone:0161-2401018; Email:Atari.ludhiana@icar.gov.in; Web: <https://atariz1.icar.gov.in>

F. No.:4(120)/SP/Tender/2019

Date: 1<sup>st</sup> June, 2019

### NOTICE INVITING TENDER

For and on behalf of Secretary, ICAR, the Director, ICAR-ATARI, Ludhiana invites online open E-tenders for Printing services on rate contract basis at ATARI, Ludhiana for the year 2019-20 through the website [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app) under two bid system from registered firms.

**Cost of Tender : Nil**

Tender No.	1/2019-20	
Date and Time for Issue/Publishing	1800hrs	01.06.2019
Document Download/Sale Start Date and Time	1800hrs	01.06.2019
Bid Submission Start Date and Time	1800hrs	01.06.2019
Bid Submission End Date and Time	1300hrs	20.06.2019
Date and Time for Opening of Bids	1430hrs	21.06.2019
Address for Communication	Assistant Administrative Officer ICAR - Agricultural Technology Application Research Institute, Zone-I, PAU Campus, Ludhiana -141004 (Punjab)	

Note :

1. The Director, ATARI, Ludhiana may at his discretion, extend this date by a week and such extension shall be binding on Tenderers.
2. If the date of opening of tenders is declared to be a public holiday, the tenders shall be opened on the next working day. However, there will be no change in the time of acceptance/opening as indicated above.
3. ICAR-ATARI reserves the right to accept / reject any or all the tenders in part/full without assigning any reason thereof.
4. The tender form can be downloaded from our website <https://atariz1.icar.gov.in/> or GOI portal <https://eprocure.gov.in/eprocure/app>.
5. Please examine thoroughly the Notice Inviting Tender, Instruction to bidders, General Conditions of Contract, Pre-requisite/requirement of the Service Contract, (Annexure I to III) and submit tender (Technical bid Offer/Bid form, Questionnaire, and Schedule of work experience (Annexure V to VIII) and Financial bid (BOQ) along with the necessary documents as required to be attached with the tender.

**Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.**

Sd/-  
Assistant Administrative Office

**TECHNICAL BID**

**Annexure: I**

**ICAR – AGRICULTURAL TECHNOLOGY APPLICATION RESEARCH INSTITUTE PO: PAU,  
LUDHIANA – 141 004 (PB)**

**OFFER/BID FORM**

**From:**

Dated \_\_\_\_\_

Shri/M/s \_\_\_\_\_

Address: \_\_\_\_\_

Ph.No. \_\_\_\_\_ FAX No. \_\_\_\_\_ Mob. No. \_\_\_\_\_

**To**

The Director,  
ICAR-AGRICULTURAL TECHNOLOGY APPLICATION RESEARCH  
INSTITUTE, PO: PAU, Ludhiana – 141 004 (PB).

**Ref: Your tender document No. \_\_\_\_\_ dated \_\_\_\_\_**

Dear Sir,

Having been examined the above mentioned tender document, the receipt of which is hereby duly acknowledged, I/We, the undersigned, offer to provide Printing Services in conformity with the said tender documents and agree to hold this offer up to \_\_\_\_\_ on \_\_\_\_\_ the rate/sum submitted in the BoQ, attached herewith and made part of tender this document. I/We shall be bound by a communication of acceptance dispatched within the prescribed time.

I/We, hereby undertake, if our offer is accepted, I/We shall provide Printing services in accordance with the terms & conditions specified in the tender document after fulfilling all the applicable requirements incorporated in the above referred documents.

