

CSIR-INDIAN INSTITUTE OF PETROLEUM
(Council of Scientific & Industrial Research)
Mohkampur, Dehradun – 248 005

TENDER DOCUMENT FOR PRINT WORK

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Tender no.: IIP/2019/GEN/Printing

NOTICE INVITING E-TENDER FOR PRINT WORK

Please read all tender documents before filing online tender

CSIR-Indian Institute of Petroleum, Dehradun invites e-tenders in Two-stage (Technical & Financial) for printing work for two years from the reputed Printing Agencies. Interested parties may download the tender document from www.iip.res.in or CPP Portal <https://etenders.gov.in/eprocure/app>.

1.	Estimated cost of the work	Rs. 5,00,000.00 (five lakhs only)
2.	NIT publishing date in news paper	06.04.2019
3.	Cost of the Tender Document	NIL
4.	Document downloading start date on https://etenders.gov.in/eprocure/app	06.04.2019 at 11:00 a.m.
5.	Document downloading/Online Tender submission end date	22.04.2019 at 11:00 a.m.
6.	Bid (Technical Bid) opening date	23.04.2019 at 11:00 a.m.
7.	EMD	Rs.10,000/-(Ten Thousand only)

Note- All self attested Credentials have to be submitted before the online opening of tender in the office of COA, CSIR-IIP, Dehradun on 22.04.2019 at 11:00 a.m.. **Only online bid will be accepted.** If any Holiday declared on above date the action will be taken on next working day.

2. SCOPE OF WORK

2.1. Service :

The nature of job should be excellent designing, scanning and printing job as specified in the description of items listed in Form 5.

2.2. Period of Contract:

Under normal circumstances the contract shall be valid for a period of two year from the date of issue of work order. However contract may be renewed for further period upon mutual consent of both the parties on existing terms and conditions. It will be entirely at the discretion of The Director, CSIR-Indian Institute of Petroleum, Dehradun to extend it or not.

2.3. Quantity & estimated cost:

Estimated quantity of items required are mentioned in the Description of Items: Form-5, however it should be clearly noted that CSIR-IIP shall place the order only as per the actual requirements from time to time. The estimated value of the work will be approx. Rs.5,00,000/- (Rupees Five Lakhs) only.

2.4. Supply Requirements:

The supply of items shall be made to IIP office as per requirement or within 7 (Seven) working days of issued for print job. CSIR-IIP will have the authority to place order for supply of items/job beyond office hours and on holidays, for which, no additional payment will be made by IIP office.

3. INSTRUCTIONS TO BIDDERS

(3.1) MINIMUM ELIGIBILITY CONDITIONS:

Bidders should-

- (a) Be an Indian company/firm engaged in printing work having its capacity to supply to the office of CSIR-Indian Institute of Petroleum within 7 working days of the placement of order. (Copy of Registration certificate as per existing norms, indicating legal status i.e. company/partnership firm/ proprietorship etc. to be enclosed, if any, before the publication of this tender.) The firm must have its full fledged office at Dehradun.
- (b) An experienced supplier having good track record and client satisfaction of supplying the said printing items.
- (c) The agency should have full fledged unit of its own for usual design, preparation of art work, designing, composing and printing etc. The Institute's Physical Verification Committee will visit the premises of the bidder to verify the infrastructure and other facilities. In case of non-availability of above the technical bid will not be considered by the institute.
- (d) Have been registered with **GST**. (Copy of GST registration certificate to be enclosed)
- (e) Have PAN allotted to him by IT Department (Copy of PAN card to be enclosed)
- (f) Certificate of declaration (Form 7) – undertaking for not been blacklisted in the past by any Govt./ Private organization.
- (g) The Bidder may submit the supporting documents/work orders for designing & printing of reports or other work for last three years of various organizations along with their technical bids.
- (h) The bidding agency should submit the sample of all papers quality with the technical bid. (especially those are mentioned in bid)
- (i) The bidding agency should have the facility of Hindi Typing and correcting the text and Proof reading.
- (j) The Agency should provide open file (Soft Copy of the documents) to the Institute after finalizing the report /document/ other documents).

(3.2) COST OF BIDDING

The bidders shall bear all costs associated with the preparation and submission of the bid. CSIR-IIP in no case will be responsible for these costs regardless of the conduct or outcome of the bidding process.

