

NATIONAL INSTITUTE OF PLANT GENOME RESEARCH

(An Autonomous Research Institution of the Department of
Biotechnology Ministry of Science and Technology, Govt. of India)
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TENDER NOTICE

Tender No. 11-7/17/2018-19/NIPGR/S&P

Online tenders (in two bid system) are invited on behalf of the Director, NIPGR from the reputed offset printers for our Institute.

S.No.	Estimated cost (in ₹)	EMD (in ₹)	Last Date & Time of Sale / Submission of Tender	Date & Time of Opening of Tenders
1.	8.0 Lakhs	16,000/-	05/10/2018 1500 Hrs	08/10/2018 1500 Hrs

The Earnest Money should be deposited in the form of Demand Draft drawn in favour of the Director, NIPGR, payable at New Delhi so as to reach the undersigned latest by 05/10/2018 (3.00 P.M). The Tender documents and detailed specifications can be obtained in person by the interested firms from the Purchase-Cum-Store Officer, NIPGR, during office hours against non-refundable cash payment of ₹ 500.00 (Rs. Five Hundred only) as mentioned above from 13/09/2018 to 05/10/2018 upto 1500 hrs. The tender document is available on eprocure.gov.in and can also be downloaded **free of cost** from our website: **www.nipgr.ac.in** and CPP Portal <https://eprocure.gov.in/eprocure/app>.

The bids will be accepted in respect of those vendors who have successfully completed one similar work costing not less than ₹ 6,40,000/- or two similar works each costing not less than ₹ 4,00,000/- or three similar works each costing not less than ₹ 3,20,000/- during the last three financial years. Similar work means work related to printing of Annual Reports / stationery items in Govt. / State Govt. / Govt. Institutions / Universities and reputed organizations. The Work Orders/ Completion Certificates issued by the appropriate authority must be enclosed with the tender.

The tenderers registered with MSME & NSIC in the above-mentioned Service / Activity are exempted from submission of EMD.

The Director, NIPGR, reserves the right to accept or reject all or any of the bids without assigning any reasons thereof.

Purchase cum Stores Officer

Special Terms and Conditions of Contract

1. Design and Layout of Annual Report:

NIPGR authorities will decide design and layout of the Reports and use of them for NIPGR Reports is bounding on the printer. All Rights of reproduction, design, editing, publicity and future use shall rests with NIPGR.

2. Eligibility Criteria/ Work Schedule:

1. The tenderer must be a registered firm engaged in printing and publishing with minimum experience of 03 (THREE) Years. The tenderer should have sufficient infrastructure and technical expertise to undertake the work.
2. Primary works like Page layout, proof correction, designing should be done with in house press only. Professional and experienced staff of printer must be prepared layout design (Layout design decided by NIPGR) and proof read versions unless and until there is corrections along with NIPGR authorities.
3. The entire printing works Plate making, Printing, Lamination and Binding should be done with in house press only.

Design, typesetting and submission of proof material: within 5 days of issuance of work order. Soft copy of Report submitted and first proof should be ready within 8 days. Unless and until correction takes place printer should correct the versions. Final Proof must be EPSON Proof printed without any extra cost by the printer.

1. Printing, binding and delivery of Annual report: within 10 days of final approval of the proof.
2. Soft copy of final report (in PDF format) is to be provided without any extra cost along with printed report.
3. The payment will be release after completion of work and satisfactory submission of Reports.

