

**TENDER DOCUMENT  
FOR  
PRINTING AND SUPPLY OF CSIR-CMERI NEW YEAR DIARY 2019 AND CSIR-CMERI GREETINGS CARD**

<b>TENDER REFERENCE</b>	<b>PUR/371/KRC/07/2018-19</b>
<b>CONTACT DETAILS</b>	<b>Director [ Attention: Stores &amp; Purchase Officer] CSIR-Central Mechanical Engineering Research Institute Mahatma Gandhi Avenue, Durgapur-713209, West Bengal e-mail : pur@cmeri.res.in</b>

CRITICAL DATE SHEET	DATE	TIME
Bid Published Date	05 November 2018	9.00 am
Bid Document Download / Sale Start Date	05November 2018	9.00 am
Bid Submission Start Date	05 November 2018	9.30 am
Bid Submission End date	26 November 2018	3.00 pm
Bid opening date	27 November 2018	3.30 pm

## NOTICE INVITING TENDER

1. Director, CSIR-Central Mechanical Engineering Research Institute, Mahatma Gandhi Avenue, Durgapur 713209, West Bengal, invites e-tenders from eligible Manufacturers / Suppliers / Authorised Dealers for the following item/ items:

Sl.	Item	Quantity
1	CSIR-CMERI New Year Diary 2019	800
2	CSIR-CMERI Greetings Card	400

2. E-Bids are invited through the electronic tendering process and the Tender Document can be downloaded from the e-Tender portal of Government of India, <https://etenders.gov.in>. Please note that the submission of e-Bids will be only through the e-Tender portal <https://etenders.gov.in>. Bids will not be accepted in any other form. Further it may be noted that Bids which are duly submitted on e-Tender portal shall only be considered and Bids just saved without submission will not be available to the Evaluation Committee of CSIR-CMERI.
3. Any Bidder willing to take part in the process of e-tendering will have to get registered in the Central Public Procurement [CPP] portal, NIC, Government of India, by logging on to the portal <https://etenders.gov.in>. Bidders are requested to go through “**Bidder Manual Kit**”, “**System Settings**” & “**FAQ**” links available on the login page of the e-Tender portal for guidelines, procedures & system requirements. In case of any technical difficulty, Bidders may contact the help desk numbers & email ids mentioned at the e-tender portal. Every Bidder will be required to obtain a Class-III Digital Signature [DSC] for submission of Bids.
4. **Bidder will have to submit Samples of paper as per our specification in a sealed envelope duly supercribed with the Tender number and addressed to Director [Attention : Stores & Purchase Officer],CSIR-Central Mechanical Engineering Research Institute, Mahatma Gandhi Avenue, Durgapur 713209, West Bengal, so as to reach this office prior to the date of opening of the e-bids. This will allow proper evaluation of the e-bids.**

**STORES AND PURCHASE OFFICER**

## TERMS AND CONDITIONS

### TERMS & CONDITIONS FOR AWARD OF CONTRACT FOR PRINTING OF CSIR-CMERI NEW YEAR DIARY 2019 AND CSIR-CMERI GREETINGS CARD

#### **i. Items & Quantity required to be printed**

Description of the items proposed to be printed is given hereunder. Rates must be quoted separately for Diary and Greetings Card

Sl.	Item	Quantity
(1)	CSIR-CMERI New Year Diary 2019	800
(2)	CSIR-CMERI Greetings Card	400

#### **ii. Specification**

##### **(1) CSIR-CMERI New Year Diary 2019**

Page Size	140 mm × 216 mm finished size
Pages	~375
Binding	Hard binding with section sewing
Lamination	Matt on cover
Inside paper	80 GSM Map Litho
Inside Print	Single Colour
Cover print	4 colours
Design & Artwork	To be done by printing house following due approval

##### **(2) CSIR-CMERI Greetings Card**

Size	7 inch × 5 inch finished size (One fold)
Card Material	270 GSM Mont Blanc Papers
Envelop Material	90 GSM SSP
Production	All through in four colours, envelop in single colour
Design & Artwork	To be done by printing house following due approval

#### **iii. Pre-press job**

- (1) Matter of both documents will be provided by CSIR-CMERI in electronic format (MS word/PDF)
- (2) Pre-press jobs such as all DTP work including designing/creative options should be done with the printer's own DTP to the satisfaction of the CSIR-CMERI
- (3) Proof reading of the manuscript must be by a good professional proof reader

#### **iv. Samples for submission**

Samples of paper as per our specification shall be supplied along with the quotation

#### **v. Quotation**

The rates shall include the cost of paper, creative option, plate layout design, proof reading, printing, binding, packing, supply of materials etc. Vender should be able to execute all the required jobs together, part quotation will not be entertained.