The following pages have been added to and form part of this tender:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Yours faithfully

Signature of tenderer  
with seal

**TECHNICAL BID**

**ICAR – AGRICULTURAL TECHNOLOGY APPLICATION RESEARCH INSTITUTE PO: PAU,  
LUDHIANA – 141 004 (PB)**

**QUESTIONNAIRE**

CONTRACTORS SHOULD FURNISH SPECIFIC INFORMATION TO ALL THE POINTS GIVEN BELOW AND ALSO ENCLOSE THE SUPPORTING DOCUMENTS. IN CASE A QUESTION DOES NOT APPLY TO A CONTRACTOR, THE SAME SHOULD BE ANSWERED WITH THE REMARK “NOT APPLICABLE”. CONTRACTORS MAY PLEASE NOTE THAT IF THE ANSWERS SO FURNISHED ARE NOT CLEAR AND/OR EVASIVE, THE OFFER WILL BE LIBLE TO BE IGNORED.

1.	Tender Serial No./F.No. & Date	
2.	Name & address of Agency/bidder/ Contractor with contact/fax No.	
3.	Registration No. of the GST/Firm/Agency (Attach proof)	
4.	What is your PAN No.(Attach attested copy)	
5.	ITR of last three years ( Attach Copies)	
6.	Bank Details	
7.	Details & Amount of EMD enclosed	Amount Rs. _____ D.D. No. _____ Dt. _____
8.	List of documents submitted with the tender	1. _____ 2. _____
9.	State whether any business dealings with you have been currently banned by any Central/State Govt.?	

Signature of Witness  
Name & address of the witness

Signature of Authorized  
person of Contractor for and on  
behalf of bidder/firm

**TECHNICAL BID**

**ICAR – AGRICULTURAL TECHNOLOGY APPLICATION RESEARCH INSTITUTE PO: PAU, LUDHIANA –  
141 004 (PB)**

**DETAILS OF EXPERIENCE/SERVICE PROVIDED DURING THE LAST TWO-THREE YEARS**

S. No.	Name of the Deptt./Organization with phone Nos.	Period	Enclose performance certificate issued, if any by the Deptt.
1			
2			
3			
4			
5			

**Signature of the contractor with seal**

**DECLARATION**

**Annexure: IV**

**ICAR – AGRICULTURAL TECHNOLOGY APPLICATION RESEARCH INSTITUTE  
PO: PAU, LUDHIANA – 141 004 (PB)**

**DECLARATION TO BE SUBMITTED BY BIDDER/TENDERER WITH THE TECHNICAL BID**

1. I/We agree to keep the offer of this tender valid up to 90 days from the date of receipt of the tender and not to modify the whole or any part of it for any reason within the above period. If I/we withdraw the tender, EMD will be forfeited to Director, ATARI, Ludhiana.
2. I/We hereby distinctly and expressly declare and acknowledge that before the submission of tender, we have made such examination of the tender documents and such investigation of the work required to be done, as to enable us to thoroughly understand convenient, agreements, stipulations and restriction contained in the contracts and agree that we will not hereafter make any claims or demand to Director, ATARI, Ludhiana based upon arising out of any alleged misunderstanding or misconception or mistake on our part of the said requirement.
3. I/We shall not assign or sub-contract any portion of the contract to anyone else.
4. If our tender is not accepted, the EMD shall be returned to us on our application. If our tender is accepted, the earnest money shall be retained by Director, ICAR- ATARI, Ludhiana up to the submission of acceptance of contract award letter and **Performance Security for RS.50,000/-**.
5. If upon written intimation to us by the Director, ICAR-ATARI, Ludhiana, we fail to attend the said office on the date fixed therein or we fail to deposit security deposit entered into the required agreement as defined in the terms & conditions in tender documents, then we agree to the forfeiture of the earnest money. Any notice required to be served on us hereunder shall be sufficiently if delivered to us personally or forwarded by post or left at our address given herein, such notice shall be deemed to have been served.
6. I/We agreed to identify and keep indemnified the first party from any claims, loss or damages that may be caused to the first party on account of my/ our failure to comply with their obligations.
7. I/We have fully understood that the written agreement to be entered between us and ATARI shall be the foundation of the rights of both the parties and the contract shall not be deemed to be completed until the agreement has first been signed by us and then by the officer authorized to enter into contract on behalf of ATARI.
8. I/We, hereby declare that I/We have not ever been blacklisted by any government/public/private/autonomous organization or our work contract has not been cancelled on the basis of non-performance or any other reason, whose onus lie on the form.

