



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2024/B/5378325  
Dated/दिनांक : 09-09-2024

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	19-09-2024 18:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	19-09-2024 18:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Agriculture And Farmers Welfare
Department Name/विभाग का नाम	Department Of Agricultural Research And Education (dare)
Organisation Name/संगठन का नाम	Indian Council Of Agricultural Research (icar)
Office Name/कार्यालय का नाम	National Research Centre On Equines Hisar
Item Category/मद केटेगरी	Paper-based Printing Services - Printing with Material; Book/Booklet; Offset
Contract Period/अनुबंध अवधि	16 Day(s)
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

**Bid Details/बिड विवरण****Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है**

Yes

**EMD Detail/ईएमडी विवरण**

Required/आवश्यकता

No

**ePBG Detail/ईपीबीजी विवरण**

Required/आवश्यकता

No

**MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन

Yes

**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता

Yes

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

3. Purchase preference will be given to MSEs having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 [OM\\_No.1\\_4\\_2021\\_PPD\\_dated\\_18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents

submitted.

## Paper-based Printing Services - Printing With Material; Book/Booklet; Offset ( 300 )

### Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
<b>Core</b>	
Type of Printing	Printing with Material
Category of Printing	Book/Booklet
Mode of Printing	Offset
Single/ Double Sided	Double Sided (Both Sided - Front and Back)
Colour of Printing	Four Color
Printing Content	Text + Pictorial
Paper Material	Art Paper
Standards of Paper	Conformity to Indian Standard IS 1848
Size of the Paper (in cm)	A4 (21.0 x 29.7)
Thickness of Paper in GSM	171-180 GSM
Inserts	Not Required
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	YES
Number of languages of printing	Bilingual
Language	English
<b>Addon(s)/एडऑन</b>	
Cover Page	300GSM, Gloss, Laminated, Printed
Binding	Section Thread Sewing Hard Binding (Sewn Binding)
Packaging Required	Envelope + Folder
Embossing	Yes
Additional Support	Designing and Formatting Support
Finishing	Matt Lamination with spot UV
Scanning	Yes
Security Features	University Logo as Watermark

### Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Copies	Additional Requirement/अतिरिक्त आवश्यकता
1	Sunil	125001,ICAR-National Research Centre on Equines, Sirsa Road, Hisar	300	<ul style="list-style-type: none"><li>Number of pages per Item : 178</li></ul>

**Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें****1. Generic**

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

**2. Service & Support**

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

**3. Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

**Disclaimer/अस्वीकरण**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)

9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

**---Thank You/धन्यवाद---**

**ICAR-NATIONAL RESEARCH CENTRE ON EQUINES  
SIRSA ROAD HISAR – 125 001**

F. No.: 21-555/S&P/23-24

Dated: 09.09.2024

**Terms and Conditions for submission of online bids/tenders for Printing of Annual Report**

1. Interested eligible bidders are requested to submit their bids through GeM portal alongwith all necessary documents, as per the specifications and terms and conditions of bid document. The bid can be uploaded/ submitted as per dates of GeM portal.
2. Bid Security:- A Bid security declaration should be furnished by all the bidders (on company letter pad), if otherwise not exempted, stating that if I/We withdraw or modify the bid(s) during the period of validity or if they are awarded the contract and they fail to sign the contract or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of two year to submit bids with this office in future.
3. The Director, NRCE, Hisar reserves the right to accept or reject all or any of the bid in part or full without assigning any reason.

<b>Sr. No.</b>	<b>Particulars/ Name of Equipment</b>	<b>Quantity</b>
<b>1.</b>	<b>Printing of Annual Report</b>	<b>300 Nos</b>

