

ICAR-INDIAN INSTITUTE OF MAIZE RESEARCH

PAU CAMPUS, LUDHIANA – 141 004

iimr.icar.gov.in; Telefax: 0161-2430038

F.No.: 44-01/Tenders /IIMR/18-19

Date: 23.7.18

To,

M/s _____

TENDER DOCUMENT

On behalf of the Director, ICAR-IIMR, Ludhiana electronic Tender/Quotations are invited for **“RATE CONTRACT FOR PRINTING WORK AT ICAR-INDIAN INSTITUTE OF MAIZE RESEARCH, PAU CAMPUS, LUDHIANA”** from registered firms.

The tender document may be downloaded from the Central Public Procurement Portal (CPP Portal). **Bidders are required to submit the tenders (Technical and Financial bid separately) online through CPP Portal only** (<https://eprocure.gov.in/eprocure/app>). **The EMD in the shape of Demand Draft alongwith the hard copy of technical bid** may be submitted in the Office, ICAR-IIMR, PAU Campus, Ludhiana before the due date and time failing which the tender/quotation will not be entertained/accepted. The Demand Draft may be made in favour of **“DIRECTOR ICAR-IIMR LUDHIANA”** from any nationalized bank payable at Ludhiana.

The Director, IIMR, Ludhiana reserves the right to accept or reject any or all the offers without assigning any reasons.

Last date for submission of quotation	:	16.8.18 till 1030 hrs.
Opening of Technical bids/quotations	:	17.8.18 at 1100 hrs.

THIS TENDER DOCUMENT HAS THE FOLLOWING CHAPTERS:

Chapter I	: Instructions to Bidders
Chapter II	: Conditions of Contract
Chapter III	: Schedule of Requirements
Chapter IV	: Specifications and Allied Technical Details
Chapter V	: Price Schedule (to be utilized by the bidders for quoting their prices)
Chapter VI	: Contract Form

Sd/-
(Administrative officer)

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Chapter – I: Instructions to Bidders

On behalf of the Director, ICAR-IIMR, Ludhiana electronic Tender/Quotations are invited to award **RATE CONTRACT FOR PRINTING WORK AT ICAR-INDIAN INSTITUTE OF MAIZE RESEARCH, PAU CAMPUS, LUDHIANA** initially for a period of one year from registered firms.

1. The last date for submission of Tender is **16th August, 2018 till 1030 hrs**. The quotation/bid may be submitted online through CPP Portal only. Quotation received after the due date will not be entertained at all. The Tenders will be opened on **17th August, 2018 at 1100 hrs** in presence of authorized representatives, if any, who may wish to present at the time of opening of the Tenders.
2. The Institute is not bound to accept the lowest tenders and also reserve the right with itself of accepting the tenders in whole or in part. You are however at liberty to submit the tenders for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Moreover, conditional Tenders will not be accepted.
3. The service provider in whose favour the tender is accepted has to deposit security money in the form of Bank Guarantee/FDR in favour of “**DIRECTOR ICAR-IIMR LUDHIANA**” for the contractual period within 15 days from the date of issue of Principal Letter of Approval (PAL). The Bank Guarantee/FDR should be equivalent to 10% of the total monetary value of work. The work order to the successful bidder will only be issued on the deposition of security money within the stipulated period. In the event of non-deposition of the same, it will be presumed that firm is not interested to undertake the awarded work leading to forfeiture of its earnest money or any action deemed fit as per the rule of ICAR. The security money will be refunded after the expiry of the contract subject to satisfactory performance during the period of contract.
4. If tenderer does not accept the offer, after issue of letter of award by IIMR within 15 (fifteen) days, the offer made shall be deemed to be withdrawn without any notice and Earnest money will be forfeited. The rates so quoted shall remain unchanged during the period of the contract and will not be modified/alterd at all.
5. An **EMD of Rs. 10,000/- (Rupees Ten Thousand only)** must be deposited in the form of Demand Draft/Bankers Cheque favouring **DIRECTOR ICAR IIMR LUDHIANA** and payable at Ludhiana. Bids not accompanied with valid EMD will not be considered. Whoever availing exemption for submission of EMD must submit the original/certified copy of certificate (alongwith technical proposal) clearly mentioning the said exemption in the certificate.
6. The total set of tender document should be uploaded intact also affixing tenderers signature on all pages of the tender document and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the

tenderer. In such cases, reference to the additional pages must be made in the tender form. If any modification of the schedule is considered necessary, it should be communicated by means of a separate letter alongwith the tenders. Overwriting/erasing of the rates by the tenderer are not allowed, failing which will invite the summarily rejection of the tenders. The rates quoted in tenders should be mentioned both in words and figures failing which the same is liable to be rejected.