Dated: \_\_\_\_\_

**Signature of Contractor & Seal Address:  
Contact No. \_\_\_\_\_**

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

- a) Scanned copy of Earnest Money Deposit (EMD) (.pdf)
- b) Scanned copy of PAN Card/GST Number (.pdf)
- c) Scanned copy of Income Tax Statement for the last three years. (.pdf)
- d) Duly filled in signed Annexures-I, II, III & IV.

## **IMPORTANT INFORMATION**

1. **PURCHASER:** The Director, ICAR ATARI, Ludhiana.
2. **CONSIGNEE:** Director, ICAR-ATARI, Ludhiana/ Indenting officer/any authorised employee of the Institute.
3. **PERIOD OF CONTRACT: one year** from the date of signature of Rate Contract. Contract period may be extended for further period depending upon requirements with mutual agreement. However the Director, ICAR-ATARI reserves the right to reduce the period of RC/ terminate/cancel the Rate Contract at any time (before expiry of Rate Contract) without assigning any reason thereof.
4. **FIRM & FIXED RATES: Any firm/party may quote their rate as per the Schedules and rates should be quoted accordingly.** Request for enhancement of contracted rates shall not be considered under any circumstances. Tenders with variable prices or seeking provision for enhancement of prices/contracted rates shall be rejected straight away without any consideration.

### **Note:**

- (a) The rates of items shall be submitted on the format given as schedules.
- (b) Prices/Rates against all items should be quoted including Taxes, if any.
- (c) Tenderers should furnish samples of the item along with tender rates as asked for. Samples submitted after tender opening time shall not be accepted.
- (d) Selected Firm/Agency should deliver the items at site free of cost.
- (e) The ICAR ATARI will not be bound to accept the lowest quotation/bid and Rate contract can be placed on any other supplier whose samples/items are found superior or as per the requirements of ICAR-ATARI. The decision of the ICAR-ATARI shall be final in this regard.

**5. NON TRANSFERABILITY:** This tender is non-transferable.

**6. TERMS & CONDITIONS:** Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored/rejected at the discretion of the Authority.

**7. EARNEST MONEY:** An amount of Rupees Rs. 10,000/- only has to be submitted DEPOSIT by way of Banker's Cheque/Demand Draft in favour of ICAR ZC Unit Zone-I payable at Ludhiana, along with the tender submitted by the firm. Payment by any other mode shall not be acceptable. Offers received without bid security (EMD) shall be rejected straightaway and will not be considered under any circumstances. The bid security (EMD) of tendering firms who submit the sealed bid/tender, but withdraw the same before expiry of the tender validity date may be forfeited at the discretion of ICAR-ATARI. Bid Security (EMD) is refundable without any interest to the firm or supplier on expiry/termination of empanelment and the Bid Security (EMD) of the unsuccessful bidder will be returned after finalization of the Rate Contract .

**8. PRESCRIBED FORMS:** Tenders of firms received in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. Telegraphic/Telex/Fax/ Email/ Letterhead/Quotations will not be accepted and ignored straightaway.

**9. TENDER FEE:** NIL and Tender Document can also be downloaded from CPP Portal and website <https://atariz1.icar.gov.in/>.

**10. LATE/DELAYED TENDERS:** Tenders received after closing date and time prescribed in this enquiry shall NOT be accepted under any circumstances.

**11. ATARI's RIGHTS:** The Director, ICAR-ATARI reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.

**12. LEGAL ISSUE:** All disputes are subject to the exclusive jurisdiction of competent Courts and Forums in Ludhiana only.

