



HARISH-CHANDRA RESEARCH INSTITUTE

(Department of Atomic Energy, Government of India)

Chhatnag Road, Jhunsi, Allahabad-211 019

Phone: 0532-2274382

Fax: 0532-2569576, 2567444

NOTICE INVITING TENDER (LIMITED) FOR PRINTING OF ACADEMIC REPORT AND ANNUAL REPORT-2016-17

SINGLE BID SYSTEM

Ref NIT (L) No HRI/28/810

Date: 04 Jul 17

Sealed Tenders are invited on behalf of the Director, Harish-Chandra Research Institute, Allahabad from the Registered Firm for the supply & Printing of Academic Report and Annual Report – 2016-17 at Harish-Chandra Research Institute, Allahabad. Tender documents are available on the HRI web site (<http://www.hri.res.in/tenders/>). The tender document consists of the following two parts:-

Part-1(A to B)	“TERMS & CONDITIONS” & “TECHNICAL BID” of the tender
Part-2	“FINANCIAL BID” of the tender

The main information is as follows:-

TITLE	Supply & Printing of Academic Report and Annual Report-2016-17
BID REFERENCE No	HRI/28/810 dated 04 Jul 17
LAST DATE AND TIME FOR SUBMISSION OF BIDS	10 Aug 17 UPTO 1500HRS
DATE AND TIME OF OPENING OF BIDS	10 Aug 17 At 1600HRS
PLACE OF OPENING OF BIDS	Harish-Chandra Research Institute Chhatnag Road, Jhunsi, Allahabad - 211019
ADDRESS FOR COMMUNICATION	Stores & Purchase Officer Harish-Chandra Research Institute, Chhatnag Road, Jhunsi, Allahabad – 211019 For any communication regarding this tender, kindly mention Bid Reference No (HRI/28/810 dated 04 Jul 17) on the main envelop of the correspondence
Performance Bank Guarantee (PBG)	10% of the Purchase Order Value

It will be the responsibility of the bidders to check website <http://www.hri.res.in> 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.

This Document Contains – 11 Pages



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Please superscribe the Title (Supply & Printing of Academic Report and Annual Report – 2016-17), NIT number (HRI/28/810 dated 04 Jul 17) and date of opening of the Bids (10 Aug 17) on the sealed cover to avoid the Bid being declared invalid. The Tender, complete in all respects should be submitted up to 1500HRS on 10 Aug 17 which shall be opened on the same day at 1600HRS in presence of parties present at the time of opening of Tender.

The sealed envelope containing “Terms & Conditions” and “Financial Bid” on prescribed tender document should reach the Registrar, Harish-Chandra Research Institute, Jhunsi, Allahabad on or before 10 Aug 17 upto 1500HRS 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. This event will not be postponed due to non-presence of your representative.

.....sd.....
(Ravindra Singh)
Registrar



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PART – 1(A)

TERMS & CONDITIONS OF THE SUPPLY & PRINTING OF ACADEMIC REPORT AND ANNUAL REPORT-2016-17 AT HARISH-CHANDRA RESEARCH INSTITUTE, JHUNSI, ALLAHABAD

1. **Last date and time for depositing the Bids:-** 1500HRS 10 Aug 17

The sealed Bids should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.

2. **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, Allahabad-211019

3. **Time and date for opening of Bids:-** 1600HRS 10 Aug 17

(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.

4. **Location of the Tender Box:-**

Harish Chandra Research Institute Room No 106 Chhatnag Road Jhunsi, 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.

5. **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 10 Aug 17 at 1600HRS.

7. **Forwarding of Bids**:- Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like TIN number, VAT/CST 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 14 (fourteen) 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) Academic Report (English)-2016-17 - 50 copies of about 200 pages each.
- (ii) Annual Report (Bilingual) - 2016-17 - 100 copies of about 60 pages each.



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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.
- (iii) Bidder should have in possession of printing machines / printing press.
- (iv) The sample of papers proposed to be used should be sent with quotation duly signed by the Firm.

15. Sample Academic Report and Annual Report 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 & Academic Report may be sent to this institute for taking approval from inspection authority before printing of all materials.

17. Tender form received late, incomplete may 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) and Academic Report should be supplied at this institute within 45 days 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 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, Jhunsi
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



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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.

23. For further information/clarification in this respect, please contact Stores & Purchase Officer, HRI during working hours (Email: surendrayadav@hri.res.in Telephone No 0532-2274382). 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. **Performance Guarantee:** The Bidder will be required to furnish a Performance Guarantee by way of Demand Draft / FDR / Bank Guarantee through Nationalized bank / Scheduled bank public sector bank or a private sector bank authorized to conduct government business (ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.) for a sum equal to 10% of Purchase Order value within 10 days of receipt of the confirmed order. Performance Bank Guarantee should be valid up to 60 days beyond the warranty period mentioned in the contract. Format of Performance bank guarantee is annexed with this NIT.