7. The firm/Contractor in whose favour the contract is finalized has to sign **Agreement Deed for the contract of printing work on non-judicial stamp paper of Rs. 100/- at his cost.**
8. All taxes as applicable must be quoted clearly, and the rates quoted shall be inclusive of all taxes. Rate quoted for paper should be inclusive of wastage. Paper calculation (for bill) will not include the quantity of paper used for wastage.
9. The tenderer is being permitted to tender the consideration of the stipulations of his part that after submitting his tender, he will not resign from his offer or modify the terms and conditions thereof. **If the tenderer fail to observe and comply with the forgoing stipulations, the amount of Earnest Money Deposit (EMD) will be forfeited.**
10. 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 the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or 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.
11. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the Council/IIMR shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules to the tenders and annexure, if any, should be signed by the tenderer.
12. The tenders shall be submitted online only not later than **1030 hrs 16th August, 2018.** Offline tenders will not be accepted.
13. Acceptance by IIMR will be communicated by e-mail or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the e-mail etc. should be acted upon immediately.

14. The following documents must be uploaded along with tenders/quotations duly filled in failing which tenders/quotations will be declared as non-responsive and will not be considered:

- (a) Photocopy of the firm registration.
- (b) List of government departments where last printing work was done during last three years.
- (c) Copy of Certificate of GST, if any, issued by the Govt.
- (d) Copy of firm/agency PAN.

15. The technical bids and financial bids should be submitted separately. Only those firms will be considered for financial bid who will qualify in the technical bid.

16. Tenderers should note that their offer should remain open/valid for acceptance for at least 90 days from the date of opening of the financial proposal.

17. The Director, IIMR may at his/her discretion, extend this date by a fortnight and such extension shall be binding on tenderers.

18. If the date on which the tender is to be opened is declared to be a holiday the Tender shall be opened on the next working day following the holiday at same time.

19. The Director, ICAR- IIMR, reserves the right to award the work to one or to a panel of printers at the same rates as finally approved, if the demands of work so warrant.

Director, IIMR reserves the rights to reject any or all tenders in whole or in part without assigning any reasons thereof. The decision of Director, IIMR shall be final and binding on the contractor/agency in respect of any clause covered under the contract.

Important Notes:

1. Aspiring Bidders who have not enrolled/registered in e-procurement should enroll/register before participating. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at "Instructions for online Bid Submission".
2. Only bids received on e-tendering portal will be considered for opening. Bids in any physical form sent through fax/email/courier/post/delivered personally will not be considered.
3. IIMR will not be responsible for any delay in enrollment or submission of the offer/up-loading the offer on e-tender portal for any reason whatsoever. Hence vendors are advised to register in e-tendering website & enroll their Digital Signature Certificate (Class – II or above) and upload their quotations well in advance to avoid last minute problems.
4. Any Addendum/Corrigendum/date extension in respect of above tender shall be issued on our website iimr.icar.gov.in and CPP Portal only and no separate notification shall be issued in the press. Bidders are therefore requested to regularly visit our website (iimr.icar.gov.in) to keep themselves updated.

