

Prof. M. S. Swaminathan Library
ICAR-Indian Agricultural Research Institute
New Delhi-110012

NOTICE INVITING TENDER

F. No. 1-3/Lib/2019-20/BBJT/

Date: 13/07/2020

The Director, ICAR-Indian Agricultural Research Institute (ICAR-IARI), New Delhi invites tender enquiry from reputed firms in India for Binding of Books, Journals and Thesis at ICAR-IARI, New Delhi. Tender form can be downloaded from website (<https://www.iari.res.in>) or the government of India, Central Public Procurement Portal (<http://eprocure.gov.in/eprocure/app>)

Tenders have to be submitted online only on CPP Portal. The details of submission are as follows:-

Sl. No.	Description	Date	Time
1.	Tender publishing	13.07.2020	5:30 P.M.
2.	Document download start	13.07.2020	5:45P.M.
3.	Bid submission start	13.07.2020	6:00 P.M.
4.	Bid submission closing	06.08.2020	3:00 P.M.
5.	Bid opening (Technical bid)	07.08.2020	3:30 P.M.

An amount of Rs. 10,000/- (Rs. Ten Thousand Only) towards EMD should be deposited in the form of DD/Pay Order/FDR/ BG in favor of Director, IARI payable at New Delhi. The EMD must be valid for 90 days.

In-Charge
Prof. M.S. Swaminathan Library
ICAR-IARI, New Delhi-110012

Professor M.S. Swaminathan Library
ICAR-Indian Agricultural Research Institute
New Delhi-110012

F.No.1-3/Lib/2019-20/BBJT/

Date:

INVITATION TO TENDER AND INSTRUCTION TO BIDDERS

Note:-The tender as well as all subsequent communication should be addressed to:

In-charge,
Prof. M.S. Swaminathan Library
ICAR-Indian Agricultural Research Institute
New Delhi-110012

All communications must be addressed to the officer named above by title only and not by name.

Dear Sir(s):

The Director, ICAR-IARI, New Delhi invite tender for Binding of Books, Journals and Thesis at Prof. M.S. Swaminathan Library, IARI, New Delhi as per specification at Annexure I. Keeping in view the given terms and conditions detailed in the tender document, if you are in position to quote for work in accordance with the requirements stated in the tender document, please **submit your quotations** to this office on the prescribed tender form attached **through online mode only**.

GENERAL TERMS AND CONDITIONS

1. Tenders submitted through CPP Portal in prescribed format only are accepted. All the requisite supporting documents as mentioned in the bid **document must be uploaded on-line (<http://eprocure.gov.in/procure/app>) only**. *The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted / processed, in any case.*
2. Bid offer shall be valid for 180 days from the date of opening of the tender.
3. The bid must be accompanied by refundable Earnest Money Deposit (EMD) of **Rs. 10000/- (Rs. Ten Thousand) only** in the form of Demand Draft/FDR/Bank Guarantee, from any Nationalize Bank of New Delhi, in favour of Director, ICAR-IARI, payable at Delhi. ***Bids not accompanied with EMD will be summarily rejected.*** Scanned copy of EMD along with the technical bid is to be attached.
4. **EMD in original shall be submitted in the office on or before closing date and time of online bid submission.**
5. If the bidder, on being awarded the contract, becomes unwilling to execute the contract, the EMD will be forfeited. EMD and book samples of unsuccessful bidders will be returned without any interest within 30days of award of contract.
6. **Self attested copy of registration of firm** under Delhi Shop and Establishment Act or Labour Department shall be attached with technical bid.

7. **Self attested copies of PAN & GST certificate** shall be provided along with technical bid.
8. The firm should have at least five years experience in book binding work in any library of ICAR/ICAR Institute's, IITs, Deemed universities/ Central universities, SAUs and/or other UGC recognized universities. List of customers during the last five consecutive years' along with addresses, work order; phone number etc. should be furnished with tender as **proof of experience**.
9. The bidder should give an **undertaking** on the letter head of the firm that it has not been **black listed** by any Government/Autonomous/PSU type organization.
10. The successful firm/bidder will have to deposit the **performance security amount Rs. 20000/- (Rs. Twenty Thousand Only)** in the shape of unconditional Bank Guarantee/demand draft/fixed deposit in favour of Director, IARI, New Delhi from any Nationalized Bank at New Delhi. Security deposit will be released only after completion of contract. No interest will be paid by ICAR-IARI, New Delhi on security deposit money.
11. The binder shall be responsible for loss or damage of books handed over to him for binding, even if it is discovered after the expiry of the contract. The liability of the binder for such damage/loss shall be equivalent to the full current cost of the book (s) irrespective of the condition of the book at the time of delivery, and shall be adjusted from the bill or security of the firm, if not deposited within fifteen days of demand by the In-charge, Library.
12. Binding work shall be done in the library premises on library machinery. Binding materials and man power will be arranged by the binder at his own cost. Binding work will be done on all working days from 9 AM to 5 PM.
13. The cutting machines, space and electricity will be provided by ICAR- IARI, Library. The suitable letter type will have to be arranged by the binder for embossing of the spine or on cloth pasted on the board.
14. The books, periodicals and/or thesis received by the binder for binding shall not be taken out of Library for any purpose whatsoever, nor lent out to anybody for any purpose.
15. The vendors are advised to see the sample of bound books/ journal and material used for binding kept in the library to observe the quality of binding which is a must. The vendors are desired to see the sample and sign as token that they have seen the sample. While deciding the rate contract, quality of the sample, material and workmanship will remain the main factor beside consideration of all specifications under point. **Two samples of bound books** (returnable), as per specifications of materials given in Annexure I, preferable of different size, **to be submitted in the office** on or before closing date and time of online bid submission.
16. The financial bid of the vendor will be considered only, if samples submitted are up to the mark of library binding quality, requirements & subject to the approval of Library Binding Committee, if committee is not satisfied with samples submitted by the vendors, the bids quoted by tenderer will be rejected at technical evaluation stage.
17. Fake vender/address/mobile no. will not be entertained that must be verified by the committee personally before opening the financial bid. If found fake, tender will be treated as cancelled.
18. **Rates should be filled in BOQ.** Firm quoting overall lowest rate for all works will be awarded tender. Firms submitting the rates with technical bid will be rejected summarily.