(3.3) BID DOCUMENT

A. Bid document includes

- Notice inviting tender
- Scope of work
- Instruction to bidders
- General terms and conditions
- Special terms and conditions
- Bid Form/EMD form – Form 1
- Letter of authorization for attending bid opening – Form 2

- Certificate for Non-Participation of near relative – Form 3
- Agency details – Form 4
- Price Schedule & Description of items – Form 5
- Specimen agreement- Form 6
- Certificate of declaration -Form 7

B. The bidder is expected to examine all instructions, forms, terms and specifications in the Bid Document. Failure to furnish all the information required as per Bid Document or submission of the bids not substantially responsive to the Bid Document in every respect will be at the bidder's risk and may result in rejection of the Bid.

C. A prospective bidder requiring any clarification on the Bid document shall notify CSIR-IIP in writing. CSIR-IIP shall respond, in writing, to any request for the clarification of bid document, which it receives not later than 3 days prior to the date of opening of Tender.

D. Any clarification issued by CSIR-IIP in response to query raised by prospective bidders shall form an integral part of bid documents and it may amount to an amendment of relevant clauses of the bid document.

E. The prospective bidder should keep their offers valid upto 60 days from the date of tender opening.

(3.4) AMENDMENT TO BID DOCUMENT

A. At any time, prior to the date of submission of bid, CSIR-IIP may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid document by amendments.

B. The amendments will be updated on CSIR-IIP website only.

(3.5) DOCUMENTS COMPRISING THE BID

The bid prepared by the bidder shall comprise the following components:

- Documentary evidence in accordance with clause 3.1 to establish that the bidder is eligible to bid and is qualified to perform the contract if his bid is accepted.
- EMD furnished in accordance with clause 3.8.
- Bid Form (Form-1) and price schedule (Form-5) completed in accordance with clause 3.6.
- Letter of Authorization for attending Bid opening (Form -2).
- Non-participation of any close relative (Form-3).
- Agency details as per Form-4.
- Certificate of declaration (Form 7)

(3.6) BID FORM

The bidder shall complete the Bid Form as per Form-1 and the appropriate price schedule as per Form-5 furnished in the bid document covering the items to be supplied.

(3.7) PRICE BID.

A. The supply of the items shall strictly be as per the requirement and Specifications. The rate shall be quoted in figures as well as in words as per price schedule (as per Form-5) for all the items given in the schedule of requirement or Items described separately.

B. Prices will be fixed and inclusive of taxes and statutory duties applicable, packing, forwarding, freight, supply at the office store and other charges as applicable.

C. The rates quoted by the selected firm and approved by this office shall remain valid throughout the period of contract and requests to increase the rates for any item(s) during the currency of the contract shall not be considered.

D. Prices charged by the bidder for items delivered under the contract shall not be higher than the prices quoted by the bidder in his bid.

E. The Agency will be responsible for collecting the manuscript and other materials free of charge, preparation of designs, printing, proof reading, typesetting, editing, spiral binding/ perfect binding etc. as per direction of CSIR-IIP. It will be responsibility of the agency to return material like manuscript, art work, photographs, CDs/DVDs etc. after completion of the job, failing which the cost of items will be covered from the firms.

(3.8) EARNEST MONEY DEPOSIT (EMD):

A. The bidder shall furnish, as part of the bid, a EMD of Rs.10,000/- (2% of estimated tender value) in the form of Demand draft drawn in favour of CSIR-Indian Institute of Petroleum, Dehradun or A/c No. 30266912400, IFSC No.SBIN0002359, SBI, IIP Branch, Mohakampur, Dehradun. .

B. A bid not secured in accordance with clause 3.8. (A) shall be rejected by the CSIR-IIP as non-responsive at the bid opening stage.

C. The bid security of the unsuccessful bidder will be discharged/returned at the earliest after completion of the tender process.

D. The successful bidder's bid security will be discharged upon the bidder's acceptance of the Letter of Intent satisfactorily and furnishing the performance security.

