



हर कदम, हर उमर
किसानों का हमसफर
भारतीय कृषि अनुसंधान परिषद

AgriSearch with a human touch

भा0 कृ0 अनु0 प0—भारतीय मृदा विज्ञान संस्थान
नबीबाग, बैरसिया रोड, भोपाल – 462038
ICAR-Indian Institute of Soil Science
Nabibagh, Berasia Road, Bhopal – 462 038 (M.P.)
Tel. No.(0755)2730970/2747375 (Ext. No. 233) Fax. No. (0755) 2733310

F.NO. 5-369/2014-15/P&S/IISS

Dated: 28/11/2017

The following are the important dates: -

Sl. No.	Event Description	Date	Time
1	Purchase Start date of Bid document Bid document to be downloaded from the website only.	01/12/2017	11:00 AM
2	Purchase End date of Bid document	26/12/2017	5:00 PM
3	Start Date & Time of Submission of Bid	01/12/2017	11:00 AM
4	Due Date & Time of Submission of Bid	26/12/2017	05:00 PM
5	Opening Date of Technical Bid	28/12/2017	03:00 PM
6	Opening Date of Financial Bid	<i>Will be intimated separately.</i>	



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SPEED POST/FAX
भारतीय मृदा विज्ञान संस्थान (भा0 कृ0 अनु0 प0)
नबीबाग, बैरसिया रोड, भोपाल – 462038
Indian Institute of Soil Science
Nabibagh, Berasia Road, Bhopal – 462 038 (M.P.)
Tel. No.(0755)2730970/2734221 (Ext. No. 233 & 261) Fax. No. (0755) 2733310

F.No.5-369/2014-15/P&S/IISS

Dated:28/11/2017

Sub: Tender for Printing work - reg.

Dear Sir(s),

On behalf of the Director of this Institute, I am to invite your lowest quotation for **Annual Rate Contract for Printing Work under two bid system (Technical & Financial (BOQ))**.

GENERAL TERMS AND CONDITIONS FOR TENDERERS
(To be signed and submitted along with the Tender by the Tenderers)

Along with Tender and offer copies of the following document/ information may clearly be mentioned.

1. Valid GST No. may be furnished.
2. Prices to be quoted on F.O.R. Nabi Bagh, Bhopal basis and valid up to one year from the date of award of contract.
3. It should be clearly stated whether the rates quoted by the firm are inclusive of tax.
4. Incomplete or vague tenders will be rejected. There should be no cutting / overwriting. The cuttings if any should be duly attested. Unattested/ Amended/ overwritten figures will not be considered.
5. Payment Terms: Payment will be released within reasonable time, say within 30 days after successful and satisfactory execution of work orders. Request for advance payments, delivery against payment or payment against dispatch will not be accepted.
6. In case delivery is not done as per stipulated/mentioned prescribed date of this Institute work order or a maximum of one month whichever is earlier, a penalty can be charged @ 0.5% per week, subject to a maximum of 10% of the cost. The work order will be treated as cancelled automatically at the contractor risk and cost including forfeiting the EMD/ Security Deposit. Any delay or inability for completion / execution of work may please be intimated immediately.
7. Firm may obtain approval of proof of document to be printed from Indenter.
8. EMD (BID Security) : **Rs.10,000 (Rs. Ten Thousand Only)** In the form of Demand Draft only drawn in favour of " ICAR UNIT-IISS,BHOPAL" on any nationalized bank at Bhopal.
9. **Security deposit:** The successful bidder will be required to deposit security deposit **Rs.50,000/- (Rupees Fifty Thousand Only)** within 10 (Ten) days after the issue of letter of award by this Institute.

NAME OF THE FIRM

RUBBER SEAL

SIGNATURE _____

Contd...

10. 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 the overall interest of the institute the decision of the Director, IISS, shall be final and binding on the Tenderer.
11. This Institute reserves the right to reject the publication in part or in full covered in the order at the stage prior to payment if they are not according to the specification, Part supplies against the order will not be accepted unless otherwise agreed, prior to execution of work only under special circumstances on full justification / reasons to be given.
12. The sealed quotations and tender document duly completed in all respect along with Earnest Money deposit should be sent by addressing a letter on the letter pad of the firm to the Senior Administrative Officer of the Institute at the aforesaid address.
13. Price should be inclusive of all discounts.
14. No correspondence/clarification unless asked for will be entertained after the due date of submission of the Tender.
15. The rates quoted should be valid for one year from the date of award of Tender.
16. In all matters of dispute, the decision of the Director of this Institute shall be final and binding on the Tenderer.
17. TDS/GST etc. will be deducted as per govt. rules. Please mention your PAN No. & GST Number.
18. Payment will be made within a reasonable time say within 30 days and only after material/ stores (Which do not require installation) received in good condition and according to the specifications of the Institute. Advance payment will not be made as per GOI rules. Therefore, quotation with condition for asking advance payment will be rejected. Since the mode of payment will be e-payment system, hence Bank Account Number, name of bank with location and IFSC Code Number of Bank may be furnished on the body of the bill.
19. The institute reserves the right to reject any or all the quotations/Tender(s) received without assigning any reason thereof.
20. All communications may be addressed to the Senior Administrative Officer of the Institute by DESIGNATION ONLY and NOT BY NAME.
21. All pages of the Tender/ quotations should be numbered and signed by the Tenderer with a seal of the firm.

I have carefully read the above General terms and conditions and are acceptable to me and all the required formalities as desired by you have been enclosed/ completed.

NAME OF THE FIRM

RUBBER SEAL

SIGNATURE _____

Contd...

PROFORMA FOR REFUND OF EMD
(To be submitted on the letter head of the firm submitting tender)

To,
The Director,
Indian Institute of Soil Science
Nabibagh, Berasia Road,
Bhopal – 462 038.

Sub: Request for refund of EMD against Tender No.5-369/2014-15/P&S/IISS due on _____.

Sir,
I request you that the EMD deposited by me against tender **No. 5-369/2013-14/P&S/IISS Due on _____** quoted for the following rate contract may kindly be refunded.

Sl. N o.	Particulars	DD. No.& date	Amount
1	Annual rate Contract for Printing Work		

PRE –

RECEIPT

Received Rs. _____ (Rupees _____) only
from Director, Indian Institute of Soil Science, Bhopal against refund of EMD deposited against tender **F. No. 5-369/2014-15/P&S/IISS due on _____ for Annual rate contract of printing work.**

SIGNATURE

With affixing Rs. 1/- revenue stamp