



**WADIA INSTITUTE OF HIMALAYAN GEOLOGY**  
(An Autonomous Institution of Department of Science & Technology Government of India)  
**33, GENERAL MAHADEO SINGH ROAD,**  
**DEHRA DUN- 248001 (INDIA)**

**Phone : 0135-2525500, 2525501,**  
**FAX : 0135-2625212, 2525200**  
**E-mail : stores@wihg.res.in**  
**Web : http://www.wihg.res.in**

**Tender Document**

Ref. No.: 5001/4/Ser/Printing/2025-26

Dated: 24.04.2025

**To**

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**Sub:** Online e-tender are invited for designing and printing of various publications of the Institute for the year 2025-26.

**विषय :** संस्थान के विभिन्न प्रकाशनों के डिजाइन और मुद्रण के लिए वर्ष 2025-26 के लिए ऑनलाइन ई-निविदा।

Sir/महोदय,

This is to inform you that the Wadia Institute of Himalayan Geology (WIHG) invites online e-tenders from reputed Offset Press/Printer having in-house infrastructure for the designing and printing of its various publications, i.e., Journals, Annual Report, Magazine, Abstract Volume, Excursion guide, Monograph/book, Publicity Brochures, etc. for the year 2025-26.

आपको यह सूचित करना है कि वाडिया संस्थान (WIHG) अपने विभिन्न प्रकाशनों यानि जरनल, वार्षिक रिपोर्ट, पत्रिका, सार वॉल्यूम, भ्रमण गाइड, मोनोग्राफ/पुस्तक, प्रचार ब्रोशरर्स आदि के डिजाइन और मुद्रण के लिए इन-हाउस बुनियादी सुविधाओं सहित प्रतिष्ठित ऑफसेट प्रेस/प्रिंटर से वर्ष 2025-26 के लिए ऑनलाइन ई-निविदा आमंत्रित करता है।

**Critical Dates:**

S. No.	Tender Publishing Date	Tender Download start date/Bid Submission Start date	Tender Download end date/Bid Submission end date	Technical Bid Opening Date	Financial Bid Opening Date
1	24.04.2025	24.04.2025 01 :00 PM	15.05.2025 01 :00 PM	16.05.2025 01 :00 PM	only for qualified in Technical Evaluation

1. The details of technical requirements, scope of work, specification for designing and printing are given below:

तकनीकी आवश्यकताओं का विवरण, कार्य का दायरा, डिजाइन और मुद्रण के लिए विनिर्देश नीचे दिये गये हैं :

**A) Technical Requirements/तकनीकी आवश्यकताएँ**

a) Press/Printer (Offset) should be well established (within about 100 km radius of the Institute). It has been undertaking printing of books and journals etc. for at least last the five years and must have the following machineries and ancillary units:

प्रेस/प्रिंटर (ऑफसेट) अच्छी तरह से स्थापित होना चाहिए (संस्थान के लगभग 100 किलोमीटर के दायरे में)। यह कम से कम पिछले पांच वर्षों से पुस्तकों और पत्रिकाओं आदि की छपाई का कार्य कर रहा हो और इसके पास निम्नलिखित मशीनरी और सहायक इकाइयाँ होनी चाहिए :

i) One single colour and one four colour sheet fed offset printing machine.

एक सिंगल कलर तथा एक चार कलर शीट फेड ऑफसेट प्रिंटिंग मशीन।

ii) Cutting, sewing/stitching, and other ancillary binding units with sufficient space for binding and wrapping/packing, etc.

