



**ICAR – AGRICULTURAL TECHNOLOGY APPLICATION
RESEARCH INSTITUTE**

Central Potato Research Station Campus, Sahay Nagar, Patna, Bihar-801506

TENDER DOCUMENT

**INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND
CONDITIONS GOVERNING TENDER FOR PRINTING JOB OF ICAR-ATARI,
PATNA, BIHAR - 801506**

CONTACT DETAILS

ASSTT ADMINISTRATIVE OFFICER

**ICAR – AGRICULTURAL TECHNOLOGY APPLICATION RESEARCH INSTITUTE
CENTRAL POTATO RESEARCH STATION CAMPUS,
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**ICAR – AGRICULTURAL TECHNOLOGY
APPLICATION RESEARCH INSTITUTE
CENTRAL POTATO RESEARCH STATION CAMPUS,
SAHAY NAGAR, PATNA, BIHAR- 801506**

File No. 1(27)/ATARI-PTN/Printing/2018-19/

Date : 06/02/2019

E-Tender Notice

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING TENDER FOR PRINTING JOB AT ICAR-ATARI, PATNA, BIHAR - 801506.

The ICAR-ATARI invites **online** OPEN TENDER IN TWO BIDS (TECHNICAL AND FINANCIAL) through e-tendering from reputed firms with adequate experience and financial capability for **TENDER FOR PRINTING JOB AT ICAR-ATARI, PATNA, BIHAR - 801506.**

The open tender enquiry document contains the following: -

CRITICAL DATA SHEET

TENDER NUMBER	01/2018-19
DESCRIPTION OF WORK	TENDER FOR PRINTING JOB AT ICAR-ATARI, PATNA, BIHAR - 801506.
TYPE OF TENDER	Two Bid System (Technical & Financial)
BID SUBMISSION START DATE	11.02.2019
BID SUBMISSION END DATE	05.03.2019, 5.00 P.M.
DATE AND TIME OF OPENING OF TENDERS (TECHNICAL BID)	08.03.2019, 11.00 A.M.
DATE AND TIME OF OPENING OF TENDERS (FINANCIAL BID)	To be notified later only to those firms who qualify in the technical bid process.
OPENING OF BIDS	ICAR – AGRICULTURAL TECHNOLOGY APPLICATION RESEARCH INSTITUTE CENTRAL POTATO RESEARCH STATION CAMPUS, SAHAY NAGAR, PATNA, BIHAR- 801506
BID VALIDITY	120 days from the date of Technical Bid opening

EMD	Rs.10000/- (Rupees: ten thousand Only) through Demand Draft drawn in favour of “ ICAR UNIT ATARI, PATNA ”.
SECURITY DEPOSIT	Rs.25000/- (Rupees twenty five thousand Only) through Demand Draft drawn in favour of “ ICAR UNIT ATARI, PATNA ”
VALIDITY OF SD/PB	60 days after the expiry of the contract
SUBMISSION OF BIDS	Online bids (Technical & Financial) uploaded on CPP Portal (www.eprocure.gov.in/eprocure/app)
Details of tender	Tender Documents and Notice is also available on ICAR-ATARI website www.ataripatna.org

IMPORTANT NOTES:-

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1. Tender Documents can be downloaded from ICAR-ATARI website **www.ataripatna.org** or from Central/Public Procurement Portal www.eprocure.gov.in. Bidders should enroll / register in the e- procurement module of Central Public Procurement Portal through the website: **www.eprocure.gov.in**. Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.

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.

2. ICAR-ATARI reserves the right to accept / reject any /all tenders in part /full without assigning any reason thereof.
3. ICAR-ATARI will not be responsible for any delay in enrolment / registration of bidder or submitting/uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website www.eprocure.gov.in and enroll their Digital Signature Certificate (DSC) and upload their quotation well in advance.
4. Any changes / corrigendum/ extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.

NOTE :

1. The Director, ICAR-ATARI may at his discretion, extend this date by a fortnight and such extension shall be binding on Tenderers. If the date up to which the Tenders is open for acceptance is declared to be a holiday the Tenders shall be deemed to remain open for acceptance till the next working day.
2. All communications must be addressed to The Director, ICAR-Agricultural Technology Application Research Institute, Patna.

Asstt. Admn. Officer

**GENERAL INSTRUCTIONS TO BIDDERS – PROCEDURE UNDER E-TENDERING
PROCEDURE**

- a) ATARI e-Procurement Portal: An e-tendering portal of Agricultural Technology Application Research Institute (ATARI) introduced for the process of e-tendering which can be accessed www.ataripatna.org.