E. The bid security may be forfeited:

(a) If the bidder withdraws his bid during the period of bid validity specified by the bidder in the Bid form;

(b) In the case of successful bidder, if the bidder fails to sign the contract in accordance with clause 3.1; or Fails to furnish performance security in accordance with clause 4.2 of "General Conditions"; or Fails or refuses to honour his own quoted price for any of the items or part thereof during the entire period of contract.

(c) In both the above cases bidder will not be eligible to participate in the tender for one year from the date of issue of Letter of intent. The bidder will not approach the court against the decision of CSIR-IIP in this regard.

(3.9) FORMAT AND SIGNING OF BID

The original bid shall be signed (full signature) by the bidder or a person duly authorized on each page to bind the bidder for the contract. The letter of authorization shall be indicated by written Power of Attorney accompanying the Bid.

The over writing/erasures in the bid made by the bidder shall be signed by the person signing the bid. Unsigned over writing/erasures shall not be considered.

(3.10) SUBMISSION OF BIDS

A. Bids must be submitted in one outer envelope having two separate inner envelope, one containing “**Technical Bid**” and other containing “**Financial Bid**”. These two inner envelopes should be superscripted as “Technical Bid” and “Financial Bid” respectively. Both envelopes should have name and address of the bidder.

B. Technical Bid should contain duly filled Bid form/EMD form along with demand draft of Rs. 10,000/- (Form-1), Letter of Authorization for attending Bid opening (Form -2), Certificate for non-participation of near relative (Form-3), Agency Details (Form-4) and Documents establishing bidder’s eligibility (Clause-3.1).

C. Financial Bid should contain only the duly filled Price Quotation (Form-5).

D. All the covers should be superscripted as “**Tender for Print Job**”.

E. The bids should be submitted online duly signed as well as sent by Registered post addressed to **The Director**, CSIR-Indian Institute of Petroleum, P.O. IIP, Mohkampur, Dehradun – 248 005 or delivered in person so as to reach the office on or before **22.04.2019** upto 11:00 a.m. on the above mentioned address.

F. Any bid received after the dead line for submission of bids shall be rejected and returned to the bidder unopened.

G. Envelopes should be sealed and if found other means, the bid will be rejected.

(3.11) BID OPENING

A. CSIR-IIP shall open bids in the presence of bidders or their authorized representative who wish to be present at the time of opening of bids on due date. Authorization letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening (Format is given in Form 2).

B. If the Technical Bid is found complete in all respect, then only Financial Bid will be opened, otherwise the Financial bid will be returned to the bidder without opening it.

(3.12) EVALUATION & AWARD OF CONTRACT

A. Contract shall be awarded to the firm(s) offering the lowest or net bundled price and not with reference to the lowest prices quoted for the sub-items. However, if prices for each and every item are not quoted, net-bundled price offered shall not be accepted. One or more firm may be empanelled on the similar rates and price offered.

The empanelment will be done on the basis of criteria enumerated in this document. The empanelment will be done on the basis of the professional competence and status of the firm.

B. CSIR-IIP will award the contract to the tenderer(s) whose tender has been determined to be substantially responsive and who has offered the lowest evaluated tender price as per item list. The lowest price as well as the quality of work will be considered.

C. Notwithstanding the above, CSIR-IIP reserves the right to seek previous work orders, references etc. and to accept or reject any quotations and to cancel the process and reject all tenders at any time prior to award of contract.

D. The tenderer(s) whose rate is accepted will be notified for the award of contract by the institute prior to expiration of the tender validity period. The terms and conditions stipulated in the tender document shall be fully applicable with number of suppliers and place orders on any or such firms that may be the most economical to it or suitable to its requirements

(3.13) PURCHASER'S RIGHT TO VARY QUANTITIES.

Quantity given in the financial bid is approximate. It may likely to vary.

(3.14) ANNULMENT OF AWARD

Failure of the successful bidder to comply with the requirement of clause 3.15 shall constitute sufficient ground for the annulment of the award and forfeiture of the EMD in which event CSIR-IIP may make the award to any other bidder at the discretion of CSIR-IIP or call for new bids.

(3.15) PERIOD OF VALIDITY OF BIDS

A. The bid shall remain valid for 60 days after the date of opening of bids. A bid valid for a shorter period shall be rejected by CSIR-IIP as non-responsive.

B. A bidder accepting the request of CSIR-IIP for an extension to the period of bid validity, in exceptional circumstances, will not be permitted to modify his bid.