बाइंडिंग और रैपिंग/पैकिंग आदि के लिए पर्याप्त स्थान के साथ कार्टाई, सिलाई और अन्य सहायक इकाइयां।

iii) **Sufficient power backup to run all the units.**

सभी इकाइयों को चलाने के लिए पर्याप्त बिजली बैकअप।

iv) **Complete in-house arrangements for designing, composing, processing, high resolution scanning, printing, etc.**

डिजाइनिंग, कम्पोजिंग, प्रसंस्करण, उच्च रेजोलेशन स्कैनिंग, मुद्रण, आदि के लिए सम्पूर्ण इन-हाउस व्यवस्था।

v) **Minimum three computers and sufficient arrangement (preferably in-house) for typesetting in Hindi/English and final page making/layout designing**

हिन्दी/अंग्रेजी में टाइपसेटिंग और अंतिम पेज मैकिंग/लेआउट डिजाइनिंग के लिए कम से कम तीन कंप्यूटर और पर्याप्त व्यवस्था (अधिमानत: इन-हाउस)।

vi) **Internet facility for receiving/sending/downloading/uploading the text/printing material through e-mail.**

ई-मेल के माध्यम से टेक्स्ट/मुद्रण सामग्री को प्राप्त करने/भेजने/डाउनलोड/अपलोड करने के लिए इंटरनेट की सुविधा

vii) **Press/Printer should be in possession of PAN/GST, registered with TIN/SSI licenses to establish the press, etc. Photocopies of all relevant documents (including printed copies of journals/books etc.) should be enclosed with the tender. Hardcopies of the all relevant documents should also reach the office by registered post within 7 days of tender submission.**

प्रेस/प्रिंटर का पैन/जी.एस.टी., प्रेस स्थापित करने के लिए टिन/लघु उद्योग लाइसेंस के साथ पंजीकृत कब्जा होना चाहिए। सभी प्रासंगिक दस्तावेजों की फोटोकॉपी (जर्नल/पुस्तकों की मुद्रित प्रतियों सहित) निविदा के साथ संलग्न की जानी चाहिए। सभी प्रासंगिक दस्तावेजों की हार्डकॉपी भी निविदा प्रस्तुत करने के 7 दिनों के भीतर पंजीकृत डाक द्वारा कार्यालय में पहुंच जानी चाहिए।

**B) Scope of work/कार्य का दायरा:**

a) **Number of various publications required to be printed (may vary publication to publication as per requirement of the Institute):**

मुद्रण के लिए विभिन्न प्रकाशनों की संख्या की आवश्यकता (संस्थान की आवश्यकता के अनुसार प्रकाशन से प्रकाशन भिन्न हो सकती हैं) :

i) **Himalayan Geology "Journal": 250 copies (published bi-annually),**

हिमालयन जियोलॉजी 'जर्नल': 250 प्रतियां (द्वि-वार्षिक प्रकाशित),

ii) **Annual Reports: 300 copies in English; 100 copies in Hindi (published annually),**

वार्षिक रिपोर्ट: अंग्रेजी में 300 प्रतियां; हिंदी में 100 प्रतियां (प्रतिवर्ष प्रकाशित),

iii) **Hindi magazine "Ashmika": 300 copies (published annually),**

हिन्दी पत्रिका 'अश्मिका': 300 प्रतियां (प्रतिवर्ष प्रकाशित),

iv) **Abstract volume, Excursion Guide, Monograph/Books and Publicity brochures, etc: copies as per requirement at the time of printing.**

सार वॉल्यूम, भ्रमण गाइड, मोनोग्राफ/पुस्तक, प्रचार ब्रोशरर्स, आदि: मुद्रण के समय में आवश्यकता के अनुसार प्रतियां।

b) **The scope of work (for both English and Hindi) shall include works given here under as per specification and terms and conditions:**

कार्य का दायरा (अंग्रेजी और हिन्दी दोनों के लिए) यहां दिए गए विनिर्देश के तहत और नियमों और शर्तों के अनुरूप होना शामिल होगा :

i) **Cover page and text layout designing: at least two samples are to be submitted by the press/printer after award of work for approval of the competent authority within 3 days after placing the order.**

कवर पेज तथा टेक्स्ट लेआउट डिजाइनिंग: आर्डर देने के 3 दिनों के भीतर कम से कम दो नमूने सक्षम प्राधिकारी के अनुमोदन के लिए प्रेस/प्रिंटर द्वारा प्रस्तुत किये जाने होंगे।

ii) **All proofs (as required) will have to be provided by the press/printer at printer cost in best quality.**