#### vi. Agency

- (1) The bidder should have latest high quality colour printing machine of their own. They should have latest software and hardware and sufficient manpower to operate it along with experience of three similar works. List of machines and equipment held by the firm may be enclosed and representatives of CSIR-CMERI may visit to check the above facility before awarding the work
- (2) Should have PAN/TAN number, Sales tax registration , VAT registration
- (3) Shall have been in the publishing business for not less than five years. Suitable documentary evidence (PO copies etc.) should be provided.
- (4) Shall have experience in working with Government Departments
- (5) The printer/vendor also enclose a certificate stating that his firm has a good reputation and there is no complaint against it and have not been blacklisted by any Government organization.

#### vii. Other Terms & Conditions

- (1) Rates is to be submitted according to the specifications
- (2) The tenders received late or not fulfilling the terms & conditions will be rejected
- (3) Delay beyond the scheduled time in excess of 10 days will be deemed to have the printing order cancelled.
- (4) The tender validity period is 180 days from the date of opening of tender
- (5) Payment will be released only after it is ensured that the items are in order and to the satisfaction of CSIR-CMERI
- (6) In the event of different bidders quoting lowest rate for different work, the job will be awarded to the lowest bidders for the respective items of works
- (7) CSIR-CMERI reserves the right to accept or reject any / all offer(s) without assigning any reason thereof. Any enquiry after submission of the tender will not be entertained

### SPECIAL TERMS AND CONDITIONS

#### 1. SUBMISSION OF BIDS

1.1. The e-Bid shall be digitally signed by the Bidder at the e-tendering portal by person / persons duly authorized to bind the Bidder to the contract. Written Power –of – attorney [ if required under the Bidding Process] should accompany the Bid. The person or persons signing the e-bid shall also physically sign each document of the Bid, except for printed literature. The e-Bid submitted shall be in readable form and encrypted as per e-tendering portal requirements. Standard Printed terms and conditions of the Bidder other than the NIT conditions shall not be considered.

1.2. The e-Bid shall be submitted in a single cover and shall consist of the following Documents:

Sl. No.	Document Required	Document type
1	Scanned Quotation with complete details duly signed by Bidder	.pdf
All the above scanned documents must be e-signed prior to being uploaded and saved in the system		

1.3. The bidders shall digitally sign and encrypt their bid and upload the bid on –line at the e-Tendering portal.

***This Tender Document is to be read as a whole. Details as appearing in all Sections in this Tender Document are intended to be correlative, complementary, and mutually explanatory.***

- 1.4. If the envelope is not digitally signed & encrypted the Purchaser shall not accept such open Bids for evaluation purpose and shall be treated as non-responsive and rejected.
- 1.5. Purchaser shall receive the bids online through CPP e-portal only. The e-Tender portal shall automatically stop accepting bids at the scheduled date and time specified in the Tender Document. Partially submitted bids shall be treated as invalid and shall not be processed. Bidders are advised to upload and submit their bids timely in view of the electronic process so as to avoid list minute issues.
- 1.6. Purchaser may, at its discretion extend the deadline for submission of the e-Bids by amending the Tender Documents in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- 1.7. Bidders must note that the e-tender portal shall not permit uploading of bids after the scheduled time of submission.
- 1.8. The bidder may correct or modify his digitally signed bid after submission prior to the deadline for submission of bids, through provisions of e-tendering portal.

## **2. PAYMENT**

- 2.1. Payment shall be made within 30 days of delivery and acceptance of all the ordered goods to the complete satisfaction of the User Division of CSIR-CMERI and completion of other contractual obligations.

## **3. DELIVERY**

- 3.1. Delivery of the Goods and performance of the Services shall be made by the Supplier in accordance with the time schedule specified by CSIR-CMERI in the Purchase Order. If, at any time during performance of the Contract / Purchase Order, the Supplier encounters conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify CSIR-CMERI in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, CSIR-CMERI shall evaluate the situation and may, at its discretion, extend the Supplier's time for performance with or without penalty, in which case the extension shall be ratified by the parties by amendment of the Purchase Order / Contract.
- 3.2. A delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of penalty pursuant to Penalty Clause as detailed below, unless an extension of time is agreed upon without the application of penalty clause.

## **4. LIQUIDATED DAMAGES**

- 4.1. If the Supplier fails to deliver the ordered material (s) within the delivery schedule as agreed upon, a sum equivalent to 1 (one) per cent of the delivered price of the delayed goods or unperformed services or Purchase Order value for each week of delay or part thereof until actual delivery or performance, will be deducted from the order value as liquidated damages, subject to a maximum deduction of 10 (ten) per cent of the order value. And, on attainment of maximum, termination of the contract may be considered by CSIR-CMERI.

## **5. APPLICABLE LAW**

- 5.1. The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to a court of competent jurisdiction in Durgapur, West Bengal, India.

## **6. OTHERS**

- 6.1. Wherever deemed necessary, Bidder shall be at liberty to question the Bidding Document, Bidding process and rejection of its Bid.
- 6.2. **The Purchase Order / Contract shall be awarded to the lowest evaluated responsive (L-1) bidder. L-1.**