



हरीश-चन्द्र अनुसंधान संस्थान

(परमाणु ऊर्जा विभाग, भारत सरकार
छतनाग मार्ग, झूँसी, प्रयागराज (इलाहाबाद) - 211 019 (भारत))

Harish-Chandra Research Institute

(Department of Atomic Energy, Government of India)
Chhatnag Road, Jhunsī, Prayagraj (Allahabad) - 211 019 (INDIA)

नि वदा आमंत्रण सूचना (ल मटेड) NOTICE INVITING TENDER (LIMITED)

वा र्षक प्रतिवेदन (व्दिभा षक)-2020-21 की प्रटिंग एवं आपूर्ति हेतु/ FOR SUPPLY AND PRINTING OF ANNUAL REPORT (BILINGUAL)-2020-21 एकल नि वदा प्रणाली/SINGLE BID SYSTEM

संदर्भ: एन.आई.टी.सं.: एच.आर.आई./28/656

दिनांक/Date: 01 सतम्बर, 2021

निदेशक, हरीश-चन्द्र अनुसंधान संस्थान, प्रयागराज (इलाहाबाद) की ओर से इस संस्थान में वा र्षक प्रतिवेदन (व्दिभा षक)-2020-21 की प्रटिंग एवं आपूर्ति हेतु रजिस्टर्ड फर्मो, जिनके पास अपना प्रटिंग प्रेस हो, से मुहरबंद नि वदाएँ आमंत्रित की जाती हैं। नि वदा प्रपत्र एच.आर.आई. की वेबसाइट <http://www.hri.res.in/tenders/> पर उपलब्ध है। नि वदा प्रपत्र के निम्न ल खत दो भाग हैं/ Sealed Tenders are invited on behalf of the Director, Harish-Chandra Research Institute, Prayagraj (Allahabad) only from the Registered Firm who have their own Printing Press for the supply & Printing of Annual Report (Bilingual)-2020-21. Tender documents are available on the HRI web site (<http://www.hri.res.in/tenders/>). The tender document consists of the following Two parts:-

भाग-1/Part-1 (A to B)	नि वदा की “नियम एवं शर्तें” तथा “फर्म मूल्यांकन प्रपत्र”/“TERMS & CONDITIONS” & “BIDDER EVALUATION FORM” of the tender
भाग-2/Part-2	नि वदा का “ वत्तीय नि वदा प्रपत्र”/“FINANCIAL BID” of the Tender

मुख्य जानकारी निम्नवत है/The main information is as follows:-

शीर्षक/TITLE	वा र्षक प्रतिवेदन (व्दिभा षक)-2020-21 की प्रटिंग एवं आपूर्ति हेतु / Supply and Printing of Annual Report (Bilingual)-2020-21
नि वदा संदर्भ संख्या/BID REFERENCE No.	एचआरआई/HRI/28/656 दिनांक/dated: 01 सतम्बर/01 September, 2021
नि वदा जमा करने की अंतिम ति थ तथा समय/LAST DATE AND TIME FOR SUBMISSION OF BIDS	20 सतम्बर, 2021 को 11:00 बजे तक/20 September, 2021 UPTO 11:00HRS
नि वदा खोलने की ति थ तथा समय/ DATE AND TIME OF OPENING OF BIDS	20 सतम्बर, 2021 को 11:30 बजे/20 September, 2021 at 11:30HRS
नि वदा खोलने का स्थान/ PLACE OF OPENING OF BIDS	हरीश-चन्द्र अनुसंधान संस्थान, छतनाग मार्ग, झूँसी, प्रयागराज (इलाहाबाद)-211019/Harish-Chandra Research Institute, Chhatnag Road, Jhunsī, Prayagraj (Allahabad) - 211019
संपर्क का पता/ADDRESS FOR COMMUNICATION	भण्डार एवं क्रय अ धकारी, हरीश-चन्द्र अनुसंधान संस्थान, छतनाग मार्ग, झूँसी, प्रयागराज (इलाहाबाद) - 211019/ Stores & Purchase Officer, Harish-Chandra Research Institute, Chhatnag Road, Jhunsī, Prayagraj (Allahabad) - 211019
	कृपया इस नि वदा के संबंध में कसी भी प्रकार की जानकारी हेतु पत्राचार करते समय लफाफे पर नि वदा (संदर्भ सं.एच.आर.आई./28/656 दिनांक: 01 सतम्बर, 2021) का उल्लेख करें/For any communication regarding this tender, kindly mention Bid Reference No (HRI/28/656 dated 01 September, 2021) on the main envelop of the correspondence.