सभी प्रूफ (आवश्यकता अनुसार) अच्छी गुणवत्ता में प्रिंटर की कीमत पर प्रेस/प्रिंटर द्वारा प्रदान किया जाना होगा।

iii) **A neat and high class printing quality (with P.S. Plate only) with uniformity throughout is essential. The work done in slipshod manner will not be accepted.**

एक स्वच्छ और उच्च वर्ग की मुद्रण गुणवत्ता (केवल पी एस प्लेट के साथ) एकरूपता के साथ आवश्यक है। असावधानीपूर्ण तरीके से किया काम स्वीकार नहीं किया जाएगा।

iv) **All material will have to be collected and returned at press/printer's cost. Time schedule must be adhered to.**

सभी सामग्री प्रेस/प्रिंटर की कीमत पर एकत्र और वापस की जानी होगी। समय सारणी का पालन किया जाना आवश्यक होगा।

v) **Final dummy of publications (print copy in colour) are to be submitted by the press/printer for approval of the competent authority before final printing.**

प्रकाशनों की अंतिम डमी मुद्रण से पहले सक्षम प्राधिकारी के अनुमोदन के लिए प्रेस/प्रिंटर द्वारा प्रस्तुत की जानी आवश्यक है।

vi) **Delivery of publications as per specifications to WIHG, Dehradun.**

प्रकाशनों की डिलिवरी विनिर्देशों के अनुसार वाडिया संस्थान, देहरादून को होगी।

vii) Soft copy of complete publication will have to be supplied on CD/DVD/Pen Drive or Online in original format.

संपूर्ण प्रकाशन की सॉफ्ट कॉपी मूल प्रारूप में सीडी/डीवीडी/पेन ड्राइव या ऑनलाइन उपलब्ध करानी होगी।

**C) Specifications/विनिर्देश:**

a) Size of publications: 22x27.5 cm or may vary publication to publication as per requirement of the Institute.

प्रकाशनों का आकार : 22x27.5 cm या संस्थान की आवश्यकता के अनुसार प्रकाशन से प्रकाशन के लिये भिन्न हो सकता है।

b) Number of columns: single/double, colour: single/double/multi-colour, type of printing: both sides, and printing material: photo/figure/plate/text in Hindi and English.

कॉलम की संख्या: सिंगल/डबल, कलर: सिंगल/डबल/मल्टी कलर, मुद्रण के प्रकार: दोनों तरफ और मुद्रण सामग्री: फोटो/चित्र/प्लेट/हिन्दी और अंग्रेजी में टेक्स्ट।

c) Type of paper, type of binding, number of pages and number of copies (upto 1000 copies with each form) to be printed may vary publication to publication as per requirement of the Institute. Upto 1000 copies may be printed with each form (one form of four pages), where the amount will be calculated with the rate of one form.

कागज के प्रकार, बाइंडिंग के प्रकार, पृष्ठों की संख्या और प्रतियों की संख्या (प्रत्येक फार्म के साथ 1000 प्रतियों तक) संस्थान की आवश्यकता के अनुसार प्रकाशन से प्रकाशन मुद्रित करते समये भिन्न हो सकती हैं। प्रत्येक प्रपत्र (चार पृष्ठों का एक प्रपत्र) के साथ 1000 प्रतियाँ तक मुद्रित की जा सकती हैं, जहाँ राशि की गणना एक प्रपत्र दर से की जाएगी।

e) Specifications and samples of publications can be seen in the office by the press/printer.

प्रेस/प्रिंटर द्वारा विनिर्देश और प्रकाशनों के नमूने कार्यालय में देखे जा सकते हैं।

f) Director, Wadia Institute of Himalayan Geology, Dehradun reserves the right to reject any or all offers/e-tender without assigning reasons thereof.