Description of Work

I. Annual Report (Abridge) – English

1.	Size	8.5” x 11”
2.	No. of Pages	250 (approx.)
3.	Colour	04 colours throughout
4.	No. of Pictures	07 (Seven) approximately plus cover pages
5.	Paper	Pinhead Enhance White 130 GSM for inside pages & Sand Grain Enhance White 300 GSM for Cover
6.	Fabrication	Perfect binding
7.	Quantity	100 copies (One hundred copies only)

II. Annual Report (Abridge) – Hindi

1.	Size	8.5” x 11”
2.	No. of Pages	250 (approx.)
3.	Colour	04 colours throughout
4.	No. of Pictures	07 (Seven) approximately plus cover pages
5.	Paper	Pinhead Enhance White 130 GSM for inside pages & Sand Grain Enhance White 300 GSM for Cover
6.	Fabrication	Perfect binding
7.	Quantity	100 copies (One hundred copies only)

III. Annual Report Detailed – English

1.	Size	8.5” x 11”
2.	No. of Pages	300 (approx.)
3.	Colour	04 colours throughout
4.	No. of Pictures	90 (Ninety) approximately plus cover pages
5.	Paper	Pinhead Enhance White 130 GSM for inside pages & Sand Grain Enhance White 300 GSM for Cover
6.	Fabrication	Perfect binding
7.	Quantity	B pies (Two hundred copies only)

(B) ± papers on pro-rata basis

IV. (a) Flyers (2 fold size with six pages - Matt Finish)

1.	Size	9” x 7”
2.	Paper	Prestige White impressive Absolute White 250 GSM
3.	Colour	4 Colours
5.	Quantity	100 Nos

(b) Flyers (2 fold size with six pages - Gloss Finish)

1.	Size	9" x 7"
2.	Paper	Prestige White impressive Absolute White 250 GSM
3.	Colour	4 Colours
4.	Quantity	100 Nos

V. (a) Booklets (with Lamination on all pages)

1.	Size	14" x 12"
2.	No. of Pages	10 Sheets both side printing + Cover page extra
3.	Colour	06 colour
4.	Quantity	100 Nos.
5.	Paper	Arte Ultra White 300 GSM for Outer Paper & Arte Ultra White 190 GSM for Inner Paper

(b) Booklets (without Lamination)

1.	Size	14" x 12"
2.	No. of Pages	10 Sheets both side printing + Cover page extra
3.	Colour	06 colour
4.	Quantity	100 Nos.
5.	Paper	Arte Ultra White 300 GSM for Outer Paper & Arte Ultra White 190 GSM for Inner Paper

(c) Booklets (with Lamination on cover page only)

1.	Size	14" x 12"
2.	No. of Pages	10 Sheets both side printing + Cover page extra
3.	Colour	06 colour
4.	Quantity	100 Nos.
5.	Paper	Arte Ultra White 300 GSM for Outer Paper & Arte Ultra White 190 GSM for Inner Paper

VI. Normal Stationery

S. No.	Description	Qty. to be printed one time
A	A4 Size form – one side printing	5 Pads (100 pages) 10 Pads (100 pages) Above 10 Pads
B	A4 Size form – Both side printing	5 Pads (100 pages) 10 Pads (100 pages) Above 10 Pads
C	Letter heads on A4 size Ex. Bond Paper (in four colours)	02 Pads (100 pages) 05 Pads (100 pages) Above 05 Pads

D	Printing Legal size forms one side printing	5 Pads (100 pages) 10 Pads (100 pages) Above 10 Pads
E	Printing Legal size forms both side printing	5 Pads (100 pages) 10 Pads (100 pages) Above 10 Pads
F	Printing of Visiting Cards (in four colours)	100 cards (Bilingual)
G	Rubber / Self inking Stamps	Per piece

