



# 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 BOOK LABEL, DUE-DATE SLIP & BOOK POCKET

### SINGLE BID SYSTEM

Ref NIT (L) No HRI/28/1659

Date: 11 Oct 19

Sealed Tenders are invited on behalf of the Director, Harish-Chandra Research Institute, Prayagraj (Allahabad) from the Registered Firm for the supply & printing of Book Label, Due-Date Slip & Book Pocket for Library at Harish-Chandra Research Institute, Prayagraj (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 Book Label, Due-Date Slip & Book Pocket
BID REFERENCE No	HRI/28/1659 dated 11 Oct 19
LAST DATE AND TIME FOR SUBMISSION OF BIDS	31 Oct 19 UPTO 15:00HRS
DATE AND TIME OF OPENING OF BIDS	31 Oct 19 At 15:15HRS
PLACE OF OPENING OF BIDS	Harish-Chandra Research Institute Chhatnag Road, Jhunsi, Prayagraj (Allahabad) - 211019
ADDRESS FOR COMMUNICATION	Stores & Purchase Officer Harish-Chandra Research Institute, Chhatnag Road, Jhunsi, Prayagraj (Allahabad) – 211019 For any communication regarding this tender, kindly mention Bid Reference No (HRI/28/1659 dated 11 Oct 19) on the main envelop of the correspondence

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 – 12 Pages**



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**Please superscribe the Title (Supply & Printing of Book Label, Due-Date Slip & Book Pocket), NIT number (HRI/28/1659 dated 11 Oct 19) and date of opening of the Bids (31 Oct 19) on the sealed cover to avoid the Bid being declared invalid.** The Tender, complete in all respects should be submitted up to 15:00HRS on 31 Oct 19 which shall be opened on the same day at 15:15HRS 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, Prayagraj (Allahabad) on or before 31 Oct 19 upto 15:00HRS 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. 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 BOOK LABEL, DUE-DATE SLIP & BOOK POCKET AT HARISH-CHANDRA RESEARCH INSTITUTE, JHUNSI, PRAYAGRAJ (ALLAHABAD)

- 1. Last date and time for depositing the Bids**:- 15:00HRS 31 Oct 19  
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,  
Prayagraj (Allahabad)-211019
- 3. Time and date for opening of Bids**:- 15:15 HRS 31 Oct 19  
(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 31 Oct 19 at 15:15HRS.

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



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14. **Sample of Book Label, Due-Date Slip and Book Pocket 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 items.**

15. It will be responsibility of the Bidder to collect the sample material to this institute. One Prototype sample of each item(s) i.e. Book Label, Due-Date Slip and Book Pocket may be sent to this institute for taking approval from inspection authority before printing of all materials.

16. Tender form received late, incomplete may not be considered.

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

18. Delivery period for supply of items would be 30 days from the issuance of Purchase Order. Please note that Contract can be cancelled unilaterally by the Buyer in case items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer, with applicability of LD clause. However in case of genuine reasons for late delivery, institute can waive / reduce liquid damages if firm approach in writing.

19. **TERMS OF DELIVERY**

**DATE OF DELIVERY**

Local Delivery at Site

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

20. **Consignee details -**

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

21. **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.

22. For further information/clarification in this respect, please contact Stores & Purchase Officer, HRI during working hours (Email: [yashpal@hri.res.in](mailto: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.



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23. 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.

24. **Liquidated Damages:** In the event of the Seller's failure to supply the stores/goods as mentioned in the Purchase Order the Buyer may, at his discretion, withhold any payment until the completion of the contract. The BUYER may also deduct from the SELLER as agreed, liquidated damages to the sum of **0.5%** of the Purchase Order price of the delayed/undelivered stores for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than **5%** of the value of delayed stores.

25. **Option Clause:** Under this clause, the Purchaser retains the right to place orders for additional quantity up to a maximum of **50% of the originally contracted quantity** at the same rate and terms of the contract. Such an option is available during the original period of contract provided this clause had been incorporated in the original contract with the supplier. Option quantity during extended DP is to be limited to 50% of balance quantity after original Delivery Period.