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Chapter – II: Conditions of Contract

The general terms and conditions of the contract are given below:

20. Decision of Director, IIMR will be final and binding on all parties.
21. The research publications/books, etc., will be printed in English/Hindi or in diglot form as required.
22. Proofs will be produced by the press in made-up pages and press will be responsible for the first proof reading. Firm will be responsible for all the corrections to be carried out as per the subsequent corrections (if any) marked by this institute. Firm will also be responsible for making the dummy according to the instructions of this office and get it approved by the concerned officer(s). The press shall also make arrangements for delivering the proofs to the concerned officers of the Institute & for collecting them back promptly.
23. High quality of reproduction will have to be ensured by the printer. For improperly printed copies, poor binding, poor colour scan, etc., a penalty of 5% of the total value of the work order will be imposed as decided by the competent authority. **In case of unsatisfactory work, the institute reserves the right to cancel the order as well. The decision regarding quantum of penalty, whether 5% penalty on total value of work or more or complete cancellation of order, will be the sole discretion of the institute. Further, the conditions mentioned are based on the work required and the infrastructural facilities of printers are not included in the provided specifications.**
24. Each job shall be completed and copies delivered within the stipulated schedule given below (depending on the size and complexity of the publication) from the date of clearance of final proofs. If not, this office will have the right to impose a penalty @ 5% per week or 10% on the total cost of work order as liquidated damage charges. **In case of non-delivery of printed copies within the stipulated schedule given or if specially mentioned on the work order, the institute reserves the right to cancel the order as well. The decision regarding quantum of penalty, whether 5%/week or more of the total cost of work or complete cancellation of the order, will be the sole discretion of the institute.**
25. **Schedule for Printing jobs of up to 100 pages**
 - i. Black & white : within 5 days
 - ii. Colour: within 10 days

Schedule for Printing jobs of more than 100 pages

- i. Black & white : within 10 days
 - ii. Colour: within 20 days
26. Rate quoted for paper should be inclusive of wastage. Paper calculation (for bill) will not include the quantity of paper used for wastage.
27. Pre-sensitised (PS) plates are to be used for ensuring high production quality for normal jobs, and exceptionally high quality should be ensured, where COMPUTER TO PLATE (CTP) technology issued.
28. The printed material is to be delivered F.O.R. at Director, ICAR-Indian Institute of Maize Research, P.A.U. campus, Ludhiana- 141004. Bill should be submitted along with delivery of printed material and delivery challan immediately, but, in any case, not later than **10 (ten) days** from the date of delivery of the printed material.
29. The material will not be accepted in case it is not of acceptable quality as per terms and conditions of the contract and is liable to be rejected outright by the competent authority.
30. The original manuscripts along with their input material such as photographs, graphs, illustrations, etc., are to be returned to this office after the completion of the work.
31. In case of any dispute, the decision of Director, ICAR-IIMR, shall be final and binding on all concerned.
32. The transaction shall be subject to legal jurisdiction of Ludhiana only.
33. The tenderer shall submit his/her tender on line if the above terms & conditions are acceptable to him/her, for which the tenderer shall affix his/her signatures hereunder.
34. The firm should have facilities/access to prepress, laminating machine, four colour printing press, drum scanner, adequate power back up supply by generator, CTP, perfect binding machine, etc.
35. The contract can be terminated by giving one month notice on either side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched by the address herein given under registered post. IIMR will have no responsibility for any loss/damage caused to them. If any point of time the services of the firm are not found satisfactory the Director or the agency is not able to perform their part under the agreement for continuous period of 10 days or more, IIMR reserves the right to terminate the contract immediately without the notice and in such a case the security deposit will be forfeited.
36. No interest on security deposit and earnest money deposit shall be paid by the Institute to the Tenderer.

37. The conditions of the contract which will govern any contract made are those contained in the general conditions of contract applicable to the contracts placed by the ICAR, and the IIMR and the special terms and conditions detailed in the tender forms and its schedules.
38. **This contract is for a period of 1 year initially and liable to be extended on monthly/yearly basis subject to the satisfactory services/performance and on the approved terms and conditions basis.**
39. **No advance payment will be made.** No interest is payable on delayed payment.
40. The applicable taxes will be deducted from your bills.
41. No escalation of tender value with respect to the charges in any form whatsoever will be entertained during the contract period and IIMR shall not be responsible for any other kinds of claims.

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(Administrative Officer)

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Chapter – III: Schedule of Tentative Requirements at ICAR-IIMR, PAU Campus, Ludhiana

Printing of Annual Report, AICRP Reports and other Printing work of IIMR as and when required.