Terms & Conditions

1. If you are in a position to execute above jobs, you are requested to quote item wise rates for the above jobs. While quoting your rates, please ensure that all inclusive rates are indicated, which should include all cover printing complete with designing of the material, photo scanning, planning, layout, composing, setting, processing, binding, gloss/matt lamination of cover pages, packing and delivery at NIPGR Campus, New Delhi.
2. The Successful bidder shall have to provide a printed copy of annual report in both the forms (i.e. Matt as well as Gloss as final draft). After finalizing the required type, the order shall be placed for printing the same as per the approved format/rates.
3. You may kindly clearly indicate in your letter whether the rate quoted is inclusive or exclusive of GST. In case GST is to be levied over and above the rate quoted by you, the rate at which GST is to be levied must be specified.
4. While you may send your quotations on the basis of cover pages plus text pages, you may kindly quote rates for each additional page (in case the number of text pages eventually exceeds or decrease).
5. You should also clearly bring out the time that is needed for printing the report after the hard and soft copies of the manuscript is made available to you.
6. An earnest money of ₹ 16,000/- (Rupees Sixteen thousand only) in the form of DD/pay order drawn in favour of Director, National Institute of Plant Genome Research, payable at New Delhi is required to be sent along with the quotations failing which the quotation will not be considered.
7. The EMD of the successful tenderer shall be retained as Security Deposit which shall be released after the completion of tenure of the Contract. In case the agency fails to comply with the terms & conditions of the work order, the security deposit shall be forfeited.
8. Samples of the paper to be used may be sent along with your quotations.
9. Samples of the previous Annual Report 2015-2016 & 2016-2017 can be seen / obtained at NIPGR on any working days.
10. No separate charges shall be paid for delivery of goods at NIPGR.
11. NIPGR reserves the right to award the work in parts and increase or decrease the number of printed copies at its discretion.
12. Selection of a firm for award of contract, will not be made solely only on the basis of lowest rates quoted by a tenderer. Previous experience/performance, latest machines/manpower, office location etc. will also be inspected in this regard.

13. NIPGR will have full authority to reject any/all offer(s) without assigning any reason thereof.
14. The rates quoted in the tender shall remain valid for a period of **360** days. No tenderer can withdraw/or modify his tender or revoke the same within the said period. If a tenderer on his own withdraws or revokes the tender or revises or alters or modifies the tender for any item or condition within the period mentioned in the tender notice, his earnest money deposit shall stand forfeited. Notwithstanding foregoing, the Institute reserves the right to take other actions as deemed appropriate.
15. The notice inviting tender, will form part of the contract agreement to be executed by the successful tenderer with the NIPGR.
16. The validity of the contract can be extended further subject to performance of the company & upon mutual consent from both sides.

(Purchase cum Stores Officer)

Instructions for Online Bid Submission

1. The tender documents are available on our website www.nipgr.ac.in & www.eprocure.gov.in and same can be downloaded.
2. Tender documents may be downloaded from ITPO's website www.nipgr.ac.in and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in the tender document.
3. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer for the esubmission of the bids online through the Central Public Procurement Portal for eProcurement at <https://eprocure.gov.in/eprocure/app>'. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. Not more than one tender shall be submitted by one contractor or contractors having business relationship. 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 tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
5. The bidders are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.
6. Bids will be opened as per date/time as mentioned in the **Tender Document**. After online opening and evaluation of technical bids, the results of their qualification as well Price-Bid opening will be intimated later.

Submission of Tender

The tender shall be submitted online in two parts, viz., Technical bid and Financial bid.

All the pages of bid being submitted must be sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Post/Fax/email shall not be considered. No correspondence will be entertained in this matter.

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

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online Bidder Enrolment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment 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 enrolment, 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 / nCode / eMudhra/ Nic 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

Bidder should take into account any corrigendum published on the tender document before submitting their bids.

- 1) 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.

- 2) 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/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 3) 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, GST Certificate etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” 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 log into the site well in advance for bid submission so that they can 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) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official before bid opening date/time as mentioned in critical date sheet or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. 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 name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) 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.
- 7) 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 bids is

maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) 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.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

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 for a tender or the relevant contact person indicated in the tender.

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 1800 3070 2232, 91-7878007972 and 91-7878007973.