## **GENERAL INSTRUCTIONS**

1. The Rate Contracts concluded as a result of this Tender Inquiry shall be governed by the 'Terms & Conditions' and other relevant instructions as contained in this Tender Document.
2. Any firm/party requires quote their rates for all the items as per the Schedules.
3. Tenderers are requested to quote their prices on a firm & fixed basis only for the entire period of the Rate Contract.
4. Quotations/tender qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly.
5. Tenderers are requested to enclose a copy of their valid certificate of PAN No., TAN No., and GST No. with their tender.
6. Tenders received without, Bid Security (EMD) amount by way of DD/Banker's Cheque in the name of ICAR ZC Unit Zone-I payable at Ludhiana will not be considered at all.
7. Tenderers may note that if the date of tender opening given in this Tender Document is declared to be a gazetted holiday, the tender shall be opened on the next working day at the same timing.
8. Late/delayed tenders received in ATARI due to any reason whatsoever will not be accepted under any circumstances.
9. The tender is to be submitted through CPP Portal only. The EMD etc. will be submitted offline before closing of technical bid submission in CPP Portal. The scanned copy of EMD must be uploaded with the technical bid on CPP portal.
10. Acceptance of the rate will be communicated through CPP Portal.
11. **Each and every page of the tender documents must be signed by the bidder.**



## **TERMS AND CONDITIONS**

1. The Rate Contracts shall be valid for the period of **one year** from the date of awarding the Contracts. The Rate Contract awarded as a result of this Tender Enquiry will be in the nature of a Standing offer. Actual Supply Order may be placed from time to time against the RCs concluded on the basis of such rate contract(s). No guarantee can be given as to the minimum or actual services usage.

2. Bid Security (EMD) will be returned to the unsuccessful bidders within 30 days after award of the Rate Contract to successful bidders. An amount of Rs.40,000/- (Rupees Forty thousand only) as Performance Security/ security deposit of the contract is to be deposited by the Selected Agency/Successful tenderer only after receiving a communication from ICAR- ATARI, Zone-I, Ludhiana which will be returned to the bidder as and when the period of Rate Contracts come to an end as per tender T&C. No interest on security deposit and EMD shall be paid by the Institute to the tenderer. In the event of non-deposition of the same, the earnest money will be forfeited.

3. ICAR-ATARI reserves the right to conclude parallel Rate Contracts with a number of suppliers and place Orders on any of such firm that may be the most economical to it or suitable to its requirements.

4. In the event of any disputes arising out of the execution of Rate Contracts/Supply Orders, the matter will be referred to Director, ICAR ATARI and his decision shall be binding to both the parties.

5. For judicial adjudication, the disputes, if any, arising out of the Contract/Service Orders against the Rate Contract will be subject to the jurisdiction of the Courts in Ludhiana only.

6. Intending Tenderers will have to furnish a copy of their PAN No., TAN/GST Registration Number (proof to be attached).

7. Authorized Signatory/ Signing of Tender:

Individual signing the tender or other documents connected with contract must specify the capacity in which the tender documents are signed as:

a.) a 'sole proprietor' of the concern or constituted attorney of such sole proprietor;

b.) a partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

### **NOTES:**

i.) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partner admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.

ii.) In case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by all partners of the firm.

iii.) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, ICAR ATARI may, without prejudice, cancel the contract and hold

the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

8. The tenderers should sign at each page of the tender and all its Annexure.

9. The tendering firms will have to give a declaration to the effect that they have not been Black listed or their business dealings with the Government bodies have not been banned.

10.1 The prices charged for the stores supplied under the Contract by the supplier shall in no event exceed the lowest price at which the Contractor sells the Stores or offer to sell stores of identical description to any person(s)/organization (s) including the ATARI or any office of Central Govt. or a State Government or any statutory undertaking of the Central or a State Government, as the case may be, during the period till performance of all Supply Orders is completed. If at any time during the said period, the Contractor reduces the Sale price, sells or offers to sell such stores to any person(s)/organization (s) including the Purchaser or any Statutory Undertaking of the Central Government or a State Government, as the case may be, at a price lower than the price chargeable under this Contract, he shall forthwith notify such reduction or Sale or offer of Sale to the ATARI and the price payable under the Contract for the stores supplied after the date of coming into force of such reduction or sale or offer of sale stand correspondingly reduced.