19. The approved binder shall sign an agreement for binding work on the non-Judicial stamp paper of value Rs. 100 on prescribed Performa of ICAR-IARI, New Delhi-12.
20. If the documents furnished by the binder found to be false, it would be deemed to be a breach of terms and conditions of contract and the same (tender/work order) will be treated as cancelled.
21. It is expected that the total binding work will range between approximate 3000 (Three thousand) volumes per year. However, no guarantees can be given with regard to the volume of work to be entrusted to the tenderer(s) whose quotation(s) is/are finally approved as it depends on funds position.
22. The firm will be allowed to take binding waste of binding materials after getting checked by the In-charge, Binding Section.
23. For the facilities noted at **Sl.No.13**, the Binder will have to pay @ **5% of each bill** out of the total cost of bound volumes of a bill.
24. A pre-receipted bill in triplicate for bound volumes in the order of binding list should be submitted for payment.
25. In the event of the tenderer failing to observe or perform any of the conditions of work as set out therein, or execute the work as per standard material and in a good workmanship like manner and to the satisfaction of the Library Book Binding Committee, it shall be lawful for the In-charge, Library to get the work done by any other tenderer. In that case the amount of extra cost, if any, shall be recovered from the tenderer from his security deposit.
26. The staff of binder should not be changed frequently; and I.D. proof be given to binding staff by the binder with the prior approval of Incharge, Library Services. The tenderer should give the correct and proper address along with email, landline phone no. in addition to Mobile number, etc.
27. The contract shall be valid for **two year from date of award of work** and can be extended for one more year on same rates/terms and conditions, if services were found satisfactory, subject to the recommendations of Library Book Binding Committee constituted for binding work in Prof. M.S. Swaminathan Library of ICAR-IARI, New Delhi.
28. The Director/Competent Authority, ICAR-IARI, New Delhi reserve the right to accept or reject any or all the quotation either in full or parts thereof without assigning any reason.
29. In case of any dispute arising out of contract, decision of the Competent Authority, ICAR-IARI, New Delhi, will be final and binding to both parties. Legal dispute, if any shall be subject to New Delhi/Delhi jurisdiction only.

In-charge
Prof. M.S. Swaminathan Library
ICAR-IARI, New Delhi-12

WORK PROCEDURES SPECIFICATIONS AND MATERIAL FOR BINDING

1. The following conditions will be observed in executing all publications received by the contractor are to be examined, collected and properly placed after removing advertisement and other irrelevant pages in sequence of pagination, contents and various indexes at their proper place. If any page is missing it should be immediately brought to the notice of the Incharge, Binding Section.
2. **Sewing:** In all publications where sectional printing has been done, the sewing should be made sectional/ end on sewing for each section linking the thread with close texture strong tape of half inch (0.5") width. In case of publications where sectional printing has not been done, but it is on loose sheets printed separately, 'lapet' binding should be done and as in case of sectional binding thread should be sewen with tape. Strong white Modi or equivalent Thread No.2 (6 and 9 chords) should be used for sewing.
3. **Board:** Split board / Double binding is to be done in case of half leather and full cloth binding. Each board should be 24 OZ in weight. For half cloth binding, board of 36/40 OZ weight is to be used. In case of split board binding and half cloth binding, tape should be inserted 1.5 inch inside the board.
4. **Muslin cloth:** After this process new and strong muslin/gauge (Jali)/malmal cloth should be pasted on the spine and minimum 1.5 inch on each board. In no case old cloth is to be used.
5. **Tape:** Close texture tape of 0.5" width should be used in the documents as per details below:

