



**ICAR- Indian Agricultural Research Institute, New Delhi – 110 012**

**Prof. MS Swaminathan Library**

Tel No. 011-25843474, Fax:- 011-25843133 Website: <http://www.iari.res.in> Email [ddo18.iari@iari.res.in](mailto:ddo18.iari@iari.res.in)

F.No. LIB/ Binding/2018 -19/ 626

Dated: 28<sup>th</sup> November, 2018

## **Tender Notice**

2018\_DARE\_412571\_pack1

**Online Quotations** are invited from reputed Manufacture/Dealer/Supplier in two bid system (Technical bid & Financial bid) for purchase of following Scientific Equipment/Items on behalf of Director ICAR-Indian Agricultural Research Institute, New Delhi. The last date for submission of Bid **19/12/2018 at 1.00 PM**. The bid will be opened on dated **20/12/2018 at 3.00 hrs** by the prescribed committee.

*Please visit [www.iari.res.in](http://www.iari.res.in) for Details and Log on [www.eprocure.gov.in](http://www.eprocure.gov.in) for online.*

Sl. No.	Name of Scientific Equipment/ Item/Description of item
1.	<b>Binding work in ICAR-IARI Library</b>

### **Instructions to the bidder and terms & conditions of tender:**

- 1- The rates quoted shall be valid for a minimum period of 180days from the last date fixed for submission of bid.
- 2- The rates quoted shall be free of cost delivery and installation at the Prof. MS Swaminathan Library, IARI, New Delhi-10012. However, equipment quoted in foreign currency must be quoted on FOB/ CIP basis
- 3- Custom Duty Exemption Certificate (CDEC) will be issued only when the bid is quoted in foreign currency in case of foreign made items only and meant for IARI.
- 4- Full specifications of the item/article quoted for shall be given in the quotation.
- 5- If taxes, duties or any other charges over and above the rates quoted leviable, actual percentage of such taxes/duties/other charges should be clearly indicated.
- 6- **EMD of Rs.10,000/- Rupees Ten Thousand only** should be in the form of D.D./Pay Order/Fixed Deposit Receipt/Bank Guarantee from commercial bank drawn in favor of Director, IARI payable at New Delhi. The original EMD should be submitted to the Tender Inviting Authority on or before the last date and time of offline bid submission. The details of D.D./Pay Order/Fixed Deposit Receipt/Bank Guarantee physically sent, should tally with the details available in the scan copy and the data enter during the bid submission time otherwise the uploaded bid will be rejected.
- 7- No interest on security deposit and earnest money deposit shall be paid by the Institute to tenderer.
- 8- The EMD shall be refunded to the unsuccessful bidders after finalization of the quotation. In case of successful bidder, it can be adjusted towards security deposit which is 5-10% of the order value in the form of D.D./Pay Order/Fixed Deposit Receipt/Bank Guarantee from commercial bank drawn in favour of Director, IARI payable at New Delhi and shall remain valid for 60 days beyond the date of completion of all contractual

obligation of supplier including warranty obligation for the equipment/goods costing Rs.1.00 lakh (Rupees One Lacks) or more. Here would however, be no performance security deposit for equipment/goods cost in less than Rs.1.00 lakh (Rs. One Lack).

- 9- Two year warranty has to be invariable provided by the firm. In case, there is any variation in the warranty period given in the specification of the item/equipment, the warranty period shall be the final as given in the specification.
- 10- Payment will be made by mode of e-payment to the supplier/firm after satisfactory completion of work and receipt of pre-receipt bills triplicate.
- 11- The Director IARI, New Delhi reserves the right to accept or reject any or all the quotations either in full or in parts without assigning any reason.
- 12- Quotations not complying with the above conditions are liable to be rejected.
- 13- Scanned copy of GSTIN Nos may be attached with the bid.
- 14- In case, any dispute arising out of this contract shall be subject to the jurisdiction of Indian laws & Court at New Delhi. Sole arbitrator is appointed by the Secretary, ICAR, New Delhi. His decision will be final and binding on both parties (Supplier and Purchaser).
- 15- The successful bidder has to execute the indented Job/Work as mentioned in the supply order placed with them within the stipulated period as given in the supply order placed by this office failing which 2% per week and maximum of 10% deduction as liquidated damage charges will be made from the bill in case the job is not completed within the given stipulated period.
- 16- Firms should have minimum 3 years experience of reputed organization in this line, proof should be enclosed.
- 17- **The following documents must be furnished with the technical bid failing which tender will not be accepted at all.**