10.2 The supplier shall furnish the following certificate to the Paying Authority along with each bill for payment for supplies made against the Rate Contract. "I/We certify that there has been no reduction in sale price of the Stores of Description identical to the Stores supplied to ATARI under the contract herein and such Stores have not been offered/sold by me/us to any person(s)/organization (s) as the case may be up to the date of the bill/the date of completion of supplies against this contract at a price lower than the price charged to ATARI."

**11. Indenting Authority:** ICAR- ATARI, Zone-I, Ludhiana.

**12. Consignee:** Director, ICAR-ATARI, Ludhiana or any other authorized officer of the Institute on behalf of the Director, ICAR-ATARI, Ludhiana.

**13. Delivery Period:** Within 30 days of the placement of confirmed supply order on the firm or as stipulated in the printing Order.

**14. Payment Terms:** 100% payment shall be released within 30 days on satisfactory receipt of the printing/publication Books/Research Bulletin/Reports/News –letters/Folders etc. as ordered. Advance payment will not be made under any circumstances.

**15.** Sales Tax/VAT or any other tax in respect of this contract shall be payable by the agency and ATARI will not entertain any claim whatsoever in this respect. However, TDS/any other tax, which is as per the rules of the Govt. shall be deducted at source from bills of the successful tenderer as per rule.

16. Purchaser will not pay separately for transit insurance/transportation and the supplier will be responsible till the entire stores contracted for, arrive in good condition at the destination.

17. All firms are required to submit the following along with their quotation/tender, failing which their offer will be ignored:

- a) Duly filled in and signed offer/Bid form (**Annexure-I**).
- b) Duly filled in and signed Questionnaire (**Annexure-II**).

c) Duly filled in and signed details of experience certificate (**Annexure-III**). Those bidders, who submit experience in ICAR Institutes, must also submit the satisfactory publishing report/certificate issued by ICAR-Institutes.

d) Duly signed Declaration (**Annexure-IV**).

**18. GUARANTEE/ WARRANTY:** The supplier shall guarantee that the stores, articles sold/supplied to the purchaser under this contract shall be of the best quality/as per sample and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Tender enquiry. The supplier shall guarantee that the said goods/stores articles would continue to conform to the description and quality aforesaid for a period of twelve months, if during the aforesaid period of 12 months the said stores/goods/ articles be discovered not to conform to the description and quality aforesaid or not giving satisfactory performance or have deteriorated, the decision of the purchaser in that behalf shall be final and binding on the supplier and the purchaser shall be entitled to call upon the supplier to rectify the goods/stores/articles or such portion thereof as is found to be defective by the purchaser within a reasonable period or such specified period as may be allowed by the purchaser in his discretion on/an application made thereof by the supplier and in such an event, the above mentioned warranty period shall apply to the goods/stores/ articles rectified from the date of rectification thereof. In case of failure of the supplier to rectify or replace the goods etc., within specified time, the purchaser shall be entitled to recover the cost with all expenses from the supplier for such defective stores.

19. Tenderers who are registered with DGS&D/NSIC for a particular item should submit the photocopy of Registration Certificate with all amendments up to date.

**20. TENDERERS ARE REQUESTED TO QUOTE THEIR RATES ON F.O.R DESTINATION BASIS (Free delivery to the consignee's premises).**

21. The decision of the ICAR- ATARI, Ludhiana shall be final as to the quality of the stores and shall be binding upon the tenderers and in case of any of the articles supplied not being found as per specification shall be liable to be rejected or replaced and any expenses or losses caused to the suppliers shall be borne by the supplier. It will be the responsibility of the supplier to ensure that articles supplied are of the best quality and free from all defects.