Book	10-20 cms = 2 tapes
	21-30 cms = 3 tapes

For documents of larger sizes the numbers of tapes are to be increased proportionately. The tapes at the extremity shall be within 1.5 inch of the top and bottom of the books.
6. **Head band (Shiraza bandi):** A lined Head Band should be provided on both ends of spine of the books *ie.* top and bottom.
7. **Leather:** Soft leather without hair properly dyed and embossed should be pasted on the spine and four corners of the book. On each corner leather should be of the size of 1.5" to 2" according to the size of the document and the leather spine should be extended to 1.5" on each board and properly pasted.
8. **Embossing:** Gold embossing of the Title, Author, Volume Number, Year of Publication and name of the "Prof. M.S. Swaminathan/I.A.R.I. Library" should be done with Gold leaves and in no case gold powder or paper shall be used. The embossing matter shall be neat in appearance, correct and permanent. In case, the title of the document cannot be accommodated on the spine horizontally, it should be either embossed vertically along the length of the spine starting from the top or on the cloth/rexine pasted on the board.
9. **Rexine:** In case of Half Leather and Full Cloth Binding super fine rexine/cloth should be used for pasting on the board and 1" rexine/cloth should be pasted on inside board on all the sides. In case of half cloth, this is to be adopted except that instead cloth strong paper is to be used.

10. **Three leaf:** Three Ivory sheets and D.O. paper in white colour should be provided in the beginning and of each book beside the inside board. One paper will be pasted on the board and two papers will be pasted together, on each side of the bound volume.
11. **Cloth:** Strong cloth and thread both of white colour for "Astar" should be used. Astar should be pasted on three leaves inside the board to join the board with bound volume and properly stitched.
12. **Half leather binding:** All specifications mentioned above should be invariably used with double board/split each of 24 OZ.
13. **Full cloth:** In case of full cloth binding the spine and entire board should be covered, according to the above mentioned specifications using double board.
14. **Half cloth:** In case of half cloth, single board of 36 OZ or 40 OZ is to be used according to the pagination *ie.* up to 1000 and above 1000 pages, respectively. All the instructions enumerated above are to be followed, as in case of half leather except that in place of leather, rexine/cloth, and strong paper of suitable colour is to be used.
15. **Adhesive:** Good quality adhesive should be used on the spine and starch (Lai) should be used for pasting purposes.

In-charge
Prof. M.S. Swaminathan Library
ICAR-IARI, New Delhi-12

TENDER ACCEPTANCE LETTER
(To be given on company Letter Head)

Date:.....20..

To:
The Director
ICAR-Indian Agricultural Research Institute
New Delhi-110012

Subject: **Acceptance of Terms & Conditions of Tender**

Tender Reference No.....

Name of the tender work:

Dear Sir:

I/we have downloaded the tender documents for the above mentioned Tender/Work from the website (s) namely:

1.

_____ 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 from Page No. 01 to 05 (including all documents like annexure(s), schedules(s), etc.) which form part of the contract agreement and I/we shall hereby abide the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization 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.
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 our firm is true and correct; and in the event, the information is found to be incorrect/untrue or found violated, then your department /organization shall without giving any notice or reason thereof 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.

Sincerely yours,

(Signature of the Bidder, with an Official Seal)

UNDERTKING REGARDING NON-BLACKLISTING/NON-DEBARMENT

(To be given on letter head of firm only)

To:
The Director
ICAR-Indian Agricultural Research Institute
New Delhi-110012

Dear Sir:

I/We hereby confirm and declare that I/we, M/s-----

having registered office at -----

-----, has/have not been blacklisted/debarred by any government department/Public Sector Undertaking or any other agency for which we have executed/undertaken the works/services.

Sincerely yours,

(Signature of the Bidder, with an Official Seal)

Date:20

CHECK LIST

List of documents/evidences

**(Mandatory in compliance to Tender Document) to be uploaded to qualify in
Technical Bid for Book Binding Work**

SNo	Document	Attached Yes/No	Page No.	Remark(s), if any
1.	Acceptance letter, as per Annexure-II duly filled in and signed by firm/agency/vendor			
2.	Scanned copy of EMD in favour of Director IARI New Delhi			
3.	Self attested copy of firm registration certificate under Delhi Shop and Establishment Act or Labour Department			
4.	Self attested copy of PAN card			
5.	Self attested copy of GST registration certificate			
6.	At least five years experience in book binding work in any library of institutions of repute viz ICAR/ICAR Institute's, IITs, Deemed universities/ Central universities, SAUs and/or other UGC recognized universities to which library binding of book, journals and thesis has been executed during last five (05) consecutive years.(Attach work orders)			
7.	Non-black listing undertaking on the letter head of firm as per Annexure-III			
8.	Sample as per GTC at Sl. No. 15 and specifications in Annexure-I of tender document			
9.	Duly signed & stamped tender document as per Page No. 01 to 08			

Note: Scanned copies of all above documents; duly self-attested and stamped must be uploaded for the purpose of Technical Evaluation.

Date:

Place:

AUTHORISED SIGNATORY & STAMP