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नि वदा दस्तावेज में शुद्ध-पत्र के माध्यम से कये गये कसी भी संशोधन को देखने के लए संस्थान की वेबसाइट <http://www.hri.res.in/tenders/> का अवलोकन करना नि वदाकर्ताओं की जिम्मेदारी होगी। कसी भी संशोधन की स्थिति में, नि वदाकर्ता को उन संशोधनों को अपनी नि वदा में तदनुसार शा मल करना होगा। **It will be the responsibility of the bidders to check website <http://www.hri.res.in/tenders/> for any amendment through corrigendum in the tender document. In case of any amendment, bidders will have to incorporate the amendments in their bid accordingly.**

इस प्रपत्र में कुल 09 पृष्ठ हैं/This Document Contains – 09 Pages

कृपया मुहरबंद लफाफे के ऊपर शीर्षक “वार्षिक प्रतिवेदन (द्विभाषक)-2020-21 की प्रटिंग एवं आपूर्ति हेतु”, नि वदा आमंत्रण सूचना(ल मटेड) संख्या: एच.आर.आई./28/656 दिनांक: 01 सतम्बर, 2021 तथा नि वदा खुलने की ति थ 20 सतम्बर, 2021 लखें अन्यथा नि वदा प्रपत्र को अमान्य घो षत कया जा सकता है। पूर्ण रूप से भरे गये नि वदा प्रपत्र दिनांक 20 सतम्बर, 2021 को दोपहर 11:00 बजे तक जमा कये जा सकते हैं जिन्हें उसी दिन अपराहन 11:30 बजे मौजूद नि वदाकर्ताओं की उपस्थिति में खोला जाएगा/Please superscribe the Title “Supply and Printing of Annual Report (Bilingual)-2020-21”, N.I.T. (L) No. HRI/28/656 dated 01 September, 2021 and date of opening of the Bids 20 September, 2021 on the sealed cover, avoiding this, the Bid may be declared invalid. **The Tender, complete in all respects should be submitted up to 11:00HRS on 20 September, 2021 which shall be opened on the same day at 11:30HRS in presence of parties present at the time of opening of Tender.**

इस नि वदा प्रपत्र की “नियम एवं शर्तें” तथा “वत्तीय नि वदा” निर्धारित नि वदा प्रपत्र पर भरकर एक मुहरबंद लफाफे में रजिस्ट्रार, हरीश-चन्द्र अनुसंधान संस्थान, छतनाग मार्ग, झूँसी, प्रयागराज (इलाहाबाद) - 211019 में दिनांक 20 सतम्बर, 2021 को दोपहर 11:00 बजे तक पहुँच जानी चाहिये अन्यथा नि वदा प्रपत्र स्वीकार नहीं कया जायेगा। नियत ति थ एवं समय पर खुलने वाली नि वदा प्र क्रया में शा मल होने के लए, नि वदाकर्ता अपने कसी प्रतिनि ध को ल खत रूप से अ धकृत कर सकते हैं। सभी नि वदाकर्ताओं द्वारा उद्धृत महत्वपूर्ण दरें एवं वा णज्यिक/सकनीकी खंडों को नि वदाकर्ताओं के प्रतिनि धियों के सामने पढा जायेगा। नि वदा के खुलने की इस प्र क्रया को, नि वदाकर्ता के प्रतिनि ध के शा मल न होने की दशा में, आगे नहीं बढ़ाया जायेगा/The sealed envelope containing “Terms & Conditions” and “Financial Bid” on prescribed tender document should reach the **Registrar, Harish-Chandra Research Institute, Jhansi, Prayagraj (Allahabad)** on or before **20 September, 2021 upto 11:00HRS** otherwise the tender will not be accepted. The bidders may depute their representative, duly authorized in writing, to attend the opening of bids on the due date and time. Rate and important commercial / technical clauses quoted by the all the Bidders will read out in the presence of the representatives of all the Bidders. The opening of tender will not be postponed due to non-presence of your representative.

.....sd.....

(रवीन्द्र सिंह/Ravindra Singh)

रजिस्ट्रार/Registrar



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Harish-Chandra Research Institute

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PART – 1(A)

TERMS & CONDITIONS

OF THE SUPPLY & PRINTING OF ANNUAL REPORT (BILINGUAL)-2020-21

AT

HARISH-CHANDRA RESEARCH INSTITUTE, JHUNSI, PRAYAGRAJ (ALLAHABAD)

- Last date and time for depositing the Bids:-** 11:00HRS 20 September, 2021
The sealed Bids should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.
- Manner of depositing the Bids:-** Sealed Bids should be either dropped in the Tender Box marked as **Registrar Harish Chandra Research Institute** or sent by registered post at the address given below so as to reach by the due date and time. Late / Delayed tenders will not be considered. HRI will not be responsible for postal delay or non-delivery / non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered. Please superscribe the above mentioned Title, NIT number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.