4. The delivery of goods/equipment shall be F.O.R. NRCE, Hisar. The firm should clearly mention the delivery period, which normally should not be more than 15 days from the date of issue of order contract.
5. Bid should be inclusive of all packing and other forwarding expenses, freight insurance charges. The firms should give the rates of items per unit also. The prices quoted shall remain firm & fixed during their currency of the contract. The rates and prices quoted shall be in Indian rupees only. All duties, taxes etc. payable should be included in the quoted prices.
6. Complete descriptions, specifications and make of all the goods/items quoted should be given. Printed literature/pamphlets should be sent with the bid, failing which the same may not be considered.
7. The purchaser will evaluate and compare the bid which are substantially responsive i.e. which are properly prepared and signed and meet the required terms and conditions, specifications etc. The purchaser will award the contract to the supplier whose quotation will be determined to be responsive and offers the best evaluated price.
8. The payment of goods is to be made on completion of satisfactory supply and installation. The supplier will have to send supply challans and delivery notes along with the supply and bill in triplicate indicating clearly the purchase Order No. date and other details of supply.
  - I. Bid shall remain valid for acceptance for a period as indicated on GeM portal.
  - II. The firms on whom the supply order is placed within the period of acceptance of the offer will be required to execute the supply within a specified period from the date of issue of the supply order. If the supplier fails to delivery any or all of goods, the purchaser shall have the right to make deductions as per liquidated damages clause. A sum equivalent to 0.5% of the delivery price of the delayed goods for each week of delay may be deducted.

The maximum limit of such deduction will be of 10% of contract price. Once the maximum is reached, the purchaser will consider termination of the contract automatically.

9. A supplier shall not submit more than one bid for the same goods/services. The authorized firm/ dealer should submit bid along-with authorization letter from manufacturer firm, otherwise bid will not be entertained and rejected straightway.
10. The firm should invariably mention the registration No. of firm, GST No. etc., failing which quotation may not be considered.
11. An undertaking should be submitted alongwith bid to the effect that the firm has not been blacklisted/ debarred by any Govt. department/ Public sector undertaking during last 3 years.
12. All the disputes/litigation, if any arise subject to Hisar jurisdiction only.
13. You are also requested to return this original tender enquiry (all the pages) at it is, duly signed on every page. Dealer may submit the authorization letter otherwise bid will be rejected.

Yours faithfully

Assistant Administration Officer (P)

**TENDER ACCEPTANCE LETTER**  
(To be given on Company Letter Head)

Date:

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender/Work:- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

1. I/ We have downloaded/ obtained the tender document(s) for the above mentioned 'Tender/Work' from the website(s) namely:-

\_\_\_\_\_

As per your advertisement, given in the above mentioned website(s)

2. I/ We hereby certify that I/ We have read the entire terms and conditions of the tender documents including all documents like annexure(s), schedule(s), etc., which form part of the contract agreement and I/ we shall abide hereby the terms/conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organisation too has also been taken into consideration, while submitting this acceptance letter.
4. I/ We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totality/ entirety.
5. I/ We do hereby declare that our firm has not been blacklisted/ debarred by any Govt. Department/ Public sector undertaking.
6. I/ We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/ untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.
7. I/ We hereby undertake to declare that if I/We withdraw or modify the bid(s) during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of two year to submit bids with this office.

Yours Faithfully

(Signature of the bidder, with official seal)



**Annual Report Printing Specifications**

- Typesetting and formatting of the Annual Report material. This activity will be performed by the printer/publisher locally in consultation with the publication committee. We will provide the text material in MS Office document files. The publisher will update this text material in Coral-draw or another suitable file. This activity will be performed by the publisher itself locally at the NRCE facility or his workshop at Hisar. All the necessary corrections will be undertaken by the publisher in consultation with the publication committee. The publisher will provide the rough draft of the annual report in print out form (B&W). Final draft (just before final printing) of the annual report will be provided in the form of coloured print-out for viewing the final colour scheme. Four copies of this final colour draft will be provided by the publisher for finalizing the annual report.
- Annual report size – A4 (12” x 8.25”). Total pages - 120 pages (excluding cover pages) coloured printed on 170 GSM art paper. Title covers both side coloured printed (04 pages) on 300 GSM art card paper with matt lamination and final annual report will be perfect binding form.
- Total 300 copies of the annual report to be printed.
- The envelope for this Annual report will also be designed on 170 GSM Art paper with matt lamination. This envelop will be coloured printed.
- All the annual report and it envelop will be colour printed – Four-page coloured +/-.
- The publisher should also provide the rates for extra pages (four-page format) which may be add-on extra in the annual report as above.
- Title cover page first and fourth page will be UV treated.
- Job should be completed within 4-8 days after finalization of the Annual Report with the publisher.
- The publisher should have experience in colour printing of the reports on multi-coloured offset printing. The publisher should have all the required infrastructure for off-set printing, cutting, and binding of the report. The publisher should provide his previous work (hard copies) as a proof.
- Delivery FOR NRCE.

s/d

Assistant Administration Officer (P)