(3.16) DELIVERY

The delivery of goods shall be made by the bidder in accordance with the terms specified by CSIR-IIP in the conditions of contract. The delivery of Print Job/items should be made within 7 working days or prescribed time limit from the date of issue of Purchase Order.

The supplier shall warrant that goods to be supplied shall be in full conformity with specifications.

In case the print items provided are not as per specifications, the same will not be accepted. The firm will have to replace the goods as per the actual specifications and requirement. CSIR-IIP will not be responsible for any loss occurred for this to the firm.

4. GENERAL TERMS AND CONDITIONS

(4.1) APPLICATION

Submission of bid against this offer shall bind the bidder for the acceptance of all the conditions specified herein or unless otherwise agreed by CSIR-IIP.

(4.2) PERFORMANCE SECURITY

A. The successful bidder shall be required to deposit an amount equal to 10% of the contract value i.e. Rs. 50,000/- within 15 days from the date of signing the agreement.

B. Performance Security shall be submitted in the form of Demand draft or Bank Guarantee drawn in favour of CSIR-Indian Institute of Petroleum, Dehradun with a validity of atleast 90 days of completion of contract period.

C. Performance Security will be discharged after completion of contractors' performance obligations.

D. If the contractor fails or neglects any of his obligations under the contract it shall be lawful for CSIR-IIP to forfeit either whole or any part of performance security furnished by the bidder as penalty for such failure.

(4.3) EXECUTION TIME LIMIT

The time period as stipulated in the work order or letter of intent shall be deemed to be essence of the contract.

(4.4) PAYMENT TERMS

A. The bill for the work prepared on the basis of the accepted rates will have to be submitted in favour of CSIR-IIP.

B. The bill raised by the firm should have all tax registration numbers printed on the bill. Validity of the tax registration during the currency period of contract shall be the sole responsibility of the firm.

C. Payment shall be made on receipt of goods against bill for the supply made after the good/items have been checked and accounted and there is no damage/shortage.

D. The payment is released through crossed cheque against bills and Income Tax and other taxes, if any, shall be deducted against bills submitted.

E. Bills may be submitted within 15 days of supply.

F. No payment is admissible for goods rejected.

G. The prices/rates quoted should be indicated in words as well as in figures and in INR only

H. Tenderers are requested to quote their prices on a firm and fixed basis only for the entire period of the rate contract. Tenders of the firms received with prices quoted on variable basis shall be rejected straightaway

(4.5) DELAY AND LIQUIDATED DAMAGES

A. If delivery is not made in given time and CSIR-IIP is required to make purchase from outside at higher rates, the loss sustained will be deducted from the bill.

B. Irrespective of the fact as to whether or not the CSIR-IIP makes purchases from outside, the CSIR-IIP may impose penalty of 0.5% of value of order for every week's delay or part thereof for a period upto 10 (Ten) weeks. This amount of liquidated damages shall be paid by bidder to CSIR-IIP or may be recovered by CSIR-IIP from the bills of bidder.

C. Quantum of liquidated damages assessed and levied by the CSIR-IIP and decision of the CSIR-IIP thereon shall be final and binding on bidder provided further the same shall not be challenged by bidder either before Arbitration tribunal or before the Court. The same should stand specifically excluded from the purview of the arbitration clause, as such, the same shall not be referable to arbitration.

(4.6) TERMINATION OF CONTRACT

The CSIR-IIP may, without prejudice to any other remedy for breach of contract, by written notice of thirty days (30 days) of default, sent to the supplier, terminate this contract in whole or in part.

A. If the agency/contractor fails to supply the items within the period (s) specified and agreed in the contract or any extension thereof granted by CSIR-IIP.

B. If the agency/contractor fails to perform any other obligation(s) under the contract

C. If the performance is found unsatisfactory due to the negligence of the agency/contractor, depending upon the severity of negligence, CSIR-IIP reserves the right to blacklist the agency/contractor from further participation in any of CSIR-IIP tenders/contracts. The decision of CSIR-IIP shall be final in this regard.

(4.7) TERMINATION FOR INSOLVENCY

CSIR-IIP may also by giving written notice and without compensation to the agency terminate the contract if the contractor becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action.