निदेशक, वाडिया हिमालय भूविज्ञान संस्थान, देहरादून बगैर कारण बताए किसी एक या सभी प्रस्तावों/ई-निविदा को अस्वीकार करने का अधिकार सुरक्षित रखते हैं।

2. The interested firms may download and submit online e-tender at the website: <https://eprocure.gov.in/eprocure/app> on or before **15.05.2025 by 01:00 PM**. as per following:

इच्छुक कंपनियों ऑनलाइन ई-निविदा वैबसाइट: <https://eprocure.gov.in/eprocure/app> से डाउनलोड एवम ऑनलाइन **15.05.2025 by 01:00 PM बजे** या उससे पहले तक निम्नलिखित के अनुसार जमा कर सकते हैं :

• **For Indigenous Original Equipment Manufacturer or Their Authorized Dealer :-** Notwithstanding anything contained in rule 171 of GFRs 2017 or any other Rule or any provision contained in Procurement Manuals, no provision regarding bid security is being kept with this bid document. However, the bidders are required to submit Bid Security Declaration as notified by Procurement policy, Department of Expenditure, Ministry of Finance, Government of India vide there Office Memorandum no. F.9/4/2020-PPO dated 12-11-2020 (A copy of the Format is enclosed as Annexure-2)

स्वदेशी मूल उपकरण निर्माता या उनके अधिकृत डीलर के लिए :- जीएफआर 2017 के नियम 171 या किसी अन्य नियम या खरीद नियमावली में निहित किसी भी प्रावधान के बावजूद, इस बोली दस्तावेज के साथ बोली सुरक्षा के संबंध में कोई प्रावधान नहीं रखा जा रहा है।

हालांकि, बोलीदाताओं को खरीद नीति, व्यय विभाग, वित्त मंत्रालय, भारत सरकार द्वारा अधिसूचित कार्यालय ज्ञापन F.9/4/2020-PPO dated 12-11-2020 के अनुसार संलग्न अनुलग्नक 2 जमा करना है।

The authorized signatory of the Tenderer should sign and stamp each page of this Tender Document as a token of having read, understood and accepted the terms and conditions contained therein and submit the same along the e-tender.

निविदा दस्तावेज के प्रत्येक पृष्ठ पर निविदाकर्ता के अधिकृत हस्ताक्षरी के हस्ताक्षर मोहर के साथ टोकन के रूप में पढ़ने, समझने और नियमों और उसमें निहित शर्तों को स्वीकार करते हुये ई-निविदा के साथ जमा होने चाहिए।

3. The firm/tenderer should submit the complete information/documents indicated in the format prescribed in Annexure-I only. It may please be noted that tenders which are not as per the prescribed format or are without complete information/documents or conditional tenders/bids will be summarily rejected.

फर्म/निविदाकर्ता को प्रारूप अनुबंध-1 में निर्धारित संकेत पूरी जानकारी/दस्तावेज के साथ प्रस्तुत करना चाहिए। कृपया यह ध्यान दे कि जो निविदायें निर्धारित प्रारूप के अनुसार या पूरी जानकारी/दस्तावेज के बिना या सशर्त प्रस्तुत निविदाओं को सरसरी तौर पर खारिज कर दिया जाएगा।

4. E-tenders received after due date and time will not be considered.

नियत तारीख और समय के बाद प्राप्त ई-निविदाओं पर विचार नहीं किया जाएगा।

5. Duly stamped and signed sample paper for cover pages and text pages should also be submitted along with e-tender.

ई-निविदा के साथ विधिवत मुहर लगे और हस्ताक्षर किए कवर पृष्ठों और टेक्स्ट पृष्ठों के नमूने कागज भी प्रस्तुत किये जाने चाहिए।

6. The other terms and conditions are as follows:

अन्य नियम व शर्तें इस प्रकार हैं :