Company with Seal

TENDER NOTICE FOR PRINTING ANNUAL REPORT, FLYERS, BOOKLETS & NORMAL STATIONERY 2018-19 at NIPGR

Financial Bid

I. Annual Report (Abridge) – English

Sl. No.	Description		Unit Rate	Amount
1.	Size	8.5” x 11”		
2.	No. of Pages	250 (approx.)		
3.	Colour	04 colours throughout		
4.	No. of Pictures	07 (Seven) approximately plus cover pages		
5.	Paper	Pinhead Enhance White 130 GSM for inside pages & Sand Grain Enhance White 300 GSM for Cover		
6.	Fabrication	Perfect binding		
7.	Quantity	100 copies (One hundred copies only)		

II. Annual Report (Abridge) – Hindi

1.	Size	8.5” x 11”		
2.	No. of Pages	250 (approx.)		
3.	Colour	04 colours throughout		
4.	No. of Pictures	07 (Seven) approximately plus cover pages		
5.	Paper	Pinhead Enhance White 130 GSM for inside pages & Sand Grain Enhance White 300 GSM for Cover		
6.	Fabrication	Perfect binding		
7.	Quantity	100 copies (One hundred copies only)		

III. Annual Report Detailed – English

1.	Size	8.5” x 11”		
2.	No. of Pages	300 (approx.)		
3.	Colour	04 colours throughout		
4.	No. of Pictures	90 (Ninety) approximately plus cover pages		
5.	Paper	Pinhead Enhance White 130 GSM for inside pages & Sand Grain Enhance White 300 GSM for Cover		

6.	Fabrication	Perfect binding		
7.	Quantity	200 copies (Two hundred copies only)		

(B) ± papers on pro-rata basis

IV. (a) Flyers (2 fold size with six pages - Matt Finish)

1.	Size	9" x 7"		
2.	Paper	Prestige White impressive Absolute White 250 GSM		
3.	Colour	4 Colours		
5.	Quantity	100 Nos		

(b) Flyers (2 fold size with six pages - Gloss Finish)

1.	Size	9" x 7"		
2.	Paper	Prestige White impressive Absolute White 250 GSM		
3.	Colour	4 Colours		
4.	Quantity	100 Nos		

V. (a) Booklets (with Lamination on all pages)

1.	Size	14" x 12"		
2.	No. of Pages	10 Sheets both side printing + Cover page extra		
3.	Colour	06 colour		
4.	Quantity	100 Nos.		
5.	Paper	Arte Ultra White 300 GSM for Outer Paper & Arte Ultra White 190 GSM for Inner Paper		

(b) Booklets (without Lamination)

1.	Size	14" x 12"		
2.	No. of Pages	10 Sheets both side printing + Cover page extra		
3.	Colour	06 colour		
4.	Quantity	100 Nos.		
5.	Paper	Arte Ultra White 300 GSM for Outer Paper & Arte Ultra White 190 GSM for Inner Paper		

(c) Booklets (with Lamination on cover page only)

1.	Size	14" x 12"		
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2.	No. of Pages	10 Sheets both side printing + Cover page extra		
3.	Colour	06 colour		
4.	Quantity	100 Nos.		
5.	Paper	Arte Ultra White 300 GSM for Outer Paper & Arte Ultra White 190 GSM for Inner Paper		

VI. Normal Stationery

S. No.	Description	Qty. to be printed one time		
A	A4 Size form – one side printing	5 Pads (100 pages) 10 Pads (100 pages) Above 10 Pads		
B	A4 Size form – Both side printing	5 Pads (100 pages) 10 Pads (100 pages) Above 10 Pads		
C	Letter heads on A4 size Ex. Bond Paper (in four colours)	02 Pads (100 pages) 05 Pads (100 pages) Above 05 Pads		
D	Printing Legal size forms one side printing	5 Pads (100 pages) 10 Pads (100 pages) Above 10 Pads		
E	Printing Legal size forms both side printing	5 Pads (100 pages) 10 Pads (100 pages) Above 10 Pads		
F	Printing of Visiting Cards (in four Colours)	100 cards (Bilingual)		
G	Rubber / Self inking Stamps	Per piece		

Signature and Stamp of the tenderer