(4.8) FORCE MAJEURE

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of CSIR-IIP as to whether the supplies have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

(4.9) ARBITRATION

The conflicts or disputes that may arise in relation to the subject, content, interpretation, implementation and enforcement of this agreement will be solved, firstly, by the Monitoring Committee setup jointly for good governance and then, by equity arbitration as per CSIR norms.

(4.10) SET OFF

Any sum of money due and payable to the supplier (including security deposit refundable to him) under this contract may be appropriated by CSIR-IIP and set off the same against any claim of

CSIR-IIP for payment of a sum of money arising out of this contract or under any other contract made by the Supplier with CSIR-IIP.

- (A) The bidder should give a certificate that none of his/her near relative is working in CSIR-IIP. In case of proprietorship firm certificate will be given by the proprietor, for partnership firm certificate (before the publication of this tender, if any) will be given by all the partners and in case of limited company by all the directors of the company. Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. CSIR-IIP will not pay any damages to the company or firm or the concerned person. The company or firm or the person will also be debarred for further participation in any tender of CSIR-IIP. The format of the certificate is given at Form- 3.
- (B) In case the supply is not completed in stipulated or agreed delivery period as indicated in work/purchase order, or bidder's breach of terms and conditions of contract, CSIR-IIP reserves the right to cancel/terminate the purchase order and or recover/impose liquidated damages or forfeit performance security for default.

5. SPECIAL TERMS AND CONDITIONS

5.1. The special conditions of contract shall supplement the “Instructions to the Bidders” and General terms & conditions of the contract and wherever there is a conflict, the provisions herein shall prevail over those in General terms and conditions of the contract.

5.2. In case the date fixed for opening of bids is subsequently declared as holiday by the CSIR-IIP, the revised schedule will be notified. However, in absence of such notification, the bids will be opened on next working day. Time and venue remaining unaltered.

5.3. CSIR-IIP reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contract entered into with CSIR-IIP.

5.4. CSIR-IIP reserves the right to blacklist a bidder for a suitable period in case he fails to honor his bid without sufficient ground.

5.5. Conditional bid will not be accepted.

5.6. CSIR-IIP reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the ground of purchaser action.

5.7. CSIR-IIP is not bound to accept the lowest tender or any tender or to assign any reason for rejecting any or all the tenders. It also reserves the right to accept/reject (part/whole) or any other tender(s) at their sole discretion without assigning any reason thereof. Its decision in the matter shall be final and binding.

5.8. The person signing the tender form or any document forming part of the contract on behalf of another or on behalf of a firm shall be responsible to produce a proper power of attorney duly executed in his favour, stating that he has the authority to bind such other person or the firm, as the case may be, in all matters pertaining to the contract including the arbitration clause.

5.9. If the item supplied by the bidder is not found satisfactory or not conforming to the specification, CSIR-IIP reserves the right at its discretion and without any claim for compensation to the contractor, either cancel the order altogether or modify the quantity ordered. In deserving cases firm may be black listed for failure to comply as per terms.

5.10. Prices shall remain fixed and valid during the period of contract

5.11. Quotations 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.

5.12. Late/delayed tenders received in CSIR-IIP due to any reason whatsoever will not be accepted under any circumstances.

5.13. The tender should sign (not initials) at each page of the tender and all its annexures. No page should be removed/detached from the tender document.

FORM-1
BID FORM /EMD FORM
Tender no.: IIP/2019/GEN/Printing

To,
The Director,
CSIR-Indian Institute of Petroleum
P.O. IIP, Mohkampur
Dehradun – 248 005

Dear Sir,

1. We, undersigned, offer to supply printing items in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.
2. We undertake, to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.
3. If our Bid is accepted, we will deposit an amount equal to 10% of the contract sum in the form of Demand draft or in the form of a bank guarantee for due performance of the Contract.
4. We agree to abide by this Bid for a period of 60 days from the date fixed for Bid opening and it shall remain binding upon us.
5. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement. Along with the bid, we have submitted EMD of Rs. 10,000/- in the form of Demand draft in favour of CSIR-Indian Institute of Petroleum, Dehradun.