Accessing / Purchasing of REP documents

- i) It is mandatory for all the bidders to have class-III Digital Signature (in the name of person who will sign the proposal) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA's to participate in e-tendering of ATARI.
- ii) To participate in the E-Bid submission, it is mandatory for the bidders to get registered their firm / consortium with e-tendering portal of www.eprocure.gov.in to have user ID & password.
- iii) After completing the profile, Vendors have to send an e-Mail intimation to CI India Helpdesk for their profile activation. All profile activation will be done only during ATARI working days. The RFP document can be viewed / downloaded free of cost from e-tender portal www.eprocure.gov.in.

Following may be noted

- a) Proposal can be submitted only during the validity of their registration.
- b) The amendments / Clarifications to the tender/RFP document, if any, will be hosted on the ATARI website.
- c) If the firm is already registered with e-tendering portal of CPP Portal at www.eprocure.gov.in and validity of registration is not expired, the firm is eligible to apply without fresh registration.
- d) Submission of **Earned Money Deposit (EMD)** fees of **Rs.10000/- (Rupees Ten Thousand Only)** in the form of demand Draft or Bankers' Cheque drawn in favour of **"ICAR UNIT ATARI, PATNA"**.
- e) Bidders are instructed to submit a Demand Draft (1-EMD – Rs.10,000/- along with Cover letter at company's letter head) at ATARI office **ICAR-ATARI, Patna, Bihar - 801506** through Registered Post / Speed Post / Courier on or before last due date and time of submission of bid failing which bids will not be considered.

Note: Scanned copy of EMD must be uploaded on the portal along with the required documents, for technical stage.

Preparation & Submission of proposal:

- (i) The bidder shall submit scanned copy of both the demand draft (1-EMD along with cover letter at company's letter head) while submitting online bid. A. buyer manual containing the detailed guidelines for e-tendering system is also available on e-tender portal of ATARI.
- (ii) Required documents shall be prepared and scanned in different files (in pdf) such that file size is not more than 10 MB) and uploaded during the on-line submission of proposal.

**ICAR – AGRICULTURAL TECHNOLOGY APPLICATION RESEARCH INSTITUTE
CENTRAL POTATO RESEARCH STATION CAMPUS,
SAHAY NAGAR, PATNA, BIHAR- 801506**

F. No. 1(27)/ATARI-PTN/Printing/2018-19

Dated: 06.02.2019

To

All online registered reputed Bidders/Tenderers

Sub.: Invitation of Online E-Tender for Printing Job at ATARI Patna.

Dear Sir,

On behalf of the Director, ICAR-ATARI, Patna, online e-tenders are invited from the legally registered/eligible & reputed and qualified Tenderers for the award of Annual Rate Contract for Printing Job at ICAR-ATARI Patna.

Mandatory Requirements for the E-Tender Bidding	
1.	Participating firm must qualify the minimum Technical requirement to be eligible for consideration of Financial bids
2.	Rates should be quoted in and as per proforma in the CPP Portal only.
3.	Only online E-Tender should be submitted through CPP Portal containing two bids – (i) technical bid and (ii) financial bid. This is essential under this two-bid system
4.	EMD should be submitted in the form Demand Draft / Bankers Cheque as per relevant clause given in this document through Speed Post / Registered Post / Courier only
Note: Not fulfilling any of the above mandatory requirements, would disqualify the bids and no correspondence would be entertained.	

Summary

1.	Tender document Cost (INR)	Rs. NIL
2.	Type of Bids/Offer	Two Bid System (Technical & Financial Bids)
3.	Name of Service / Contract	Annual Rate Contract for Printing Job at ICAR-ATARI, Patna
4.	Earnest Money Deposit (EMD)	Rs. 10000/- (Rupees ten thousand only)
5.	Closing date & time of receipt of completed online E-Tenders	05.03.2019; 5.00 P.M.
6.	Opening time of Tender / Quotation	08.03.2019; 11.00 A.M.

You are, therefore, requested to submit your completed online E-Tender as per our Annexures I-II. **Bid security or Rs. 25000/- (Rupees twenty five thousand only)** Should be submitted through form of **Demand Draft/Banker's Cheque/Pay Order on Nationalized Bank favouring "ICAR UNIT-ATARI, PATNA"** payable at any scheduled Bank at Patna. **The Scan copy of Demand Draft/BC/Pay Order of EMD should also be uploaded in CPP Portal along with online bid/tender.**

The E-Tender so received will be opened on 08.03.2019 at the Administrative Cell at 11:00 hrs [IST], in the presence of those Tenderers who may wish to remain present at the time of opening with appropriate authorization. The award of contract will be governed strictly as per the terms and conditions related to this invitation.