26. **Repeat Order Clause:** – The contract / Purchase Order will have a Repeat Order Clause, wherein the Buyer can order upto **50%** quantity of the items under the present contract within six months from the date of supply/successful completion of this contract, the cost, terms & conditions remaining the same. The Bidder is to confirm acceptance of this clause. It will be entirely the discretion of the Buyer to place the Repeat order or not.

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 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).

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.



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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

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## **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.

Date:.....  
.....

Signature:

(Company Seal)

Address: .....  
.....

Name: .....  
Designation:.....



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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.(a)	Goods and Service Tax (GST) Registration No. (Certificate to be enclosed)	
4.(b)	PAN No	





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**FINANCIAL BID**  
(To be submitted in original)  
**FOR**  
**PRINTING OF BOOK LABEL, DUE-DATE SLIP & BOOK POCKET**

**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)	<b>Book Label</b> Size: 7.5cm x 6cm Paper quality: 110 GSM Glossy paper Full self-adhesive glue label on back side <i>(Scanned image of Book Label is attached as Annexure-I)</i>	Each	10000		
(b)	<b>Due Date Slip</b> Size: 16.2cmx10.2cm Printing: Both side Paper quality: 110 GSM Glossy paper 1.5cm self-adhesive glue label on the top of the back side only <i>(Scanned image of Due Date Slip is attached as Annexure-II)</i>	Each	10000		
(c)	<b>Book Pocket</b> Colour: Golden Brown/Yellow/Green colour Paper quality: 90GSM Pulp Board paper Size: 9.5cm x 11.5cm <i>(Scanned image of Book Label is attached as Annexure-III)</i>	Each	10000		
(d)	Net bid price {SI No (a)+(b)+(c)}				

	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, Prayagraj (Allahabad)**

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



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## Annexure-I

### BOOK LABEL

हरीश-चन्द्र अनुसंधान संस्थान  
प्रयागराज (इलाहाबाद)

HARISH-CHANDRA RESEARCH INSTITUTE  
PRAYAGRAJ (ALLAHABAD)

पुस्तकालय/LIBRARY

क्रामक सं./Call No. ....

परिग्रहण सं./Acc. No. ....



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## Annexure-II

### DUE-DATE SLIP

#### Front Side

हरीश-चन्द्र अनुसंधान संस्थान-प्रयागराज (इलाहाबाद)  
HARISH CHANDRA RESEARCH INSTITUTE-PRAYAGRAJ (ALLAHABAD)

पुस्तकालय/LIBRARY

देय तिथि पर्ची/Due Date Slip

देय तिथि Due Date	सदस्यता सं. Membership No.	देय तिथि Due Date	सदस्यता सं. Membership No.

#### Back Side

देय तिथि Due Date	सदस्यता सं. Membership No.	देय तिथि Due Date	सदस्यता सं. Membership No.



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## Annexure-III

### BOOK POCKET

पुस्तक-पॉकेट / **Book Pocket**  
हरीश-चन्द्र अनुसंधान संस्थान  
**HARISH-CHANDRA RESEARCH INSTITUTE**  
पुस्तकालय एवं संदर्भ सेवाएं  
**LIBRARY AND DOCUMENTATION SERVICES**  
इलाहाबाद / **ALLAHABAD**

परिग्रहण सं० / Acc. No. ....

(१) कृपया पुस्तक को पढ़ने के पश्चात शीघ्र पुस्तकालय को देय तिथि के अन्दर लौटायें।

(1) Please return the book to the Library as soon as done with or latest by the due date.

(२) पुस्तक निश्चित समय के लिए दी जाती है एक माह से अधिक नहीं।

(2) Book may be retained for a period not exceeding one month.

(३) कृपया पुस्तक लेते समय उसको भली-भांति जाँचकर लें अन्यथा उसका उत्तरदायित्व अनुकरणकर्ता का होगा।

(3) Any damage to the book should be brought to the notice before issuing, otherwise the borrower will be responsible for it.

कृपया पुस्तक को साफ एवं स्वच्छ रखने में मदद करें।  
Pl. help to keep this book fresh and clean.