Dated this Day of 2019

Signature of

In capacity of

Duly authorized to sign the bid for and on behalf of

Witness..... Address.....Signature

FORM-2

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

Tender no.: IIP/2019/GEN/Printing

The Director,
CSIR-Indian Institute of Petroleum
P.O. IIP, Mohkampur
Dehradun – 248 005

Subject: Authorization for attending bid (date.....) opening on the Tender.

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of preference of given below.

(Bidder) in order of
Order of Preference
Preference I :

Name

Specimen Signatures

Preference II :

Alternate Representative :

Signatures of bidder :
or

Officer authorized to sign the bid documents on behalf of the bidder

Note:

1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.

FORM-3

CERTIFICATE FOR NON PARTICIPATION OF NEAR RELATIVE

Certificate on Non Participation of near relatives in the tender called for engagement of Agency for supply of Printing items for CSIR-Indian Institute of Petroleum, Dehradun as required under Clause 4.10 (A) of Bid document)

I _____ Son of _____ R/O _____ here by certify that none of my relative(s) as defined in clause 4.10 (A) of tender document is/are employed in CSIR-IIP unit as per details given in tender document. In case at any stage, it is found that the information given by me is false/ incorrect, CSIR-IIP shall have the absolute right to take any action as deemed fit/ without any prior intimation to me.

Sign:
For and on behalf of the Bidder

Name :

Position :

Date

FORM -4

AGENCY DETAILS

1.	Name of the Firm/ Company/ Agency	
2.	Complete Address & Telephone number of the firm	
3.	Nature of Agency (Sole/ Proprietorship/ Partnership/otherwise)	
4.	EMD of Rs. 10,000/- enclosed in the form of Bank Draft payable in favour of Director, Indian Institute of Petroleum, Dehradun	
5.	Annual Turnover of Rs. 10 Lakh or more of the agency for last three years (alongwith proof)	
6.	Satisfactory Performance Certificate and other documentary proof of providing services in the Govt. Sector/ PSUs/ Private Sector/ Corporate Sector	
7.	Copy of Income Tax Return of last three Assessment years	
8.	Copy of Registration No./ License No. of the firm (if any)	
9.	Copy of GST Details	
10.	Bank Account Details (for e-payment purposes)	
11.	Copy of PAN Number	
12.	An undertaking that the Agency has not been blacklisted by any of the Departments/ Organisations of the Government of India and no criminal case is pending against the said firm/ agency	
13.	Certificate for non-participation of near relative.	
14.	Terms and conditions duly accepted/ signed with the stamp of the prospective tendered on each page.	

FORM - 5

Technical BID : Price Schedule and Details of Work

SNo.	Item	Size/Weight/Quality (paper quality 300 GSM)	Quantity	Rate
1.	Annual Report	Multicolor printing size (8½ X11) with section swing, total number of pages approx 120 + 4 cover page, lamination & perfect binding. paper 170 GSM, Cover Page 300 GSM + Additional 4 Pages charges (per page, if required)	100 200 300	
2.	IIP Quarterly Newsletter 'Sankalp'	Multicolor printing on 8.5X11 size, Art Paper 170 GSM, total number of page 8, printing including photographs also. + printing of additional 4 page (if required) 100 GSM for color/ 80 GSM for B/W	500	
3.	Souvenir for symposium, seminar, tournament etc.	8.5X11 size, paper 100/ 170 GSM, Cover Page 300 GSM. Total pages 60-100 4 cover page color, cover & back page lamination.	200 300 500	
4.	New year calendars (Wall Calenders)	Top four color, With date slider 170 GSM	100	
5.	New year calendars (Wall Calenders)	Top four color, 170 GSM	700	
6.	New year calendars desk calendar	Desk Calendar (Both side Printing) 8.5 X 11size, paper 300 GSM	1000	
7.	Posters	A-2 paper - 16.5 x 23.4 (stickers) multicolor 170 GSM 300 GSM	100 200 500	

8.	Pamphlets	Both side printing 70 GSM , multi color 100 GSM, multi color	100 200 500	
9.	Project Report Printing	100 GSM for color 80 GSM for B/W	100 200	
10.	Hindi magazine 'Vikalp'	Approx. 50 pages. 100 GSM for color/ 80 GSM for B/W 300 GSM front & Back cover	100 200 500	
11.	Institute's Brochure	(four pages) multicolor- including pictures, Both side printing 300 GSM	1000	
12.	Visiting Cards	Both Side printing (Standard size) 170 GSM	100 200	
13.	Training Programme Brochures	Both side printing (multicolor) 170 GSM 300 GSM	100 200	
14.	Letter Heads	Standard size 120 GSM	100	
15.	Certificate	Multi color A4 size, 300 GSM	100 200 500	
16.	Any other specific requirement *			

* Rates may be specified in both Glossy & Matt finish or any other.