- 6.1 **Decision of the Director, WIHG with regard to selection of press/printer will be final and no communication in this regard will be entertained.**  
प्रेस/प्रिंटर के चयन के संबंध में निदेशक, वाडिया संस्थान का निर्णय अंतिम होगा और इस संबंध में किसी संचार पर विचार नहीं किया जाएगा।
- 6.2 **The contract will be for a period of minimum one year and may be extended further on the same rate, terms and conditions, and satisfactory performance of the press/printer.**  
अनुबंध न्यूनतम एक वर्ष की अवधि के लिए होगा और उसी दर, नियम और शर्तों और प्रेस/प्रिंटर के संतोषजनक प्रदर्शन पर आगे बढ़ाया जा सकता है।
- 6.3 **Amendment(s) in the tender documents required if any, will be made available on **CPP Portal (e-procurement portal)** and accordingly, the prospective bidders are required to keep themselves updated till four days of tender opening**  
आवश्यक निविदा दस्तावेजों में संशोधन यदि कोई हो, सीपीपी पोर्टल (ई-प्रोक्योरमेंट पोर्टल) पर उपलब्ध कराया जाएगा और तदनुसार, संभावित बोलीदाताओं को निविदा खुलने के चार दिनों तक खुद को अपडेट रखना होगा।
- 6.6 **Performance security deposit Rs. 20,000/- (Rupees twentyfive thousand only) has to be deposited by the successful tenderer within ten days (10) days of the award of tender/work. The performance security may be furnished in the form of FDR/Bank Guarantee issued by any Scheduled/Nationalized Bank.**  
सफल निविदाकर्ता द्वारा निविदा/कार्य अवार्ड होने के 10 दिनों के भीतर प्रदर्शन सुरक्षा जमा रु 20000/- (रुपये पच्चीस हजार केवल) जमा किया जाना है। प्रदर्शन सुरक्षा किसी भी अनुसूचि/राष्ट्रीयकृत बैंक द्वारा जारी एफडीआर/बैंक गारंटी के रूप में प्रस्तुत किया जा सकता है।
- 6.7 **If the successful tenderer fails to furnish the required performance security within the specified period, its EMD will be forfeited.**  
यदि सफल निविदाकर्ता निर्धारित अवधि के भीतर आवश्यक प्रदर्शन सुरक्षा प्रस्तुत करने में विफल रहता है, तो उसकी ईएमडी जब्त कर ली जाएगी।
- 6.8 **Performance security deposit would be refunded without any interest, after successful completion of contract in all respects to the satisfaction of WIHG.**  
अनुबंध के सफल समापन और WIHG की सभी तरह की संतुष्टि के बाद प्रदर्शन सुरक्षा जमा को बिना किसी ब्याज के वापस किया जाएगा।
- 6.9 **In case of poor performance or regular delays or inferior quality of paper used/printing, a suitable penalty is likely to be imposed, which will be decided by an internal committee and recovered from the press/printer's bill.**  
खराब प्रदर्शन या नियमित रूप से देरी या इस्तेमाल किये/मुद्रण कागज की घटिया गुणवत्ता के मामले में, एक उपयुक्त दंड लगाया जा सकता है जिसका निर्णय एक आंतरिक समिति द्वारा लिया जाएगा और प्रेस/प्रिंटर के बिल से वसूला जाएगा।
- 6.10 **In case of continuous and perpetual poor performance', the Director reserves the right to cancel the contract and forfeit the security deposit.**  
निरंतर और सतत खराब प्रदर्शन के मामले में, निदेशक को अनुबंध रद्द करने और सुरक्षा जमा अर्थदंड का अधिकार होगा।
- 6.11 **The printed copies of the publications, if found defective, will be replaced/redone by the press/printer free of cost.**  
प्रकाशनों की मुद्रित प्रतियां, यदि दोषपूर्ण पायी जाती हैं, प्रेस/प्रिंटर द्वारा मुफ्त में बदली/पुनः बनायी जाएगी।
- 6.12 **No advance payment will be made for the job. Payment will be made after completion of the work and receiving all copies along with pre-receipted bill and a set of total forms.**  
कार्य के लिए कोई अग्रिम भुगतान नहीं किया जाएगा। कार्य पूरा होने और पूर्व रसीदी बिल के साथ सभी प्रतियां प्राप्त के बाद भुगतान किया जाएगा।
- 6.13 **Rates quoted should be exclusive of all types of taxes i.e. GST etc. which shall be payable at the time of billing.**  
क्वोटेटेड रेट, कर जैसे जी0एस0टी इत्यादि रहित होंगी जिनका भुगतान बिलिंग के दौरान किया जाएगा।
- 6.14 **No paper (paper/card sheet) wastage charges will be given to the press/printer.**  
प्रेस/प्रिंटर को कोई अपव्यय कागज (कागज/कार्ड शीट) शुल्क नहीं दिया जाएगा।
- 6.15 **The bill shall be raised in the name of The Director, WIHG, 33-GMS Road, Dehradun.**  
बिल निदेशक, वाडिया हिमालय भूविज्ञान संस्थान, 33- जीएमएस रोड, देहरादून के नाम पर प्रस्तुत किया जाएगा।
- 6.16 **All copyrights of the publication will be with the Wadia Institute of Himalayan Geology.**  
प्रकाशन के सभी कॉपीराइट वाडिया संस्थान के पास होंगे।
- 6.17 **The contract shall be subject to the Indian laws and jurisdiction of the courts located in Dehradun only and Hight Court Nainital, Uttrakhand.**  
अनुबंध भारतीय कानूनों और केवल देहरादून में स्थित अदालतों (उच्च न्यायालय नैनीताल) के अधिकार क्षेत्र के अधीन किया जाएगा।
7. **The rates should quoted in the format given below (must be quoted in serial number wise):**  
दरें नीचे दिए गए प्रारूप में उद्धृत किया जाना चाहिए (सीरियल नंबर में उद्धृत किया जाना चाहिए)
- 7.1 **Designing/composing of matter (text/table/figure/plate) : per page**  
सामग्री की डिजाइनिंग/कम्पोजिंग (टेक्स्ट/टेबल/चित्र/प्लेट) : प्रति पृष्ठ