The Director has every right to reject/cancel any tender or all tenders without assigning any reason or postpone the opening date/time due to any administrative/unforeseen reasons.

This Tender document and terms and condition can be accessed, downloaded (for reference only) from our website www.ataripatna.org. Any amendment against this invitation will be posted only at our website.

Note: - All document related to this invitation are required to be digitally signed online and submitted with the e-tender through the steps provided in the ATARI Portal in the form of Technical Bid and Financial Bid. In the Financial Bid, only price/Rate bid is to be submitted, as per two bid system failing which the Tender will not be considered & summarily rejected.

Yours faithfully,

Asstt. Administrative Officer

SPECIAL INSTRUCTION TO TENDERER (SIT)

(Please sign and submit this Annexure-I with your tender bid)

The following Special Instructions to Tenders/Bidders will apply for this Tender/Bid. These special instructions will modify / substitute / supplement the corresponding General Instruction to Tender (GIT). In case of any conflict between the provision in the GIT or other parts of the Tender documents and that in the SIT, the provision contained in the SIT shall prevail & final.

1. SUBMISSION OF TENDERS:

E-Tender would be based on the two-bid system, one on technical and second on financial. The technical bids will be opened first and examined and if found as per the prescribed requirements, the financial bids would be opened at a later date, under intimation to the successful bidders on pre-qualification aspects.

A) The Pre-Qualification: Technical bid and Financial Bid and are to be submitted online through ATARI Portal at <http://www.ataripatna.org>.

B) E-Tenders shall be submitted in **two parts**, under **two-bid** system and as below:

a) **PART-1: PRE-QUALIFICATION/TECHNICAL BID**

(No price detail is to be given in this bid. In case, if any price details is given, then the bids will be rejected instantly).

- (i) Scanned copy of valid registration certificate of the firm from the Govt.
- (ii) Scanned copy of valid trade licence of the firm in the relevant field of tender application.
- (iii) Scanned copy of proof of last 03 years continuous experience of the firm in the relevant field of tender application from at least 03 nos Govt. Departments.
- (iv) Scanned copy of IT returns or, CA certified balance sheet for last 03 financial years.
- (v) Scanned copy of PAN card.
- (vi) Scanned copy of GST Registration
- (vii) Scanned copy of EMD
- (viii) Scanned & signed copy of bank mandate form in enclose

The printing rate to be quoted should be including.

- a) Sewing with perfect binding
- b) Centre stitch for Newsletter Folder
- c) UV-Cover
- d) Mat lamination with UV

b) PART-2: FINANCIAL/PRICE BID

The Tenderer shall quote the prices in Indian Rupees (INR) only in the tender's price schedule given at Price Bid of the tender documents provided by ATARI. Insertion, postscript, addition shall not be recognized until and unless confirmed by the Tenderers in the relevant place. [Except Price/Rate Bid, no other document should be submitted along-with this Financial Bid]

c) Evaluation Criteria for L-1 Bidder:

The pre-qualification/technical bids are to be opened in the first instance, at the prescribed time and date. These bids shall be scrutinized and evaluated by the ATARI reference to the parameters prescribed in the Part-I (Pre-qualification/technical bid). Thereafter, in the second stage the Financial / Price Bid (Part-II) of only scrutinized and evaluated by the ATARI with reference to the parameters prescribed in the tender document.

II. Other special Terms & Conditions: -

1. The firm must possess all the valid Firm/Business license, GSTIN, PAN Registrations as applicable under rules with identity Numbers and should mention the same supported with documentary proof and these are mandatory.
2. **Performance Security: Bid security of Rs.25000/- (Rupees twenty five thousand only) should be submitted through Speed Post / Registered Post / Courier on or before the last due date and time in the form of Demand Draft / Banker's Cheque / Pay Order on Nationalized Bank at Patna failing which the bids will not be considered and summarily rejected.** The EMD will be refunded without interest to awarded to the successful tenderer/bidders only after the contract/work has been awarded to the successful tenderer/bidder. EMD of successful bidder will be returned/refunded after the receipt of Security Deposit. The earnest money will be forfeited in case the Tenderer refuses the offer. No. interest will be paid on EMD.
3. **Security cum Performance Deposit: The successful tenderer will be required to deposit a sum of Rs. 25000/- (Rupees twenty five thousand only) in the form of Demand Draft/Pay Order / Bank Guarantee/ FDR drawn in favour of "ICAR UNIT- ATARI, PATNA" and payable at any scheduled Bank at Patna. This deposit will be refunded (without any interest accrued thereon) after of 60 days beyond the date of completion of all contractual obligations of the firm/contactor.**
4. Prices quoted at **Annexure** should be valid for one year from the date of award of **Annual Rate Contract for Printing Job at ICAR-ATARI, Patna** and need to be submitted in the Financial Bid Envelope only.
5. Besides the prices quoted, a ATARI team would visit the firm's past and present clients to get feedback and assess the quality of the services being provided by the firm to their clients, their financial & physical soundness, available human resource in terms of qualified/experienced, relevant infrastructure, financial

credibility, the firm's premises / offices to provide the sustainable good quality services to ATARI, the decision of Director ATARI for award of contract would be final and no correspondence would be entertained in this regard.

Asstt. Administrative Officer
ATARI Patna

Above terms and conditions are acceptable

Name, Authorized & Signature
Name of the firm & SEAL

General Instructions to Tenders (GIT)

GENERAL INSTRUCTIONS/ TERMS AND CONDITIONS FOR SUBMITTING TENDER FOR PRINTING JOB AT ICAR-ATARI, PATNA, BIHAR – 801506

Along with E-tender & offer following general information may clearly be noted:

1. E-Tender would be based on the two bids, one on technical and second on financial. The technical bid will be opened first and examined and if found as per notifications, the financial bid would be opened.
2. **Earnest Money: Bid security of Rs.25,000/- (Rupees twenty five thousand only)** should be submitted through Speed Post / Registered Post / Courier on or before the last due date and time in the form of **Demand Draft/Banker's Cheque/Pay Order on Nationalized Bank favouring "ICAR UNIT-ATARI, PATNA" payable at any scheduled Bank at Patna failing which the bids will not be considered and summarily rejected. The Scan copy of Demand Draft / BC / Pay Order should also be uploaded in ATARI Portal along with online bid/tender. EMD of the unsuccessful bidder will be returned immediate after the award of the job.**
3. Security deposit: Rs.25,000/- (Rupees twenty five thousand only): Within 21 (twenty-one) days after the issue of notification or award (i.e. work order) by the awardee.
4. **Signing contract: within 21 (twenty-one) days** of issue of the contract letter by the purchaser, the successful bidder shall sign and date the contract and return it to the purchaser.
5. The Director reserves the right of accepting or rejecting all or any application for issue of tender form and subsequently of accepting or rejecting all or any part of the tender without assigning any reason. Further, the Institute reserves the right to verify the information/document furnished and to carry out assessment of capability of the Tenderers, in the overall interest of the Institute. In all matters of disputes, the decision of the Director of this Institute shall be final and binding on the Tenderer.
6. The printing rate to be quoted should be including.
 - e) Sewing with perfect binding.
 - f) Centre stitch for Newsletter Folder.
 - g) UV-Cover
 - h) Mat lamination with UV



NOTICE INVITING TENDER THROUGH E-PROCUREMENT

Open Tender No. 01/2018-19 dated 06.02.2019

Tender for Printing job at ICAR-ATARI, Patna

ICAR-ATARI, Patna, invites online bids (Technical and Financial) from eligible bidders which are valid for a minimum period of 120 days from the date of opening.

TENDER documents may be downloaded from CPPP site <https://eprocure.gov.in/eprocure/app> and ICAR-CRIJAF Website: www.ataripatna.org (for reference only)

A.	EMD to be submitted	₹ 10,000.00 (Rupees Ten Thousand only)
C.	Security deposit to be submitted	₹ 25,000/-(Rupees Twenty Five Thousand Only)
D.	Tender publishing date	11-02-2019
E.	Bid submission start date and time	11-02-2019; 11.00 A.M.
F.	Bid submission end date and time	05-03.2019; 05.00 P.M
G.	Technical bid opening date and time	08-03-2019; 11.00 A.M.
H.	Financial bid opening date and time	Will be communicated later

2. Bids have to be submitted online only at CPPP website:

<https://eprocure.gov.in/eprocure/app>.

Bidders are advised to follow the instructions provided in the 'Instructions to the Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.

3. Not more than one bid shall be submitted by one Bidder. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to bid for the same contract as separate competitors. A breach of this condition will render the bids of both parties liable to rejection.

4. Based on queries received from prospective bidders, if required, ICAR-ATARI may amend the TENDER/issue corrigendum which shall only be uploaded on the websites www.ataripatna.org and CPPP website <https://eprocure.gov.in/eprocure/app> only. No press publication.

5. Original instruments (DD etc.) in respect of cost of Earnest Money should be submitted on or before the last date & time of submission of the bid.

Asstt. Admn. Officer

MANDATE FORM
Electronic Clearing Service (Credit Clearing)/ Real Time Gross Settlement (RTGS)
facility for receiving payments.