* Specific requirement will be occasionally in which specific/ unique designing is required.

BOOK/BOOKLET PRINTING

1. Single Side Print – Digital Print – Black & White

SNo.	Type	Description	Estimated requirement	Rate per page
1.	Digital Print	A4 size, Title pages (4) 210 GSM, Cover page colour (1), inner pages (100) 100 GSM normal, B/W print single side, book binding	100 & Multiple of 100	

2. Double Side Print – Digital Print

SNo.	Type	Description	Estimated requirement	Rate per page
1.	Digital Print	A5 size, Title pages (4) 300 GSM/ 210 GSM/ 170 GSM, Inner pages (100) 100 GSM normal, color print front & back, book binding	100 & Multiple of 100	
2.	Digital Print	A5 size, Title pages (4) 300 GSM/ 210 GSM/ 170 GSM, Inner pages (100) 100 GSM glossy, color print front & back, book binding	100 & Multiple of 100	
3.	Digital Print	A4 size, Title pages (4) 300 GSM/ 210 GSM/ 170 GSM, Inner pages (300) 100 GSM glossy, color print front & back, book binding	100 & Multiple of 100	
4.	Offset Print	A5 size, Title pages (4) 300 GSM/ 210 GSM/ 170 GSM, Inner pages (100) 100 GSM normal, color print front & back, book binding front & back, book binding	100 & Multiple of 100	
5.	Offset Print	A5 size, Title pages (4) 300 GSM/ 210 GSM/ 170 GSM, Inner pages (100) 100 GSM glossy, color print front & back, book binding	100 & Multiple of 100	
6.	Offset Print	A4 size, Title pages (4) 300 GSM/ 210 GSM/ 170 GSM, Inner pages (100) 100 GSM glossy, color print front & back, book binding	100 & Multiple of 100	

3. *Poster/ Brochure Printing:*

SNo.	Type	Description	Estimated requirement	Rate per page
1.	Digital Print	11" x 18" paper quality 300 GSM/210 GSM/ 170 GSM/100 GSM	100 & Multiple of 100	
2.	Offset Print	11" x 18" paper quality 300 GSM/210 GSM/ 170 GSM/ 100 GSM	100 & Multiple of 100	
3.	Digital Print	A1 paper quality 300 GSM/210 GSM/ 170 GSM/ 100 GSM	100 & Multiple of 100	
4.	Offset Print	A1 paper quality 300 GSM/210 GSM/ 170 GSM /100 GSM	100 & Multiple of 100	
5.	Digital Print	A2 paper quality 300 GSM/210 GSM/ 170 GSM/100 GSM	100 & Multiple of 100	
6.	Offset Print	A2 paper quality 300 GSM/210 GSM/ 170 GSM/100 GSM	100 & Multiple of 100	
7.	Digital Print	A4 paper quality 300 GSM/210 GSM/ 170 GSM/100 GSM	100 & Multiple of 100	
8.	Offset Print	A4 paper quality 300 GSM/210 GSM/ 170 GSM/100 GSM	100 & Multiple of 100	

4. *Pamphlet Printing:*

- Rates per hundred pieces

5. *Calendar Printing (Desk and Wall):*

SNo.	Type	Description	Estimated requirement	Rate per page
1.	Digital Print	Wall Calendar top four colour, one side printing	100 & Multiple of 100	
2.	Offset Print	Wall Calendar top four colour, one side printing	100 & Multiple of 100	
3.	Digital Print	Institute's Desk Calendar, Both side printing (8.5 x 11 size, Paper 300 GSM)	100 & Multiple of 100	
4.	Offset Print	Institute's Desk Calendar, Both side printing (8.5 x 11 size, Paper 300 GSM)	100 & Multiple of 100	

