



गोविन्द बल्लभ पन्त हिमालय पर्यावरण एवं विकास संस्थान

G.B. Pant Institute of Himalayan Environment & Development

कोसी-कटारमल, अल्मोड़ा – 263 643, उत्तराखण्ड

Kosi-Katarmal, Almora - 263 643, Uttarakhand

TENDER NOTICE

Online tenders are invited on behalf of Director, GBPIHED, Kosi- Katarmal, Almora from reputed firms/ printers for the **printing of routine institute publications like Annual Reports, Biannual Newsletters Hima-Paryavaran, ENVIS Bulletin and Memorial Lecture, etc.** for the financial year 2018-2019.

The Printers should produce a list of Research Institutes /Govt organizations for which the printing work has been done by them. The tender form can be downloaded from site by sending a demand draft amount of **(Rs. 500.00 + GST 18%(i.e. Rs 590.00)** in favour of G.B. Pant Institute of Himalayan Environment & Development, Kosi-Katarmal, Almora payable at any Bank in The tenderer will have to deposit an earnest money of amounting of Rs. 2.5% of the quoted price or Rs. 10,000/- only in shape of D.D./pay order in favour of Director, GBPIHED and payable at any nationalized bank at Almora.

Late submission of tenders or submission through FAX, Email shall not be accepted. The Institute reserves the right to accept or reject any part of the tender without assigning any reason whatsoever. The decision of the Competent Authority of the Institute shall be final and binding to all parties.

The offers, in the prescribed format, shall be submitted online at <https://moefcc.euniwizard.com/> as per the tender document. No tender will be accepted in hard copy, fax, e-mail or any other such means. The intending, bidders must be registered with Public Procurement <https://moefcc.euniwizard.com/> the tender document is also available on website: <https://moefcc.euniwizard.com/> and CPP Portal <https://eprocure.gov.in/epublish/app>

a.	Availability of tender document on CPP portal/ website : https://moefcc.euniwizard.com/	XXXXXXXXXXXX
b.	Request Tender Document from date and time	15.06.2018 at 17.00 Hrs
c.	Request Tender documents till date and time	09.07.2018 at 15.00 Hrs
d.	Financial bid online submission end date.	10.07.2018 at 15.00 hrs
f.	Date and time for opening online financial bids	11.07.2018 at 15.00 hrs.
g.	Validity of tenders.	One year
i.	Estimated Value of the Contract	XXXXXXXXXX

Full details of tender documents are also available at the Institute web-site <http://gbphied.gov.in>

Administrative Officer
Email:ao@gbphied.nic.in

The schedule of activity is as follows:

SN	Activity/Item Description	Time Schedule
1	Tender No.	GBPI/Tender/Printing/2018-19/06
2	Request tender document from date and time	17:00 Hours of 15.06.2018
3	Request tender document till date and time	15:00 Hours of 09.07.18
4	Financial bid online submission end date and time	15:00 Hours of 10.07.18
5	Date and time for opening online financial bid	15:00 Hours at 11-07-2018
6	Amount of EMD to be deposited	Rs. 10,000/- only in shape of D.D./pay order in favor of Drawing & Disbursing officer G.B. Pant Institute of Himalayan Environment & Development payable at any nationalized bank in Almora
7	e-Tender Processing Fee	Rs.3000/- (excluding GST @18%) Nonrefundable shall be paid through e-payment gateway In favor of ITI limited.
8	Tender document cost	Rs.590 (Inclusive of GST@18%) only in shape of D.D. in favor of G.B. Pant Institute of Himalayan Environment & Development, Kosi-Katarmal, Almora payable at any Bank in Almora
9	ITI Helpdesk Contact Detail	Mr. Sandeep Kumar :09212512731, Mr. Amrendra Kumar:09015535108 Helpdesk No.(10:00 to 18:00 Hrs):011-49606060

Signature of firm/Printer

With seal also name of Prop.



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Kosi-Katarmal, Almora - 263 643, Uttarakhand

No.GBPI/Printing/2018-19/

Dated -----2018

TENDER FORM

The G.B. Pant Institute of Himalayan Environment & Development (GBPIHED) is involved in Research & Development activities and publishes various publications like Annual Report, Hima-Paryaran News letter, ENVIS Bulletins and many other publications thought the year for wide dissemination of its R&D findings.

A List of the Research Institutes /Govt Departments along with a latest international quality publication, published by the firm/printer should be attached with technical bid.