1. Registration of firm under Shop or Company act
- 1a. TIN/GST
2. Pan Card
3. **Earnest Money Deposit (EMD) Rs. 10,000/- (Rupees Ten Thousand Only)**
4. Literature/pamphlet/drawing etc. along with user list
5. Technical specification of equipment/item along with compliance statement in accordance with the tender technical specification.
6. The tender documents duly signed by the concerned firm accepting the same should be attached with technical bid.
7. No Black Listing Certificate (GTC-17)
8. Declaration as per GTC 46

AAO, Prof. MS Swaminathan Library

**PROF. MS SWAMINATHAN LIBRARY**  
**ICAR-INDIAN AGRICULTURAL RESEARCH INSTITUTE**  
**NEW DELHI-110 012**

Binding work of books, journals and other documents of IARI Library for one year.

**A. GENERAL TERMS AND CONDITIONS**

1. The quotes should be submitted in two separate sealed envelopes, marked as "Technical Quotes" and "Financial Quotes", and both the envelopes should be put in a bigger envelope.
2. Bid offer shall be valid for 180 days from the date of opening of the tender (Financial bid).
3. 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 books irrespective of the condition of the book at the time of delivery, and shall be adjusted from the bill or security of the binder, the decision of the Dean & Joint Director (Education)/ In-charge, Library Services, in this regard will be final.
4. The tenderer /vendor shall indicate without fail the name of the Government, Semi-government, University Library, Research Institute library for which they had done binding work for minimum Three years and above.
5. 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.
6. Binding work will be done on all working days from 9 am to 6 pm except 2nd Saturday/Sundays/Holidays.
7. The cutting and embossing 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.
8. The tenderer/vendor should own regular bindery which may be inspected at any given time and any change of premises should be conveyed to the Library immediately.
9. The size of the book will be determined by measuring the spine and number of pages.
10. Binding shall be durable and of good workmanship. While deciding the rate contract, quality of the "sample, material and workmanship will remain the main factor beside consideration of all specifications under point.
11. The vendors are advised to see the bound books/ journals, etc., kept in the library to observe the quality of binding which is a must. The tender will be liable to cancelled on account of samples which are not as per our sampled document.
12. The publications are valuable permanent record of the library and will therefore have to be very carefully handled.
13. The price should be quoted by the tenderer/vendor only after seeing the approved, samples available in the library.
14. Every vendor has to submit at least two samples of bound publications at the time of Technical Bid.

15. The financial bid of the vendor will be considered only, if samples 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 treated as cancelled/null & void.
16. Besides the sample of bound volume, the samples of 3"x3" of each material including one meter of the thread, 6" tape, saresh of suitable size and ten gram of starch mixed with copper sulphate should also be supplied along with the samples.
17. The bidder should give an undertaking that it has not been black listed by any Government/Autonomous/PSU type organization, in the last Three years as per Manual.
18. 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.
19. In case of any dispute arising out of their contract, decision of the Director, IARI, will be final and binding to both parties. All legal disputes if any, shall be subject to New Delhi Jurisdiction only.

**B. WORK PROCEDURES SPECIFICATIONS AND MATERIAL FOR BINDING (TECHNICAL SPECIFICATIONS)**

20. 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.
21. **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, 'Iapet' binding should be done and as in case of sectional binding thread should be sewen with tape. Strong white Modi Thread No.2 (6 and 9 chords) should be used for sewing.
22. **Board:** Split board / Double binding is to be done in case of half leather and full cloth binding. Each board should be 20 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.
23. **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.
24. **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.

25. **Head band (Shiraza bandi):** A lined Head Band should be provided on both ends of spine of the books *i.e.* top and bottom.
26. **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.

27. **Embossing:** Gold embossing of the Title, Author, Volume Number, Year of Publication and name of the "IARI 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.
28. **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.
29. **Three leaf:** Three Map litho Bond Paper, not less than 16 kg of 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.
30. **A strong "Bhor":** 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.
31. **Half leather binding:** All specifications mentioned above should be invariably used with double board/split each of 20 OZ.
32. **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.
33. **Half cloth:** In case of half cloth, single board of 36 OZ or 40 OZ is to be used according to the pagination *i.e.* 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.
34. **Saresh:** Good quality saresh "ABC" mixed with camphor should be used on the spine. Starch paste of good quality mixed with copper sulphate (Neela thotha) should be used for pasting purposes.

#### **C. ADMINISTRATIVE AND FINANCIAL TERMS (FINANCIAL BID)**

35. 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 / tenderers whose quotation(s) is/are finally approved as it depends on funds position.
36. For the facilities noted at **GTC/SNo.7**, the- Binder will have to Pay @ **5%** of each bill out of the total cost of bound volumes of a bill.
37. The approved binder shall sign an agreement for binding work on the non-Judicial stamp paper on prescribed performa of ICAR-IARI, New Delhi-12.
38. A pre-receipted bill in triplicate for bound volumes in the order of binding list should be submitted for payment.
39. The firm will be allowed to take binding waste of binding material after getting checked by the committee once in six months.
40. 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, in a good workmanship like manner and to the satisfaction of the Library Binding Approval Committee, it shall be lawful for the undersigned 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 or may be demanded of him to be paid within 7 days to the credit of the Director, IARI, New Delhi in case the security deposit fall short of the desired amount.

41. Approx. two hundred books and journals for binding will be handed over to the binder in the library premises in loose form at a time; which has to be bound within a month from the date of receipt of the lot. Further lot of same number will be handed over after receiving back the previous lot duly bound.
42. The successful tenderer will be required to use the procedure specification and material as detailed under point 2 on page 2 and provided by him in his sample approved by the undersigned in binding all the volumes offered to him.
43. Vender should submit samples of all the materials used for binding work, as per available bound library publications along with the technical bid.
44. Before opening the financial bid samples will be checked as per library required norms/ quality by the committee members. If samples, provided by the firm are not up to the mark (as per library binding quality) than financial bid of the concerned firm will not be considered.
45. 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.
46. The tenderer shall have to give a declaration in writing to the effect that he/ they is/ are not related to any of the officer employed in the IARI Library.
47. The binding work executed by the approved tenderer(s) will be judged by a Committee constituted for checking the quality of binding work; and their decision will be final.
48. The contract shall be valid for **one year and can be extended for one more year on same rates/terms and conditions, if services were found satisfactory, subject to the recommendations of committee constituted for binding work in Prof. M S Swaminathan Library** of ICAR-IARI, New Delhi.
49. The staff of binder should not be changed frequently; and I.D. proof be given to binding staff by the binder. The tenderer should give the correct and proper address along with email, landline phone no. in addition to Mobile number, etc.

**ICAR-INDIAN AGRICULTURAL RESEARCH INSTITUTE**  
(PUSA) LIBRARY, NEW DELHI-110012

SCHEDULE TO LIMITED QUOTATIONS F. No. Lib/Binding/2018-19/626 dated 26/11/2018.  
DUE TO BE UPLOADED TO E-PROCUREMENT WEBSITE THIS OFFICE BY 1.00 PM ON  
OR BEFORE 17/12/2018

(BEYOND THIS TIME AND DATE QUOTATION WILL NOT BE ACCEPTED)

**TIME AND DATE OF OPENING OF TENDER AT 02.00 PM ON 18/12/2018**

Item No.	Description of Binding Works	Rate per book containing	
		Pages up to 500	Pages above 500
<b>1</b>	<b>For books up to 25 cms of spine length</b>		
	(a) Half leather double/ split board binding with black / brown colour superior quality rexine/cloth		
	(b) Full cloth double/ split board binding with superior quality black/ brown colour rexine / cloth		
	(c) Half cloth single board binding		
	(d) Gold embossing on the spine (English/ Hindi) horizontally		
<b>2</b>	<b>For books above 25 cms of spine length</b>		
	(e) Half leather double/ split board binding with black/ brown colour superior quality rexine/ cloth		
	(f) Full cloth double/ split board binding with superior quality black/ brown colour rexine/ cloth		
	(g) Half cloth single board binding		
	(h) Gold embossing on the spine (English/ Hindi) Horizontally/Vertically		
<b>3.</b>	Stitching of office files/ reports containing 25 to 250 pages or equivalent thickness		

**Notes:**

1. The Director, IARI, New Delhi-12 is the overall authority for accepting or rejecting tenders/quotations at any time.
2. For delivery of bound volumes see "C" Administrative and financial terms **Annexure 'A'**.
3. Earnest money Rs. **10,000/- (Rupees ten thousand only)**.
4. Security deposits since the binding work will be done in the library premises, security money has been fixed Rs. **10,000/- (Rupees ten thousand only)**.
5. Security money is accepted by the Cashier, **Prof. MS Swaminathan Library of ICAR-IARI, New Delhi in the form of Demand Draft/Pay Order in favour of Director, ICAR-IARI, New Delhi** to be drawn on Syndicate Bank, Pusa Campus Branch, New Delhi.
6. For other details: Please see also **Annexure 'A'**.

**Signature of the tenderer/ Vendor**