



INDIAN COUNCIL OF AGRICULTURAL RESEARCH
Krishi Anusandhan Bhavan, New Delhi-110012

F.No. 2(2)/2020-21/Lib/NP

Dated: 10th February, 2022

NOTICE INVITING LIMITED TENDER FOR
PURCHASING OF NEWSPAPERS/MAGAZINES IN
LIBRARY

Limited tenders are invited from interested firms for Empanelment of Vendors/agencies for purchasing of Newspapers/Magazines (as per list enclosed) for library/sections at Krishi Bhavan and Krishi Anusandhan Bhavan, Pusa for the period of one year.

The Demand Draft worth Rs.10,000.00 (Rupees Ten thousand only) as Earnest Money Deposit (EMD made in favour of ICAR HQRS. UNIT payable at New Delhi and to be addressed to Librarian, ICAR Library, Krishi Anusandhan Bhavan-II, Pusa, New Delhi-110012.

The tender document contains the followings: -

- | | | |
|--------------|---|--|
| Annexure-I | : | Critical Date |
| Annexure-II | : | Instructions for limited Bid Submission |
| Annexure-III | : | Other important Terms & Conditions of the Contract |
| Annexure-IV | : | Scope of the Work |
| Annexure-V | : | Technical bid |
| Annexure-VI | : | Financial Bid |
| Annexure-VII | : | RTGS Details |

Handwritten signature in blue ink.

CRITICAL DATE SHEET

TENDERNO.	F.No. 2(2)/2020-21/Lib/NP
NAME OF ORGANIZATION	INDIAN COUNCIL OF AGRICULTURAL RESEARCH (ICAR), Krishi Anusandhan Bhavan, New Delhi – 110 012
DATE OF TENDER DOCUMENT FOR UPLOADING ON CPP PORTAL FOR COMMUNICATION	10.02.2022
LAST DATE AND TIME OF SUBMISSION OF BID	07.03.2022 at 5.30 P.M.
DATE, TIME AND VENUE OF OPENING OF TENDERS (TECHNICAL BID)	Opening of technical bid on 08.03.2022 at 3.00PM in Library, KAB-II, Pusa, New Delhi
TYPE OF LIMITED TENDER	Two Bid System (Technical & Financial)
DATE, TIME AND VENUE OF OPENING OF FINANCIAL BID	10.03.2022 at 3.00 PM at Library KAB-II
EMD	Rs. 10,000/- in form of DD in favour of ICAR HQRS. UNIT payable at New Delhi failing which the bid will be cancelled
EMD VALIDITY	90 days from the date of Technical Bid Opening
SECURITY DEPOSIT(SD)/ PERFORMANCE BOND(PB)	Successful bidders may deposit 5% of supply order, before supplying the order. However, the successful bidders can request to convert his/her EMD in Security Deposit of 5% guarantee of supply order. In case the supply order exceeds than EMD @ 5% of supply order, they are requested to deposit balance security deposit @ 5% accordingly
CONTRACT DURATION	One year wef issue date of award the contract, (extendable upto two years, on year to year basis based on the basis of performance of the firm and mutual agreement between the parties, on the same terms and conditions)
ADDRESS FOR COMMUNICATION	ICAR hqrs Library, Krishi Anusandhan Bhavan-II, Pusa, New Delhi- 110012

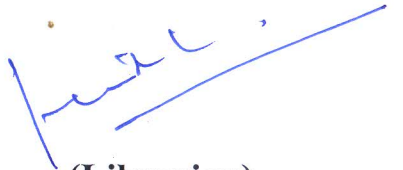


Instructions for limited bid Submission

1. The tender form/bidder documents can also be downloaded from the website: <https://eprocure.gov.in/eprcure/app>.
2. Bidders are requested to visit the website (<https://eprocure.gov.in/eprcure/app>) regularly. Any changes/modifications in tender enquiry will be intimated by Corrigendum through this website only.
3. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Council reserves the right to accept or reject any or all the tenders.
4. The interested Firms are required to deposit (in original) an Earnest Money Deposit (EMD) of Rs. 10,000.00 (Rupees ten thousand only) in the form of Demand Drafts from any of the Commercial Bank in favour of **ICAR HQRS. UNIT payable New Delhi** and may be addressed to **Librarian, ICAR Library, Krishi Anusandhan Bhavan-II, Pusa, New Delhi - 110012 on or before bid submission closing date 07.03.2022 till 5.30 P.M.**

The Firms are also required to submit the copies of the following documents, alongwith tender document: -

- (a) Demand Draft of Earnest Money Deposit(EMD) (Rs 10,000/-)
- (b) copy of Firm's registration and GST no.


(Librarian)

Annexure-III



INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI ANUSANDHAN BHAVAN, NEW DELHI-110012

F.No. 2(2)/2020-21/Lib/NP

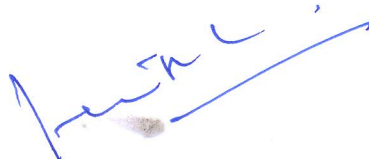
Dated: 10/02/2022

Subject: Invitation of Limited Tender (Two bids system) through E-Procurement for Empanelment of vendors/agencies for rate of contract for Supplying Newspapers/magazines in the Library/sections at Krishi Bhavan and Krishi Anusandhan Bhavan, Pusa, for the period of one year.


Dear Sir,

On behalf of the Secretary ICAR, New Delhi, limited bid is hereby invited for empanelment of vendors for supply of books in the library under the following terms and conditions, in the prescribed form, enclosed herewith.

1. The terms and conditions of the contract which govern the contract to be made are those contained in the general conditions of contract applicable to the contract placed by the Council and the special terms & conditions detailed in the tender form and its schedules. Please submit your tender, if you are in a position to provide the requisite services in accordance with the requirements stated in the attached schedule.

- 5
2. An earnest money of **Rs.10,000/-(Rupees Ten Thousand only)** must be deposited in the form of Demand Draft payable at New Delhi in favour of **ICAR HQRS. UNIT**. The particulars of the earnest money deposited must also be super-scribed on the top of the envelope by indicating number and date, failing which the bids will not be accepted. Conditional bids shall not be considered. No over-writing or cutting is permitted in tender documents. Such bids will be rejected outright.
 3. The Tenderer is being permitted to give Tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resile from his offer of modify the terms and conditions thereof. If the tenderer fails to observe and comply with forging stipulation the aforesaid amount of EMD will be forfeited by the Council. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Council.
 4. The Tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Individual signing capacity of (i) a sole proprietor of the firm of constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
 5. Acceptance by the Council will be communicated by Speed Post/fax/e-mail or any other form of communication. Formal letter of acceptance of the tender will be forwarded as soon as possible, but the earlier instructions in the Speed Post/fax/e-mail etc. should be acted upon immediately.
 6. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by every partner of the firm. A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to sign such and if, on enquiry it appears that the persons so signing without authority, the Council will cancel the contract and hold the signatory liable for all costs and damages. Each page of the tender and the schedules to the tenders and annexure, if any, should be signed by the authorized signatory of the firm.
- 

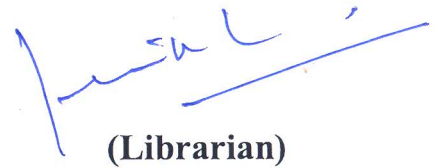
- 6
7. Limited tenders are invited under two-bid system. Both technical and financial bids must be submitted in separate envelopes, otherwise those bids will not be considered. EMD must be enclosed with financial bids. Financial bids without EMD shall not be accepted. EMD must be form of demand draft payable to **ICAR HQRS. UNIT**.
 8. The rates quoted by each firm in tender document should be given both in words and figures failing which the same is liable to be rejected. Any overwriting in quoted price will also be liable rejected. Bidders have option to participate in tendering process at the time of opening of Bids. However, tenderer is at liberty to be present or to authorize a representative who would be attending the opening of the tenders on your behalf should be indicated in your tender. Name and address of permanent representative of the tenderer, if any may also be indicated.
 9. The empaneled vendor will be required to enter into an Agreement with ICAR by submitting an instrument of Agreement on a Non Judicial stamp paper of 100/-. Also, the firm shall have to deposit a bank guarantee/ bank draft of 5% of the value of supply order as the Performance Security. The Bank Guarantee Documents/bank draft will be returned after the successful performance of the concerned firm during the contract period. However, the successful bidders can request to convert his/her EMD in Security Deposit of 5% guarantee of supply order. In case the supply order exceeds than EMD @ 5% of supply order, they are requested to deposit balance security deposit @ 5% accordingly.
 10. In case of unsatisfactory service provided by the supplier, the Performance Security is liable to be forfeited.
 11. No interest on Security deposit and earnest money deposit (EMD) shall be paid by the Council to the firm.
 12. The ICAR reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Council, for any justifiable reasons, not mandatory to be communicated to the firm.
 13. Decision of Secretary, ICAR shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any, on the contract will be settled at his level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Secretary, ICAR. The decision of the sole arbitrator



so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration and Constitution Act, 1996.

14. The Council is not bound to accept the highest discount quoted by the firm. Conditional tender will not be accepted at any cost.
15. Only those firms will be considered for financial bid who will qualify in the technical bid.
16. The following document/vouchers are required to be enclosed with the technical bid:
 - (a) The Technical bid should contain all the documents required as per the terms and conditions of this tender document.
 - (b) Xerox Copy of Proof of Registration of the firm/Agency.
 - (c) Earnest Money Deposit (EMD) Rs 10,000/- in the form Demand Draft/pay order for the earnest money in favour of **ICAR HQRS. UNIT)** or its exemption, if any
 - (d) RTGS details of the firm.
 - (e) Purchasing order for supplying of newspapers/Magazines to Government Institutions/PSUs in the last three years.
17. The amount quoted by the bidder in the Financial Bid (Part B) shall mention all levies and taxes, packing, forwarding, freight and insurance in case of material to be supplied.
18. Empanelment means just eligibility of a vendor/agency to receive order for supply of Newspapers/magazines if selected for purchase by the concerned officer of the ICAR.
19. Discount rates offered by the firms shall not be linked with the quantum of the purchase order.
20. The Vendor/Agency shall supply all newspapers on the same day before 9.00 AM, however weekly/fortnightly/monthly magazine will also be supplied on time. If the supply is not received within the stipulated time, the ICAR reserves the right to cancel either the entire order or part thereof without any further notice/reminder.
21. Supplier shall produce the bills for supplying newspapers/magazines on monthly basis.
22. Damaged magazines with missing pages shall have to accept back by the supplier even after they have been stamped.
23. In case of cheating by charging more than actual price, the Firm can be punished by blacklisting/forfeiting the Performance Security deposit or both.

24. The Council reserves the right to reject any or all Bids/Offer without assigning any reason or cancel the process at any time.
25. This empanelment will be valid for the period of one year (wef issue date of award of contract)only,extendable upto two years, on year to year basis based on the basis of performance of the firm and mutual agreement between the parties, on the same terms and conditions of the contract.



(Librarian)

9

**E-TENDER FOR EMPANNELMENT OF VENDOR/AGENCIES FOR
SUPPLY OF NEWSPAPERS/MAGAZINES IN LIBRARY/SECTIONS AT
KRISHI BHAVAN, New Delhi-110001 AND KRISHI ANUSANDHAN
BHAVAN-II, NEW DELHI- 110012**

Full Name and address of the firm in
addition to Post Box No., if any, should
be quoted in all communication to this office.

Telephone No.
FAX/Mobile No.
Email address

-
From: -

To
Librarian
ICAR hqrs Library
Krishi Anusandhan Bhavan, New Delhi

Sir,

I/we have read all the particulars regarding the general information and other terms and conditions of the contract for the empanelment of vendor for supplying of Newspapers/magazines in Library/sections at Krishi Bhavan and Krishi Anusandhan Bhavan, New Delhi-12 and agree to supply the Newspapers/magazines as detailed in Annexure "Scope of the work" of the tender document or to such portion thereof as you may specify in the acceptance of the tender at the rates given in schedule attached to this tender and I/We agree to hold this offer open till 90 days. This rates quoted will be valid to a period of one year (wef issue date of award of contract) in the event of award the contract.

1. I/We shall be bound by a communication acceptance dispatched within the prescribed time.
2. I/we have understood the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. Every page so attached with this quotation bears my signature and the office seal.
4. Demand Draft No. _____ dated _____, drawn in favour of **ICAR HQRS. UNIT** and payable at New Delhi is enclosed as earnest money required.

Yours faithfully,

Witness: _____
Address: _____
Occupation: _____

Signature & Seal of the firm
Telephone No. (Office) _____
Residence
Mobile No.:

signature of witness to contractor's Signature:

Address: _____
Name & Signature of Witness: _____
Address: _____

- 1.
- 2.



ANNEXURE-III

OTHER IMPORTANT TERMS & CONDITIONS OF THE CONTRACT

1. The Tenderer should be a reputed supplier having sufficient experience and expertise in the relevant field and also having sound financial standing. Copies of certificate proving company's registration, tax registration, previous experience etc. should be enclosed with the quotation.
2. The selected firm will be required to supply newspapers/magazines as per specific orders at library/rooms at Krishi Bhavan and Krishi Anusandhan Bhavan - New Delhi, as instructed by the librarian
3. Once the tender alongwith the final rate of discount is accepted by the Council, the supplier has to submit an undertaking regarding supply of newspapers as per terms and conditions.
4. The rates of discount with other terms and conditions will be applicable for One year. It may be extended upto two years, on year to year basis based on the basis of performance of the firm and mutual agreement between the parties, on the same terms and conditions of the contract, if required.
5. The Agency shall not decrease the rate of discounts during the agreement period.
6. Payment will be released only after it is ensured that the items/quantity and quality of items supplied are to the entire satisfaction of this office.
7. Tenderers already having similar contracts of supply of Newspapers/magazines to Government Departments need to submit their tenders. Certificate to this effect from any two govt. departments should be attached with the tender.
8. Late receipt of bids (i.e. after due date and time) will not be considered.
9. It will also be binding upon the selected firm to maintain such qualities, if indicated in the quotations. Selection of a firm/agency for award of contract will not be made solely on the basis of highest rates quoted by a tenderer
10. All terms and conditions stipulated for award of the contract will be considered for selection of a Firm(s).
11. If the selected firm expresses its inability to supply the item(s) at the quoted rates, thus failing in fulfilling the stipulated terms and conditions for award of the contract, then the contract surety amount is liable to be forfeited in part or in toto.



- 11
12. The tenderer should enclose a signed copy of the terms and conditions stipulated for award of the contract, conveying his acceptance of the same.
 13. Tenderers should deposit EMD amount Rs 10,000/- (Ten thousand only) in the form of Demand Draft/Pay Order in favour of "ICAR HQRS. UNIT " payable at New Delhi towards Earnest Money Deposit. If the Demand Draft/Pay Order is found to be drawn in favour of any officer, other than " ICAR HQRS. UNIT", the tender will be liable to be out rightly rejected. The EMD will be returned after finalization of the contract.
 14. No interest shall be paid (or EMD or Security Deposit and no such request for claiming interest shall be entertained.
 15. Tenders incomplete in any form are liable to be rejected out-rightly.
 16. If a tenderer decides to withdraw from the bidding, this Office will have the authority to forfeit the EMD amount deposited by the tenderer.
 17. This office will have full authority to reject any/all offer(s) without assigning any reason thereof. No enquiry after submission of the quotation will be entertained.
 18. Rates must be quoted in figures & words in INR with all levies and taxes i.e. Sales Tax, VAT, Service Tax, GST etc as per schedule given in the financial bid.
 19. Agency/firm shall deliver the newspapers/magazines to sections/library at Krishi Bhavan and Krishi Anusandhan Bhavan, Pusa, New Delhi-110012, as per instructions by the librarian.
 20. The financial bid of those bidders will be opened who are technically qualified in the technical bid.
 21. Performance Security Deposit: **The successful bidder shall be required to deposit a sum equivalent to 5% (Five percent) of the total cost of the supply before commencement of supply in the form of Bank Guarantee/demand draft drawn in favour of ICAR HQRS. UNIT, payable at New Delhi.** No interest shall accrue on this amount. The validity of the Performance Security Deposit shall continue for a period of three months even after termination of the contract. However, the successful bidders can request to convert his/her EMD in Security Deposit of 5% guarantee of supply order. In case the supply order exceeds than EMD @ 5% of supply order, they are requested to deposit balance security deposit @ 5% accordingly



- 2
22. The representatives of the firm should be available on telephone and also on mobile to enable this Council to call them in emergency situation. Therefore, telephone as well as mobile number (s) may also be given.
23. The ICAR reserves itself the right to accept or reject any or all the quotations either in full or in part without assigning any reason. The decision will be binding on the firm quoting the rates.
24. The vendor/supplier should be a registered firm with Trade & Taxes / Sales Tax /Service Tax Department etc. should possess PAN, TIN (VAT)/Sales tax/GST and service tax as applicable, copies of which may be enclosed.
25. The bidder should have a Support Centre operating in Delhi/NCR Delhi and complete details including telephone number for the same must be provided.


(Librarian)

Annexure-IV

Scope of the Work

List of Newspaper/magazines for Library/sections at Krishi Bhavan				
SL.No	Name of Newspapers	Quantity	Name of magazines	Quantity
1	Hindustan Times(Eng.)	01	India Today (E)	01
2	Times of India (Eng.)	03	Economist	01
3	Indian Express (Eng.)	01	India Outlook	01
4	Business Stander (Eng.)	01		
5	Navbharat Times (Hindi)	03		
6	Dainik Jagran (Hindi)	03		
7	Dainik Bhaskar (Hindi)	01		
8	Dainik Jagran Rastriya(Hindi)	01		
9	Hindu	01		
10	Economic Times	01		

List of Newspapers and Mangazines for Library/sections at KAB-I/II				
Sl.no.	Newspaper name	quantity	Magazine	quantity
1	Hindustan Times	01	India today(Eng.)	01
2	Times of India	05	Indian today{Hindi}	01
3	Indian Express	02	Economist	01
4	Financial Express	01	India outlook	01
5	Economics Times	02	Employment news	01
6	Hindu	02	Rojgar samachar (hindi)	01
7	Navbharat Times	02	Swamy News Monthly	60
8	Hindustan	01		
9	Dainik Jagran	03		
10	Jansatta	01		
11	Punjab Kesari	01		
12	Rastriya Sahara	01		
13	Amar Ujala	01		
14	Dainik Tribune	01		
15	Rajasthan patrika	01		

note: Number of copies can be increased/decreased as per the requirements

Handwritten signature

Technical Bids

Last date of submitting the tender document : 07.03.2022
Date of Opening of Technical Bid : 08.03.2022 at 3.00PM

Sr. No.	Particulars	
1.	Name of the Firm/Agency	
2.	Full address with Post Box No. and Telephone No.	
3.	Constitution of the Firm/Agency (a) Indian Companies Act, 1956 (b) Indian Partnership Act, 1932 (Please give name of partners) (c) Sole Proprietor	
4.	Name and Full Address of your Banker's	
5.	Permanent Income Tax No./Circle/Ward	
6.	Registration number of the firm	
7.	Service Tax Registration number	
8.	Registration No. under Contract Act / License No.	
9.	Earnest Money Deposited (YES / NO)	
10.	Copy of Proof of Registration of the firm/Agency	
11.	Earnest Money Deposit Rs 10,000/- in the form Demand Draft/pay order for the earnest money in favour of ICAR HQRS. UNIT	
12.	Copy of RTGS details of the firm is enclosed .	
13.	Purchasing orders for supplying Newspaper/magazines to Govt. Institutions/PSUs in last 3 years is enclosed	

DATE: _____
PLACE: _____

AUTHORISED SIGNATORY

NOTE:

The information required at Sl. No. 1 to 13 must be accompanied with the certified copies of the documents, and attached as per the serial number failing which the tender is liable to be rejected. No other document needs to be attached with the tender form.



FINANCIAL BID

Last date & time of Submitting the tender document : 07.03.2022
 Date of opening of Financial Bid : 10.03.2022 at 3.00 PM_

To

Librarian
 ICAR hqrs, Krishi Anusandhan Bhavan
 New Delhi-110 012

Sir,

I/we wish to submit our tenders for supplying of Newspapers/magazines in library/sections at Krishi Bhavan/Krishi Ansuandhan Bhavan-II New Delhi- 110001 on the following rates.

S.No.	Description of Items	Discount* (write in numbers and words)
1.	Newspapers as per list attached	
2	Magazines (including Swamy News Monthly)as per list attached	

I/We agree to forfeit of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the tender form.

Signature: _____
 Name & Address of the firm: _____
 Telephone No. : _____
 Mobile No. : _____



16

Annexure – VII

RTGS Details

Name of the Firm:

Registered / Postal Address:

•	Email Address	
•	Permanent Account Number (PAN)	
•	VAT / TIN Number, if applicable	
•	Bank Details: <ul style="list-style-type: none">• Bank Name• Branch Address• Account No.• Type of Account (Current/Savings)• MICRNO. I	

Name of the Authorized Signatory

Stamp & Signature