It is therefore requested to offer your item wise rates only on the Performa provided and should be placed in financial bid. The Annual Rate Contract so concluded will have to take care of the following terms & Conditions

TERMS & CONDITIONS OF TENDER

- 1- The firm/printer should be registered with Sales Tax Authorities.
- 2- The Rate of tender will generally be valid for a minimum period upto, however Rate Contract may also be extended beyond
- 3- There will be no change in price structure during the period of contract except other statutory levies as made applicable by the Govt. through notifications/regulations changes.
4. PDF soft copy of the final version of printed document should be submitted to the Institute and payment will be released only after submission of the above said documents in CD/Pen Drive/e-mail to the Institute.
5. Price should be FOR delivery at G.B. Pant Institute of Himalayan Environment & Development, Kosi-Katarmal, Almora.
6. The printed material shall be supplied within 15 days (Fifteen days) from the date of issue for work order, failing which penalty of Rs. 1000/- per day may be imposed and recovered from the running bills of the firm/printer.
7. The Director, GBPIHED, Kosi-Katarmal, Almora, U.A. reserves the right to enter into parallel tender for similar item during the period of Rate Contract with one or more parties.
8. The Rate Contract can be terminated at any time by giving one month's notice by either side.

9. The EMD/Security **money of Rs. 10,000/- through Demand Draft only in favour of Drawing & Disbursing officer G.B. Pant Institute of Himalayan Environment & Development** payable at any Nationalized Bank in Almora shall be attached with the tender form.
10. The Security money will be refunded to all unsuccessful tenderers after completion of tender formalities & for the successful tenderers it will be released after successful completion of contract.
11. The tender alongwith all documents will be accepted upto 02.00 P.M. of **31/07/ 2018** and will be opened on the same day i.e. on 31/07/2018 **at 03.00 P.M.** in the Conference Hall of the G.B. Pant Institute of Himalayan Environment & Development, Kosi- Katarmal, Almora in presence of tenderer or their representative (not more than one).
12. The Tenderer whose near relatives are employed at G.B. Pant Institute of Himalayan Environment & Development can not apply.
13. The Institute does not bind itself to accept the lowest tender and reserves the right for accepting any tender or to reject any or all tenders and also to reduce or enhance the quantity and period of order according to departmental requirement without assigning any reason.
14. The decision of the Director will be final in case of any dispute arising in implementation of the terms of the contract.
15. TAN/PAN and Sale tax/Vat certificate should be attached with the tender documents. Experience of printing of scientific publications for at least two years to Research Institutes/ Departments of other Central Govt. certified by 'A' class Gazeted Officer should also be enclosed.
16. The firm/printer should submit the list of Govt. organizations/Institutions having rate order of printing of scientific publications.
17. Correction in the tender if any should be initialed otherwise the tender will be rejected at the time of the opening and the rates should be quoted in figures and in words as well.
18. No extra payment like carriage freight, loading and unloading, storekeeping, packing, forwarding etc. will be paid.
19. If the Firm/printer fails to execute/ supply the awarded works within stipulated period the Director of the Institute reserves the right to forfeit the Earnest/Security money without assigning any reason.
20. Income tax will be deducted from the running bill of firm/printer from the past amount as per instruction of Income Tax Department. The payment will be released on availability of fund.
21. The tender will not be accepted of the Firm/Printer to whom the document is not issued by the Institute.
22. The Institute takes no responsibility for delay or non receipt of Tender document sent by post either way and also reserves the right to accept or reject any or all the tenders in part or full without assigning any reason thereof.
23. In case the date of opening of tender is declared as Public Holiday, the tender shall be opened on the next working day at the same time.
24. Late and delayed tenders shall not be considered.

25. Conditional tenders will be rejected without assigning any reason.
26. The price to be given in the tender are fixed prices, irrespective of rise in materials prices and increase in taxes etc., till the delivery of the overall consignment. No request in regard to increase in the price of instruments or in taxes etc., will be entertained after the submission of the tender.
27. The tenderer has to certify that these terms and conditions are acceptable to him.
28. Tender document received late, will not be considered.
29. All legal disputes, arising if any, would be settled under jurisdiction of Almora court/ Uttrakhand High court.

Administrative Officer
G.B. Pant Institute of Himalayan Environment
& Development, Kosi- Katarmal, Almora

The above terms & conditions are accepted

Name of Firm/Printer:

(with full address also Name of Prop.)