Address: Registrar,
Harish Chandra Research Institute
Deptt of Atomic Energy, Government of India
Chhatnag Road, Jhunsi,
Prayagraj (Allahabad)-211019
- Time and date for opening of Bids:-** 11:30HRS 20 September, 2021
(If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer). The tender opening date may be extended in case adequate no of bids are not received to have fair competition and equal level playing field to all the bidders.
- Location of the Tender Box:-**
Harish Chandra Research Institute Room No 106 Chhatnag Road Jhunsi, Prayagraj (Allahabad) (UP)
Only those Bids that are found in the tender box will be opened. Bids dropped in wrong Tender Box will be rendered invalid.
- Place of opening of the Bids:-** Conference Hall or any other place of Harish Chandra Research Institute. Place will be intimated by the Reception staff of the institute. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.



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6. **Single Bid System**:- Technical and Financial Bid (both) would be opened on 20 September, 2021 at 11:30HRS.

7. **Forwarding of Bids**:- Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like GST No & PAN number, etc and complete postal & e-mail address of their office.

8. **Clarification regarding contents of the NIT**:- A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 07 (Seven) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.

9. **Modification and Withdrawal of Bids**:- A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified.

10. **Clarification regarding contents of the Bids**: During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

11. **Rejection of Bids**: Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection of bid. Hypothetical / Conditional tenders will be rejected.

12. **Validity of Bids**: The Bids should remain valid till 90 days from the last date of submission of the Bids. However the Institute may in consent with the bidders increase the validity of bids.

13. No of Pages & Quantities may vary depending upon the actual requirements. However probable requirements are as follows:-

(i) Annual Report (Bilingual) – 2020-21 - 100 copies of about 120 pages each.

14. Tender form must be supported by the following self-attested documents:-

(i) Self attested copy of the firm's GST Registration Certificate issued by the competent authority.

(ii) List of Institutions/Universities/Organizations, where similar jobs were done during the past three years with a sample of the same.



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(iii) **Bidder must have in possession of printing machines / printing press. Proof of the same should be submitted alongwith quotation. If required, HRI may constituted a Committee to inspect the printing press of the bidders. Based on Committee's recommendation, shall decide further action.**

(iv) **Order will be placed on L1 bidder who is a owner of a Printing Press**

(vi) The sample of papers proposed to be used should be sent with quotation duly signed by the Firm.

15. Sample of Annual Report (Bilingual) has been kept with Stores & Purchase Office (SPO) of the Institute and same may be inspected by the bidders before last date of submission of Bid. Successful bidder has to supply the printing materials as per approved sample. The rates may be quoted after visual inspection of Reports. The Institute will provide complete print out in postscript form in Laser print, or CD containing matter to be printed in electronic form (Latex/MS Word/MS Excel) if required.

16. It will be responsibility of the Bidder to collect / deliver the material to this institute. One Prototype sample Annual Report (Bilingual) may be sent to this institute for taking approval from inspection authority before printing of all materials.

17. Tender form received late, incomplete will not be considered.

18. No column in the Tender Document should be left blank. If necessary, N.A. or Nil should be written.

19. Delivery of Annual Report (Bilingual) should be supplied at this institute within 15 days of issue of Purchase Order. Materials will be provided alongwith Purchase Order. If materials not provide alongwith Purchase Order, the date of issue of Purchase Order may be considered the actual date of handing over the materials (i.e. soft copy and hard copy).

20. **TERMS OF DELIVERY**

Local Delivery at Site

DATE OF DELIVERY

The date on which the delivery is made at the consignee's site mentioned in the Purchase Order.

21. **Consignee details** -

Harish Chandra Research Institute
(Stores & Purchase Department)
Department of Atomic Energy
Chhatnag Road, Jhunsī
Prayagraj (Allahabad)-211019 (UP)

22. **Arbitration:** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration. The standard clause of arbitration is as per Institute regulations.



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23. For further information/clarification in this respect, please contact Stores & Purchase Officer, HRI during working hours (Email: yashpal@hri.res.in Telephone No 0532-2274382/4363). It will be the responsibility of the bidders to check website <http://www.hri.res.in> for any amendment through corrigendum in the NIT (Limited). In case of any amendment, bidders will have to incorporate the amendments in their bid accordingly.

24. The rates quoted should be inclusive of all charges (including printing, binding, delivery charges and taxes etc.). However, tax GST in percentage may be indicated separately for reference.