6. Pamphlet/ Brochure Printing:

SNo.	Type	Description	Estimated requirement	Rate per page
1.	Digital Printing	70# Uncoated Text Paper	100 & Multiple of 100	
2.	Digital Printing	80# Gloss Text Paper	100 & Multiple of 100	
3.	Digital Printing	100# Gloss Text Paper	100 & Multiple of 100	
4.	Digital Printing	80# Gloss Cover Paper	100 & Multiple of 100	
5.	Digital Printing	80# Dull/Matte Cover Paper	100 & Multiple of 100	
6.	Digital Printing	With aqueous coating/ UV coating Paper	100 & Multiple of 100	

FORM – 6

SPECIMEN AGREEMENT

To be executed at the time of entering into agreement before placing order.

Each page of this form shall be signed by the bidder for acknowledging that he/she has seen the terms and conditions of the agreement.

AGREEMENT:

The agreement is made on this day of between M/s _____ herein referred to as the contractor carrying on the business under the name and style of M/s _____ of the one part.

CSIR-Indian Institute of Petroleum, Dehradun, acting through the **Director**, herein after referred to as the other part whereas the said contractor has agreed with the **CSIR-IIP**, for supply of required items in conformity with the requirements & specifications.

Now this indenture witness that in consideration of the promise, it is mutually agreed and declared between parties hereto as follows.

1. The contractor agrees to undertake to supply the Printing items and general items as referred in Tender No. _____ as per the requirement. This is in respect to their bid letter no. _____ dated _____ at the rates quoted by contractor. The prices are inclusive of all the levies taxes like sales tax and excise duty freighted.
2. The supply of the printing items i.e. which are not in conformity with the requirements/ specifications are liable to be rejected.
3. This contract shall be effective fromto The Tender is valid for a period of one year from the date of signing of/ opening of the tender. The contract may be extended with the same terms and conditions and rates with the consent of both the parties. The contractor shall execute the Purchase Orders (POs) placed by the concerned Officer with great promptness and satisfaction to the department. The contractor shall agree that the penalty of 0.5 percent (%) of the P.Os shall be imposed for every week's delay in delivery of the items for delayed supply and/or undelivered material/supply on each such occasion/default.
4. The security deposit paid by the contractor for due and faithful performance of the contract by the contractor of all and several covenants herein contained of his part to be observed with full power. **The Director** on behalf of CSIR-IIP will be entitled to appropriate the said sum to any damage, penalties and other sums which the contractor may be required to pay in case the contractor fails to perform /fulfill or to keep and observe all or any of the said conditions of the agreement on his part herein after contained.
5. The security deposit shall be released after two months after successful completion of the work at the end of the contract period including the extended period, if any
6. That all disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the Director, CSIR-IIP or any person nominated by him .The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the agreement shall be suspended on the ground of pending arbitration proceedings.

7. The Security deposit is liable to be forfeited to the CSIR-IIP without any prejudice to any other rights and remedies of CSIR-IIP in case the contractor fails to undertake the contract work, as per the work orders and as per the terms and conditions given in tender schedule during the term of the contract including the extended period if any.
8. That the tender schedule, instructions to the bidders and terms and conditions shall also form part of the agreement. That the contractor acknowledges that he has fully acquainted him with all the terms and conditions and he shall not plead ignorance of the same.

In witness whereof, the contractor has set his hand and CSIR-IIP has caused for and on his behalf to set his hand, the day and the year first above written.

For and on behalf of
CSIR-Indian Institute of Petroleum
Countersigned by Finance & Account Officer, IIP

For and on behalf of
the Firm

F&AO, IIP

WITNESS

WITNESS

1.

1.

2.

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FORM - 7

DECLARATION FORM

I _____ Son/Daughter of _____ /
W/O _____ R/O _____ hereby confirm and declare
that my/our firm/company M/s..... is not
blacklisted/delisted or debarred with any company of Private/Public Ltd. or Government
Company/Govt. deptt. from participating in the tender as on date.

In case at any stage, it is found that the information given by me is false/ incorrect, CSIR-IIP shall
have the absolute right to take any action as deemed fit/ without any prior intimation to me.

Sign:

For and on behalf of the Bidder

Name :

Position :

Date :