A. Details of Accounts Holders:-

Name of Account Holder	
Complete Contact Address	
Telephone Number/Fax/E-mail	

B. Bank Account Details:-

Bank Name	
Branch Name with Complete Address, Telephone No. and E-mail	
Whether the Branch is computerized?	
Whether the Branch is RTGS enabled? If yes then what is the Branch's IFSC Code	
Is the Branch also NEFT enabled?	
Type of Bank Account (SB/Current /Cash Credit)	
Complete Bank Account No. (Latest)	
MICR Code of Bank	

Date of effect:-

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the use Institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the Scheme.

Signature of Customer

Date

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp)

Date:

Signature of Customer

1. Please attach a photocopy of cheque along with the verification obtained from the bank.
2. In case your Bank Branch is presently not "RTGS enabled", then upon its up gradation to "RTGS Enabled" branch, please submit the information again in the above proforma to the Department at earliest.

Validate

Print

Help

Item Rate BoQ

Tender Inviting Authority: Director, ICAR-ATARI, Patna

Name of Work: Annual rate contract of printing & binding of Annual Reports, Newsletters, Books, Bulletins and other publications.

Contract No:

Name of the Bidder/ Bidding Firm / Company :	
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PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT In Words
1	2	5	13	53	55
1	Paper				
1.1	130 gsm art paper (10.75" x 8.5")	4 page rate for 100 Nos.		0.00	INR Zero Only
1.2	170 gsm art paper (10.75" x 8.5")	4 page rate for 100 Nos.		0.00	INR Zero Only
1.3	250 gsm art paper (10.75" x 8.5")	4 page rate for 100 Nos.		0.00	INR Zero Only
1.4	300 gms art paper (10.75" x 8.5")	4 page rate for 100 Nos.		0.00	INR Zero Only
2	Paper				
2.1	130 gsm art paper (10.75" x 8.5")	4 page rate for 200 Nos.		0.00	INR Zero Only
2.2	170 gsm art paper (10.75" x 8.5")	4 page rate for 200 Nos.		0.00	INR Zero Only
2.3	250 gsm art paper (10.75" x 8.5")	4 page rate for 200 Nos.		0.00	INR Zero Only
2.4	300 gms art paper (10.75" x 8.5")	4 page rate for 200 Nos.		0.00	INR Zero Only
3	Paper				
3.1	130 gsm art paper (9.5" x 7")	4 page rate for 100 Nos.		0.00	INR Zero Only
3.2	170 gsm art paper (9.5" x 7")	4 page rate for 100 Nos.		0.00	INR Zero Only
3.3	250 gsm art paper (9.5" x 7")	4 page rate for 100 Nos.		0.00	INR Zero Only
3.4	300 gms art paper (9.5" x 7")	4 page rate for 100 Nos.		0.00	INR Zero Only
4	Paper				
4.1	130 gsm art paper (9.5" x 7")	4 page rate for 200 Nos.		0.00	INR Zero Only
4.2	170 gsm art paper (9.5" x 7")	4 page rate for 200 Nos.		0.00	INR Zero Only

4.3	250 gsm art paper (9.5" x 7")	4 page rate for 200 Nos.		0.00	INR Zero Only
4.4	300 gms art paper (9.5" x 7")	4 page rate for 200 Nos.		0.00	INR Zero Only
5	Printing				
5.1	Muticolor Printing (10.75" x 8.5")	4 page rate for 200 Nos.		0.00	INR Zero Only
5.2	Multi-color Printing (10.75" x 8.5")	4 page rate for 100 Nos.		0.00	INR Zero Only
5.3	Muticolor Printing (9.5" x 7")	4 page rate for 200 Nos.		0.00	INR Zero Only
5.4	Muticolor Printing (9.5" x 7")	4 page rate for 100 Nos.		0.00	INR Zero Only
6	Binding				
6.1	Perfect binding upto 200	Per book		0.00	INR Zero Only
6.2	Perfect binding upto 100	Per book		0.00	INR Zero Only
7	Laxmination				
7.1	Matte lamination with UV for 200	Per book		0.00	INR Zero Only
7.2	Matte lamination with UV for 100	Per book		0.00	INR Zero Only
8	Design				
8.1	Cover page (all size)	2 pages		0.00	INR Zero Only
8.2	Inner page (all size)	4 pages		0.00	INR Zero Only
8.3	Folder & Pamphlets (all size)	per folder		0.00	INR Zero Only
9	Stiching				
9.1	Centre staples Stiching upto 100	Per book		0.00	INR Zero Only
9.2	Centre staples Stiching upto 200	Per book		0.00	INR Zero Only
Total in Figures				0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only			