25. **LD Clause:** If deliveries of the reports are not made within the stipulated period, compensation will be payable by the vendor for non-adherence to the committed delivery schedules to HARISH-CHANDRA RESEARCH INSTITUTE as follows:-

0.5% of the total order value per week of delay in supply of Annual Report (Bilingual) 2020-21, subject to maximum of 10% of total order value.

26. Payment for the items to be supplied by the vendor against the purchase order shall be made by HARISH-CHANDRA RESEARCH INSTITUTE as follows:-

- (a) 100% after supply of Annual Reports (Bilingual) as per Purchase Order and physically verified by the competent authority.
- (b) Payment shall be released within 10 days on receipt of the original bill completed in all respect.

27. HARISH-CHANDRA RESEARCH INSTITUTE reserves the right to reject the materials supplied against the purchase order, if found not satisfactorily at the time of supply. The rejected report(s), if any, shall have to be taken back and replaced by good quality report(s) forthwith at the cost of the supplier. No payment will be made for the rejected Report(s).

28. The Lowest Bid will be decided upon the lowest price quoted by technically qualified L1 firm / bidder. **Purchase Order may be placed to technically suitable qualified L1 firm / bidder on the basis of evaluation done at this institute.**

29. This NIT will be binding to the successful vendor as contract documents. Purchase Order will be issued to successful vendor with applicability of all terms & conditions of this NIT.

30. The Institute reserves the right to accept or reject any or all tenders without assigning any reason therefore.



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31. In case of any dispute, the decision of the Director of the Institute shall be final and binding on both the parties.

32. All disputes will be subject to Allahabad jurisdiction.

.....sd.....

(रवीन्द्र सिंह/Ravindra Singh)

रजिस्ट्रार/Registrar

DECLARATION BY THE VENDOR

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc. of the NIT document for which I/We have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me/us and I/We will abide by the conditions from serial no. 1 to 32. This is also certified that I/We/our principal manufacturing firm have no objection in signing the purchase contract if the opportunity for the supply of the items against this tender is given to me/us.

I / We would be fully responsible for any loss/ damage/ inconvenience caused to the Institute, due to negligence on my/our part.

Dated:

Signature of the Tenderer:

Rubber stamp of the Firm:

Full Name:

Full Address:

Telephone No.:

E-mail Address:



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PART – 1(B)

BIDDER ARE REQUESTED TO PROVIDE THE FOLLOWING INFORMATION AND ATTACH PROOF OF THE SAME FOR ASSESSMENT OF THEIR CREDENTIALS

1.	Name of the Company/Firm	
2.	Full address of company/Firm alongwith Telephone no. Fax no. E-mail address :	
3.	Local address of company for communication, if any	
4.	Firm must have own Printing Press/Printing Machine Please mention Yes/No with this effect.	
5.(a)	Goods and Service Tax (GST) Registration No. (Certificate to be enclosed)	
5.(b)	PAN No	
5. (c)	Bank details/Bank Mandate Form issued by the Bank alongwith cancelled Cheque should be attached (for NEFT/PFMS payment)	



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FINANCIAL BID
(To be submitted in original)
FOR
SUPPLY AND PRINTING OF ANNUAL REPORT (BILINGUAL) 2020-21
AT
HARISH-CHANDRA RESEARCH INSTITUTE,
JHUNSI, PRAYAGRAJ (ALLAHABAD)

PRICE BID FORMAT

(Bidders are requested to offer their price bid in the following format only)

SI No	Description	DOQ	Qty	Unit Price (in Rs)	Total Cost (in Rs)
1	2	3	4	5	Column 4 X Column 5 = Column 6
(a)	Annual Report (Bilingual)- 2020-21 Cover Page and Back Page: 4 colour printing 300 GSM, Art Card Laminated. Inside Pages: 2 colour printing, 130 GSM, Art Paper, 120 pages Inside Pages: 4 colour printing, 130 GSM, Art Paper, 04 pages A4 size (11"x9")	Each	100		
(b)	Net bid price {SI No (a)+(b)}				

Additional pages

(c)	Inside Pages: 2 colour printing, 130 GSM, Art Paper	Each	01	
(d)	Inside Pages: 4 colour printing, 130 GSM, Art Paper	Each	01	

Note:

- As mentioned in the SI No. (a) **Annual Report (Bilingual)-2020-21** the quoted numbers of pages are tentative and may increase/decrease the said limit, bidders may quote cost per page for additional pages.
- Order will be placed on L1 bidder who is a owner of a Printing Press**

	Percentage (%)	Included	Excluded	Not applicable
Goods and Service Tax (GST)				
Freight				
Any other cost if applicable				

Delivery Terms: Door delivery freight paid up to HRI, Allahabad

Signature and seal of the bidder:.....