- 7.2 Complete processing & printing of matter (text/table/figure/plate) in single colour with P.S. Plate - one form of four pages (upto 1000 copies with one form): per form  
पी.एस. प्लेट के साथ सिंगल कलर में सम्पूर्ण प्रसंस्करण और सामग्री मुद्रण (टेक्स्ट/टेबल/चित्र/प्लेट) – चार पृष्ठों का एक फार्म (एक फार्म के साथ 1000 प्रतियों तक): प्रति फार्म
- 7.3 Complete processing & printing of matter (text/table/figure/plate) in double colour with P.S. Plate - one form of four pages (upto 1000 copies with one form): per form  
पी.एस. प्लेट के साथ डबल-कलर में सम्पूर्ण प्रसंस्करण और सामग्री मुद्रण (टेक्स्ट/टेबल/चित्र/प्लेट)–चार पृष्ठों का एक फार्म (एक फार्म के साथ 1000 प्रतियों तक): प्रति फार्म
- 7.4 Complete processing & printing of matter (text/table/figure/plate) in multi-colour with P.S. Plate - one form of four pages (upto 1000 copies with one form): per form  
पी.एस. प्लेट के साथ मल्टी-कलर में सम्पूर्ण प्रसंस्करण और सामग्री मुद्रण (टेक्स्ट/टेबल/चित्र/प्लेट) – चार पृष्ठों का एक फार्म (एक फार्म के साथ 1000 प्रतियों तक): प्रति फार्म
- 7.5 Cover designing and complete processing & printing in multi-colour with P.S. Plate - one cover of four pages (upto 1000 copies with one cover): per cover  
पी.एस. प्लेट के साथ मल्टी-कलर में कवर डिजाइनिंग व सम्पूर्ण प्रसंस्करण और मुद्रण – चार पृष्ठों का एक कवर (एक कवर के साथ 1000 प्रतियों तक): प्रति कवर
- 7.6 Thermal lamination: per book  
थर्मल लेमिनेशन: प्रति किताब
- 7.7 Perfect binding: per book  
परफेक्ट बाइंडिंग: प्रति किताब
- 7.8 Perfect binding with thread sewing: per book  
धागा सिलाई के साथ परफेक्ट बाइंडिंग: प्रति किताब
- 7.9 Centre pin binding: per book  
केंद्र पिन बाइंडिंग: प्रति किताब
- 7.10 Hardbound binding- with cover pasted on cardboard: per book  
हार्डबाउंड बाइंडिंग, गत्ते पर चिपकाये कवर के साथ: प्रति किताब
- 7.11 Folding (map/folder): per copy  
फोल्डिंग (मानचित्र/फोल्डर): प्रति कॉपी
- 7.12 Art paper - 80 gsm - 23"x36" (Mat): per ream (500 sheets)  
आर्ट पेपर – 80 जीएसएम – 23"x36" (मेट) प्रति रिम (500 शीट)
- 7.13 Art paper - 100 gsm - 23"x36" (Mat): per ream (500 sheets)  
आयातित आर्ट पेपर – 100 जीएसएम – 23"x36" (मेट) प्रति रिम (500 शीट)
- 7.14 Art paper - 130 gsm - 23"x36" (Mat): per ream (500 sheets)  
आयातित आर्ट पेपर – 130 जीएसएम – 23"x36" (मेट) प्रति रिम (500 शीट)
- 7.15 Art paper- 150 gsm - 23"x36" (Mat): per ream (500 sheets)  
आयातित आर्ट पेपर – 150 जीएसएम – 23"x36" (मेट) प्रति रिम (500 शीट)
- 7.16 Ledger paper - 90 gsm - 23"x36": per ream (500 sheets)  
लेजर पेपर – 90 जीएसएम – 23"x36" प्रति रिम (500 शीट)
- 7.17 Art card sheet for cover- 300 gsm (Mat): per book  
कवर के लिए आर्ट कार्ड शीट– 300 जीएसएम (मेट) प्रति किताब
- 7.18 Other charges: GST etc. if applicable  
अन्य प्रभार: जी.एस.टी. आदि यदि लागू हों