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

26. **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 Academic Report 2016-17 & Annual Report (Bilingual) 2016-17, subject to maximum of 5% of total order value.

27. 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 & Academic Reports as per Purchase Order and physically verified by the competent authority.
- (b) Payment shall be released within 20 days on receipt of the original bill completed in all respect.

28. 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).



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29. 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.**
30. 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.
31. The Institute reserves the right to accept or reject any or all tenders without assigning any reason therefore
32. In case of any dispute, the decision of the Director of the Institute shall be final and binding on both the parties.
33. All disputes will be subject to Allahabad jurisdiction.

.....sd.....
(Ravindra Singh)
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 33. 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:

Full Name:

Rubber stamp of the Firm:

Full Address:

Telephone No

Fax 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	
2.	Full address of company alongwith Telephone no. Fax no. E-mail address :	
3.	Local address of company for communication, if any	
4.	Are you a manufacturer or dealer / reseller (please attach relevant document)	
5.(a)	Goods and Service Tax (GST) Registration No. (Certificate to be enclosed)	
5.(b)	PAN No	

Note: Irrespective of registered with HRI, all firms are requested to submit the GST
No. with certificate.



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FINANCIAL BID

(To be submitted in original)

FOR

PRINTING OF ANNUAL REPORT (BILINGUAL) 2016-17

AND ACADEMIC REPORT 2016-17

AT

HARISH-CHANDRA RESEARCH INSTITUTE, JHUNSI, ALLAHABAD

PRICE BID FORMAT

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

SI No	Description	DOQ	Quantity	Unit Price (in Rs)	Total Cost (in Rs)
1	2	3	4	5	Column 4 X Column 5 = Column 6
(a)	Academic Report (English) 2016-17 Cover Page and Back Page: 4 colour printing 300 GSM, Art Card Laminated Inside Pages: 2 colour printing, 130 GSM, Art Paper, 200 pages Inside Pages: 4 colour printing, 130 GSM, Art Paper, 08 pages A4 size (11"x9")	Each	50		
(b)	Annual Report (Bilingual) -2016-17 Cover Page and Back Page: 4 colour printing 300 GSM, Art Card Laminated. Inside Pages: 2 colour printing, 130 GSM, Art Paper, 60 pages Inside Pages: 4 colour printing, 130 GSM, Art Paper, 08 pages A4 size (11"x9")	Each	100		
(c)	Net bid price {SI No (a)+(b)}				



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Additional pages					
(d)	Inside Pages: 2 colour printing, 130 GSM, Art Paper	Each	01		
(e)	Inside Pages: 4 colour printing, 130 GSM, Art Paper	Each	01		
Note: As mentioned in the SI No (a) & (b) the quoted numbers of pages are tentative and may increase/decrease the said limit, bidders may quote cost per page for additional pages.					

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

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

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



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PERFORMANCE BANK GUARANTEE FORMAT

From:

Bank _____

To,

The Director

Harish Chandra Research Institute,

Deptt of Atomic Energy, Government of India

Chhatnag Road, Allahabad

Dear Sir,

1. Whereas you have entered into a contract vide NIT No _____ dated _____ (hereinafter referred to as the said Contract) with M/s _____, hereinafter referred to as the "seller" for supply of goods as per Part-II of the said contract to the said seller and whereas the Seller has undertaken to produce a bank guarantee for (%) of total Contract value amounting to _____ to secure its obligations to the Harish Chandra Research Institute.

We the _____ bank hereby expressly, irrevocably and unreservedly undertake and guarantee as principal obligors on behalf of the seller that, in the event that the President of India declares to us that the goods have not been supplied according to the Contractual obligations under the aforementioned contract, we will pay you, on demand and without demur, all and any sum up to a maximum of _____ Rupees _____ only. Your written demand shall be conclusive evidence to us that such repayment is due under the terms of the said contract. We undertake to effect payment upon receipt of such written demand.

2. We shall not be discharged or released from this undertaking and guarantee by any arrangements, variations made between you and the Seller, indulgence to the Seller by you, or by any alterations in the obligations of the Seller or by any forbearance whether as to payment, time performance or otherwise.

3. In no case shall the amount of this guarantee be increased.

4. This guarantee shall remain valid for months until all the store, spares and documentation have been supplied according to the contractual obligations under the said contract.

5. Unless a demand or claim under this guarantee is made on us in writing or on before the aforesaid expiry date as provided in the above referred contract or unless this guarantee is extended by us, all your rights under this guarantee shall be forfeited and we shall be discharged from the liabilities hereunder.

6. This guarantee shall be a continuing guarantee and shall not be discharged by and change in the constitution of the Bank or in the constitution of M/s _____.