Name of the Book	Annual Rate Contract for printing of Annual Report, AICRP Report and other Printing work of IIMR
Number of copies	Vary from time to time
No. of Pages	Vary

Sd/-
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Chapter – IV: Specifications and Allied Technical Details

S.No.	Particulars	Description
1	Name and Address of Organization	
2	Name of the Proprietor/Partner/Director of the Organization and Contact No.	
3	Name and contact no. of the person authorized to communicate on behalf of the organization	
4	Details of EMD	
5	Detail of the service experience (proof to be submitted)	
6	GST no.	
7	PAN of the firm	
8	Bank details	

1. I/We have read all the particulars regarding the General information and other terms and conditions of the contract for “**RATE CONTRACT FOR PRINTING WORK AT ICAR-INDIAN INSTITUTE OF MAIZE RESEARCH, PAU CAMPUS, LUDHIANA**” and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in price bid to this tender and I/We agree to hold this offer open till 90 (ninety) days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/We shall be bound by a communication acceptance dispatch within the prescribed time.
2. I/We have understood these 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 tender bears my signature and the office seal.

Yours faithfully,

Dated:

Name and signature of Witness _____ **Signature & Seal of the Tenderer** _____

Address _____ **Telephone No. Office** _____

Occupation _____ **Resi. Mobile** _____

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Chapter – V: Price Schedule

S.No.	Item Description	Basic rate (without taxes)	Taxes	Total Amount (with taxes)
1	Computer Typing (per page)11" x 8.25" (Font size: 11-13, Line spacing: 1-1.5)			
1.1	English			
1.2	Hindi			
1.3	Punjabi			
2	Computer Typing (per page)9" x 7.25" (Font size: 11-13, Line spacing: 1-1.5)			
2.1	English			
2.2	Hindi			
2.3	Punjabi			
3	Computer Typing (per page)5.5 " x 8.75" (Font size: 11-13, Line spacing: 1-1.5)			
3.1	English			
3.2	Hindi			
3.3	Punjabi			
4	Laser Print (Per page) 11" x 8.25"			
4.1	Color			
4.2	Black and White			
5	Laser Print (Per page)9" x 7.25"			
5.1	Color			
5.2	Black and White			
6	Laser Print (Per page) 5.5" x 8.75"			
6.1	Color			
6.2	Black and White			
7	Design/Artwork/Graphs/Illustrations (Each) 11" x 8.25"			
8	Design/Artwork/Graphs/Illustrations (Each) 9" x 7.25"			
9	Design/Artwork/Graphs/Illustrations (Each) 5.5" x 8.75"			
10	Scanning of multi colour photos (Each) 11" x 8.25"			
11	Scanning of multi colour photos (Each) 9" x 7.25"			
12	Scanning of multi colour photos (Each) 5.5" x 8.75"			
13	Processing/Printing (Per four pages) (To be printed in single colour using PS Plate) 11" x 8.25"			
13.1	First 500 Copies			
13.2	Additional 500 Copies			
14	Processing/ Printing (Per four pages) (To be printed in single colour using PS Plate) 9" x 7.25"			
14.1	First 500 Copies			
14.2	Additional 500 Copies			

15	Processing/ Printing (Per four pages) (To be printed in single colour using PS Plate) 5.5" x 8.75"			
15.1	First 500 Copies			
15.2	Additional 500 Copies			
16	Processing/ Printing (Per four pages)(To be printed in Four colour using PS Plate) 11" x 8.25"			
16.1	First 500 Copies			
16.2	Additional 500 Copies			
17	Processing/ Printing (Per four pages)(To be printed in Four colour using PS Plate) 9" x 7.25"			
17.1	First 500 Copies			
17.2	Additional 500 Copies			
18	Processing/ Printing (Per four pages)(To be printed in Four colour using PS Plate) 5.5" x 8.75"			
18.1	First 500 Copies			
18.2	Additional 500 Copies			
19	Special Colour printing for cover page 11" x 8.25"			
19.1	First 500 Copies			
19.2	Additional 500 Copies			
20	Special Colour printing for cover page 9" x 7.25"			
20.1	First 500 Copies			
20.2	Additional 500 Copies			
21	Special Colour printing for cover page 5.5" x 8.75"			
21.1	First 500 Copies			
21.2	Additional 500 Copies			
22	Binding (Per Copy) 11" x 8.25"			
22.1	Thermal Glue Binding (with section Sewing)			
22.2	Side Staple & Cover Pasting			
22.3	Centre Stitch (staple)			
23	Binding (Per Copy) 9" x 7.25"			
23.1	Thermal Glue Binding (with section Sewing)			
23.2	Side Staple & Cover Pasting			
23.3	Centre Stitch (staple)			
24	Binding (Per Copy) 5.5" x 8.75"			
24.1	Thermal Glue Binding (with section Sewing)			
24.2	Side Staple & Cover Pasting			
24.3	Centre Stitch (staple)			
25	Lamination (Gloss/Mat Finish) (Per Sq. Inch) 11" x 8.25"			
26	Lamination (Gloss/Mat Finish) (Per Sq. Inch) 9" x 7.25"			
27	Lamination (Gloss/Mat Finish) (Per Sq. Inch) 5.5" x 8.75"			
28	Spot U.V. Coating 11" x 8.25"			
29	Spot U.V. Coating 9" x 7.25"			
30	Spot U.V. Coating 5.5" x 8.75"			
31	Paper cost (Per four pages/Cover page) 11" x 8.25"			
31.1	Super Sunshine 80 gsm			
31.2	Imported Art Paper Matte 110 gsm			
31.3	Imported Art Paper Matte 130 gsm			

31.4	Imported Art Paper Matte 170 gsm			
31.5	Imported Art Paper Matte 220 gsm			
31.6	Imported Art Paper Matte 300 gsm			
32	Paper cost (Per four pages/Cover page) 9" x 7.25"			
32.1	Super Sunshine 80 gsm			
32.2	Imported Art Paper Matte 110 gsm			
32.3	Imported Art Paper Matte 130 gsm			
32.4	Imported Art Paper Matte 170 gsm			
32.5	Imported Art Paper Matte 220 gsm			
32.6	Imported Art Paper Matte 300 gsm			
33	Paper cost (Per four pages/Cover page) 5.5" x 8.75"			
33.1	Super Sunshine 80 gsm			
33.2	Imported Art Paper Matte 110 gsm			
33.3	Imported Art Paper Matte 130 gsm			
33.4	Imported Art Paper Matte 170 gsm			
33.5	Imported Art Paper Matte 220 gsm			
33.6	Imported Art Paper Matte 300 gsm			
34	Designing, Processing, Scanning, Four Colour Offset Printing & Folding of Folders incl. 130 gsm. Imported art paper 4.5" x 10" (4 Folds)			
34.1	First 500 Copies			
34.2	Additional 500 Copies			
35	Designing, Processing, Scanning, Four Colour Offset Printing & Folding of Folders incl. 130 gsm. Imported art paper 4.75" x 09" (4 Folds)			
35.1	First 500 Copies			
35.2	Additional 500 Copies			
36	Designing, Processing, Scanning, Four Colour Offset Printing & Folding of Folders incl. 220 gsm. Imported art paper 4.5" x 10" (4 Folds)			
36.1	First 500 Copies			
36.2	Additional 500 Copies			
37	Designing, Processing, Scanning, Four Colour Offset Printing & Folding of Folders incl. 220 gsm. Imported art paper 4.75" x 09" (4Folds)			
37.1	First 500 Copies			
37.2	Additional 500 Copies			

Place:

Date:

(Signature & Seal of authorized signatory)

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Chapter – VI: Contract Form

This agreement is made at _____ on _____ day of _____ between _____ (designation of the competent authority in the Instt.) through _____ which term shall include its successors, assignees etc. on the first part and _____ (hereinafter called the Firm) which term shall include its authorized representatives, successor, assignees etc. on the other part.

Whereas the _____ (Institute) has decided to assign the _____ at _____ to the firm on the terms and conditions hereinafter contained.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