22. Item-wise price should be quoted. In case of bundled price, the offer shall be summarily rejected.

**23. Liquidated Damages:** In case the firm does not complete the supply within delivery period, action will be taken against the firm to recover from the successful bidder/printer as agreed liquidated damages including administrative expenses and not by way of penalty a sum equivalent to 0.5% per week of the price of any stores which the successful bidder /printer has failed to deliver within the period fixed for delivery of such stores. Where delivery thereof is accepted after expiry of the aforesaid period, the total damages so claimed shall not exceed 10% of the total price of stores required.

**24. Inspection:** The inspection of the printing press/infrastructure facility of the bidder/printer a committee may visit the premises prior intimation to bidder before finalization of the Rate Contract.

25. The ICAR-ATARI reserves the right to reject any or all the quotations without assigning any reason.

**Signatures of the bidder**

**General Terms & Conditions:**

- 1 No wastage charges will be given.
- 2 PDF version of the final product is to be provided to the Institute
- 3 United/Hindustan super quality ink should be used in the Printing/Publication works.
- 4 Film scanning to be done through drum scanning.
- 5 Maps and diagrams should be prepared as per specifications.
- 6 Printer should have all the facilities under one roof for undertaking and completion of job.
- 7 Subletting of job will be a disqualification
- 8 Corrected galley proofs/page proofs will be supplied by the press within 10 days from the date of sending the manuscripts. Before printing, final Print Order shall be obtained from the concerned officer of the Institute.
- 9 Written agreement will have to be executed by the successful tenderer on a non-judicial stamp paper of appropriate value as per specimen form.
- 10 Samples of all type of Maplitho paper/Art paper/Art Card sheet for which rates are quoted should be enclosed with the offer.
- 11 The Director, ICAR-ATARI, reserves the right to include/exclude relevant material/ information in the publication at the eleventh hour, if necessary.
- 12 The proofs/drafts may be corrected/improved/revise by the Institute, if the desired results/output is not received.
- 13 No advance payment will be made but payment is assured within 30 days from the date of receipt of the Bills/delivery of published materials subject to satisfactory work as per specifications/requirements.
- 14 Before Binding, Dummy Copy of the printed material i.e. Books/Reports/Bulletins, etc. must be given to Indenter for his approval.
- 15 Pasting job of the printing/publication may be got approved from the Indenter before final printing.
- 16 The butter paper/film (Camera process) Colour/Black & White photos, manuscript, floppy/CD etc. must be returned/handed over to the Indenter after completion of printing/publication work.
- 17 A representative of the firm should be available for visiting the Institute for providing proofs, taking corrections, etc. within three days of request by the Institute, on firm's own cost.
- 18 The contract will remain valid for a period of one year and further extendable for another one year on mutual agreement provided it is considered in the interest of Institute.
- 19 In support of the amount of GST claimed if any the following certificate may be given "Goods on which GST has been charged have not been exempted under the GST Act and rules made thereunder and that the charge on account of Sales Tax on these goods are under the provision of that Act or the rules made thereunder.
- 20 The Director, ICAR- ATARI, Ludhiana, reserves the right to terminate/cancel the Rate Contract at any time (before expiry of the Rate Contract) without assigning any reason thereof.
- 21 Firm's Registration number, ITC clearance, CST/RST and TIN numbers (as applicable) may be given.
- 22 All bids must be accompanied by a bid security/earnest money deposit (EMD) Rs.10,000/- (in lump-sum) in the form of Demand Draft/Banker's Cheque on a scheduled commercial Bank in India, in favour of ICAR ZC Unit, Zone-I payable at Ludhiana. Without EMD bid will not be considered.
- 23 The firm awarded the contract will have to furnish a performance security in the form of Bank Guarantee as per the proforma to be supplied by the Institute or pledged to ICAR ZC Unit, Zone-I payable at Ludhiana, from a scheduled commercial Bank for an amount of Rs. 40,000/- (in lump-sum) which should remain valid till the expiry period of contract plus two months.
- 24 General terms and conditions are as mentioned in our Tender document.

Asstt. Administrative Officer(s)  
for Director