Financial Bid

1.	Cost of composing English/ Hindi if the material to be typed	@ Rs. Per page / @ Rs. Per page
2.	Cost of composing English/ Hindi if the soft copy is supplied	@ Rs. Per page / @ Rs. Per page
3.	Cost of printing in single colour including plate making	@ Rs. Per proforma of 4 pages/1000
4.	Cost of printing in four colour including plate making	@ Rs. Per proforma of 4 pages/1000
5.	Cost of planning (out put) a) Per Colour b) Four Colour	@ Rs. Per sq. inch @ Rs. Per sq. inch
6.	Cost of CTP printing in four colour per complete set	@ Rs. Per proforma of 4 pages/1000
7.	Cost of map litho/ white bond 75 GSM with size of paper (in inch)	@ Rs. Per Ream
8.	Cost of mate finish with size of paper (in inch) a) 100 GSM b) 135 GSM c) 170 GSM	@ Rs. Per Ream @ Rs. Per Ream @ Rs. Per Ream
9.	Cost of imported Art card with size of paper (in inch) a) 210 GSM b) 255 GSM c) 300 GSM	@ Rs. Per Ream @ Rs. Per Ream @ Rs. Per Ream
10.	Cost of imported Art paper with size of paper (in inch) c) 100 GSM d) 135 GSM e) 170 GSM	@ Rs. Per Ream @ Rs. Per Ream @ Rs. Per Ream

11.	Cost of Indian Art paper with size of paper (in inch) a) 100 GSM b) 135 GSM c) 170 GSM	@ Rs. Per Ream @ Rs. Per Ream @ Rs. Per Ream
12.	Cost of Sun Shine papers with size of paper (in inch) a) 100 GSM b) 135 GSM c) 170 GSM d) 210 GSM e) 255 GSM f) 300 GSM	@ Rs. Per Ream @ Rs. Per Ream
13.	Cost of Cover lamination of approx. size 45 cm/ 28 cm	@ Rs. Per 1000
14.	Cost of binding i) Staple ii) Thread iii) Thermal binding (Pages should be mentioned)	@ Rs. Per 1000 @ Rs. Per 1000 @ Rs. Per 1000
15.	Other costs if any, may please be specified separately	@ Rs.

**Note: 1. Samples for each at S. No. 7 to 12 with signature, stamp & date be submitted while quoting the rates. For serial No. 1, please mention cost of composing both in case material (Manuscript) is provided as soft copy (typed) or hard copy (to be typed) form.
2. All the photographs/ diagrams will provided in digital form**

Instruction to Bidders for e-tendering

The Special Instructions (for e-Tendering) supplement “General Instructions to Bidders”, as given in the Tender Document. Submission of online Bids is mandatory for this Tender.

For conducting electronic tendering, MoEFCC is using the portal <https://moefcc.euniwizard.com> of M/s ITI Ltd, a Government of India Undertaking.

1.0 Tender Bidding Methodology:

The offer should be submitted through e-tendering mode in the website <https://moefcc.euniwizard.com> containing two e-bid viz. Technical and Financial Bid. The Bids will be uploaded along with all signed and scanned documents those are required for particular tender.

2.0 Broad outline of activities from Bidders prospective:

- (i) Procure a Digital Signing Certificate (DSC).
- (ii) Register on e-wizard portal.
- (iii) View Notice Inviting Tender (NIT) on e-wizard portal.
- (iv) Download official copy of Tender Documents from e-wizard portal.
- (v) Bid-Submission on e-wizard portal.
- (vi) Attend Public Online Tender Opening Event (TOE) on e-wizard portal
- (vii) Opening of Financial-part (Only for Technical Responsive Bidders).

For participating in this tender online, the following instructions need to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the e-wizard portal.

3.0 Digital Certificates:

It is mandatory for all the bidders to have class-III Digital Signature Certificate – Signing + Encryption (in the name of person who will sign the Bid) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA’s from the link www.cca.gov.in) to participate in e-tendering.

4.0 Registration:

To participate in the e-tendering submission, it is mandatory for applicants to get registered their firm/company in e-tendering portal of ITI. <https://moefcc.euniwizard.com> to have user ID & password from M/s ITI Ltd., The Annual registration charges for vendors/suppliers are Rs.2000/+18%GST-per annum. The procedure for the registration is as under:

Go to the website <https://moefcc.euniwizard.com> In the home page, click on “Registration”

2) In the Vendor Registration form, vendor has to fill up the all mandatory applicant details. After submission of registration form, you will get the verification link on your registered mail id, after verification you log in your account with your user id and password and complete the all activity related to registration etc. Document uploading, paid registration fee, after completion of registration payment, you need to send your acknowledgement copy on our held desk mail id ewizardhelpdesk@gmail.com for activation of your account.

Please feel free to contact ITI Helpdesk (as given below) for any query related to e-tendering.

1. Helpdesk landline No: 011-49606060

2. Mr. Amrendra Kumar (90155315108), Mr.Sandeep kumar (09212512731)