Your e-tender must be submitted online on or before **15.05.2025 by 01:00 P.M.** along with scanned copies of all relevant documents as per Annexure – I to V. All hard copies of relevant documents and copies of own printed journals/books along with EMD and samples of material like paper/card sheet, etc are also to be submitted. The e-tenders will be opened on **16.05.2025 at 01:00 hrs.** In case the tender opening day happens to be a holiday due to any reason, the tenders will be opened on the next working day. The interested tenderers may participate in the tender opening.

Thanking You,

Store & Purchase Officer

Encl: Annexure-I, II, III, IV, V

**INDEX/CHECK LIST  
DOCUMENTS/INFORMATION ENCLOSED WITH E-TENDER**

Sl. No	Particular/description of documents/information	Compliance	Page No.(s)
1.	Scanned copy of PAN (Duly stamped & signed)	Yes / No	
2.	Scanned copy of TIN/GST No. (Duly stamped & signed)	Yes / No	
3.	Whether having their own in-housing establishment (within about 100 km radius of the Institute) i.e. composing, processing, printing, cutting, binding units etc. in their premises? If yes, please specify the followings separately (Duly stamped & signed) a) Single colour sheet fed offset machine b) Four colour sheet fed offset machine c) Cutting, sewing/stitching, and binding units etc. d) Complete in-house arrangements for designing, composing, processing, printing, etc. with sufficient power backup e) Any other	Yes / No	
4.	Scanned copies of documents related of past experience of firm/tenderer for designing and printing of books and journals in last two years (Duly stamped & signed)	Yes / No	
5.	Whether submitted the hard copy of duly signed & stamped sample papers (physically/by post) as per specifications?	Yes / No	
6.	Whether submitted the hard/print copy (physically/by post) of the printed in last two years, like journal/magazine/book etc. (min. 2-3 publications)?	Yes / No	
7.	Any other document/information (Please specify)	Yes / No	
8.	Whether the terms and conditions of tender are acceptable?	Yes / No	

Declaration: It is certified that the information contained hereinabove is true and correct, no part of it is false and nothing material has been concealed there from.

घोषणा: यह प्रमाणित किया जाता है कि ऊपर निहित जानकारी सत्य और सही है, इसके बारे में कोई हिस्सा झूठा नहीं है और कुछ भी सामग्री छुपा कर नहीं दी गयी है।

Signature of authorized signatory :.....

Name of authorized signatory :.....

Date :.....

Mobile :.....

Landline & Fax :.....

E-mail :.....