1. This agreement shall come into force w.e.f. _____ and will remain in force for a period for one year but can be terminated by _____ by giving, one calendar month's notice in writing of its intentions to terminate the Agreement. The Agreement can be renewed, on mutually agreed terms.
2. The firm shall be responsible for annual contract for providing _____ at _____.
3. Decision of Director, IIMR will be final and binding on all parties.
4. The research publications/books, etc., will be printed in English/Hindi or in diglot form as required.
5. Proofs will be produced by the press in made-up pages and press will be responsible for the first proof reading. Firm will be responsible for all the corrections to be carried out as per the subsequent corrections (if any) marked by this institute. Firm will also be responsible for making the dummy according to the instructions of this office and get it approved by the concerned officer(s). The press shall also make arrangements for delivering the proofs to the concerned officers of the Institute & for collecting them back promptly.
6. High quality of reproduction will have to be ensured by the printer. For improperly printed copies, poor binding, poor colour scan, etc., a penalty of 5% of the total value of the work order will be imposed as decided by the competent authority. **In case of unsatisfactory work, the institute reserves the right to cancel the order as well. The decision regarding quantum of penalty, whether 5% penalty on total value of work or more or complete cancellation of order, will be the sole discretion of the institute. Further, the conditions mentioned are based on the work required and the infrastructural facilities of printers are not included in the provided specifications.**
7. Each job shall be completed and copies delivered within the stipulated schedule given below (depending on the size and complexity of the publication) from the date of clearance of final proofs. If not, this office will have the right to impose a penalty @ 5% per week or 10% on the total cost of work order as liquidated damage charges. **In case of non-delivery of printed copies within the stipulated schedule given or if specially mentioned on the work order, the institute reserves the right to cancel the order as well. The decision regarding quantum of penalty,**

whether 5%/week or more of the total cost of work or complete cancellation of the order, will be the sole discretion of the institute.

8. Schedule for Printing jobs of up to 100 pages

iii. Black & white : within 5 days

iv. Colour: within 10 days

Schedule for Printing jobs of more than 100 pages

iii. Black & white : within 10 days

iv. Colour: within 20 days

9. Rate quoted for paper should be inclusive of wastage. Paper calculation (for bill) will not include the quantity of paper used for wastage.
10. Pre-sensitised (PS) plates are to be used for ensuring high production quality for normal jobs, and exceptionally high quality should be ensured, where COMPUTER TO PLATE (CTP) technology issued.
11. The printed material is to be delivered F.O.R. at Director, ICAR-Indian Institute of Maize Research, P.A.U. campus, Ludhiana- 141004. Bill should be submitted along with delivery of printed material and delivery challan immediately, but, in any case, not later than **10 (ten) days** from the date of delivery of the printed material.
12. The material will not be accepted in case it is not of acceptable quality as per terms and conditions of the contract and is liable to be rejected outright by the competent authority.
13. The original manuscripts along with their input material such as photographs, graphs, illustrations, etc., are to be returned to this office after the completion of the work.
14. In case of any dispute, the decision of Director, ICAR-IIMR, shall be final and binding on all concerned.
15. The transaction shall be subject to legal jurisdiction of Ludhiana only.
16. The tenderer shall submit his/her tender on line if the above terms & conditions are acceptable to him/her, for which the tenderer shall affix his/her signatures hereunder.
17. The firm should have facilities/access to prepress, laminating machine, four colour printing press, drum scanner, adequate power back up supply by generator, CTP, perfect binding machine, etc.
18. The contract can be terminated by giving one month notice on either side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched by the address herein given under registered post. IIMR will have no responsibility for any loss/damage caused to them. If any point of time the services of the firm are not found satisfactory the Director or the agency is not able to perform their part under the agreement for continuous period of 10 days or more, IIMR reserves the right to terminate the contract immediately without the notice and in such a case the security deposit will be forfeited.
19. No interest on security deposit and earnest money deposit shall be paid by the Institute to the Tenderer.
20. The conditions of the contract which will govern any contract made are those contained in the general conditions of contract applicable to the contracts placed by the ICAR, and the IIMR and the special terms and conditions detailed in the tender forms and its schedules.
21. **This contract is for a period of 1 year initially and liable to be extended on monthly/yearly basis subject to the satisfactory services/performance and on the approved terms and conditions basis.**
22. **No advance payment will be made.** No interest is payable on delayed payment.
23. The applicable taxes will be deducted from your bills.

24.No escalation of tender value with respect to the charges in any form whatsoever will be entertained during the contract period and IIMR shall not be responsible for any other kinds of claims.

IN WITNESS whereof the parties have executed those present on the day, month and year as mentioned above.

(Name & Address of the Firm)

(For the Institute)

Witnesses

1 _____

2 _____