**TENDER SUBMISSION UNDERTAKING**

To,

Store & Purchase Officer  
Wadia Institute of Himalayan Geology,  
33, GMS Road, Dehradun

Subject: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Name of Tender/Work:

Dear Sir,

1. I/We have downloaded/obtained the tender documents(s) for the above mentioned 'Tender/Work' from the website(s) namely: \_\_\_\_\_ 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 all (including all documents like annexures(s), etc.), which form part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organizations too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender documents(s)/corrigendum(s) in it's totally/entirety.
5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely along with taking action as per other remedies available under law.
6. I/We shall keep ourselves updated till 04 days of opening of technical bid for corrigendum/addendum itself by your office.
7. Public Procurement (preference to make in India), Order 2017 and revisions thereto shall also govern any contract made or entered into as a result of this tender process. The Purchase preference shall be given to local supplier in consonance with Public Procurement Order (Preference to Make-in-India), Orders. All the bidders must upload undertaking/declaration as per Annexure-III with the Technical Bid.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)



## Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Click **here to Enroll**" on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.



- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee/EMD as applicable and enter details of the transaction no. (UTR No.) at appropriate place.
- 4) Bidder should deposit the EMD as per the instructions specified in the tender document. The details of the EMD/tender fee should be filled carefully at specified place well before the closure time of the bid as indicated in the tender form. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the  coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

**ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person at email ids: stores@wihg.res.in and store\_gen@wihg.res.in.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 2337315.

A format name Tender Submission Undertaking as per Annexure-III is also to be submitted online.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)



**DECLARATION CERTIFICATE**

(To be duly filled, signed and submitted/uploaded along with Technical bid documents on company's Letter head)

To  
The Director,  
WIHG, Dehradun-248001,

Sub: Tender No: \_\_\_\_\_ Opening On \_\_\_\_\_  
For \_\_\_\_\_

Sir,  
I, the undersigned, \_\_\_\_\_, do hereby declare, in my capacity as Proprietor/Partner/Director of M/s \_\_\_\_\_ the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have read and understood the requirement of local content (LC) and the same is specified as percentage calculated in accordance with the definition provided at clause 2 of revised Public Procurement (preference to Make in India) Order 2017.
- (c) I have satisfied myself that the goods/services/works to be delivered in terms of the above specified bid comply with the local content requirements as specified in the tender for 'Class-I Local Supplier' / 'Class-II Local Supplier', and as above.
- (d) With reference to Public Procurement (preference to Make in India) Order:

1	Select one of the following only. 1) Class-I Local Supplier -	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	2) Class-II Local Supplier	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(Note: Class-II local supplier means a supplier or service provider, whose goods, services or works offered for procurement, has content more than 20% but less than 50%, as defined under this order, If local content more than or equal to 50% then it is a class-I local supplier.				

- (e) The local content calculated using the definition given above are as under:

Item Name	Local content calculated as above % (100%)	Location of value addition (Location shall be the specified as name of city or district, etc. Location as name of country will be considered as ambiguous and such bids shall be rejected.

Local content percentage shall be declared item wise or tender wise strictly as per the terms of the tender/BID.

**Place:**  
**Date:**

**Signature:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Stamp:** \_\_\_\_\_

**Form of Bid-Securing Declaration**

Bid No.:

To

The Director,  
Wadia Institute of Himalayan Geology,  
Dehradun

We, the undersigned, declare that:

Important:- Applicable for only bidders, those who have exempted from EMD.

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the Wadia Institute of Himalayan Geology, if we are in breach of our obligation(s) under the bid conditions, because we:

- a) Have withdrawn our Bid during the period of one month bid validity specified in the letter of bid:  
or
- b) Having been notified of the acceptance of our bid by Wadia Institute of Himalayan Geology the during the period of bid validity,
  - (i) fail or refuse to execute the contract, if required, or
  - (ii) fail or refuse to furnish the Security deposit, in accordance with tender condition.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of:

- (i) our receipt of your notification to us of the name of the successful Bidder: or
- (ii) Twenty-eight days after the expiration of our bid.

Signed:

Name:

Duly authorized to sign the bid for and on behalf of:

Date: