



भाकृ अनुप – भारतीय कदन्न अनुसंधान संस्थान
ICAR – INDIAN INSTITUTE OF MILLETS RESEARCH

(ज्वार अनुसंधान निदेशालय-DIRECTORATE OF SORGHUM RESEARCH)

राजेन्द्रनगर, हैदराबाद/Rajendranagar, Hyderabad-500030

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F.No.4-112/21-22/ST/Annual Report

Date: 03-06-2021

LIMITED TENDER - ENQUIRY

To _____

Sub:- Quotation for Printing of IIMR Annual Report - 2020 –reg...

We are interested in **Printing of the following**, detailed specifications, quantity required etc. are as below. Please forward your quotation in **two-way bid system** in a sealed cover with super scribing of enquiry number and date addressed to the Director,(IIMR) Rajendranagar, Hyderabad-500030.

Enquiry should be submitted in sealed envelope. The envelope shall be addressed to the Director, (IIMR) Rajendranagar, Hyderabad -500030. (Purchaser) and it should also bear the tender enquiry number and name of the **Printing of IIMR Annual Report 2020**.

1. **Date and time for submission of quotation – on or before 17th June, 2021 up to 02.00 pm**
2. **Date and time for opening of technical bid 18th June 2021 at 02.30 pm**

In the event of date specified proposal submission for Enquiry Receipt declared as closed holiday for Office, the due date for the submission of the Enquiry will be the following working day.

PROPOSAL SUBMISSION:

Interested bidders should submit both technical and financial proposals in two parts namely.

a **Technical Proposal -- Part “A”**

b **Financial Proposal -- Part “B”**

The technical and financial proposal must be submitted in two separate sealed envelopes indicating clearly on envelopes as **“TECHNICAL PROPOSAL”** and **“FINANCIAL PROPOSAL”**. Financial proposal to indicate a warning **“DO NOT OPEN WITH THE TECHNICAL PROPOSAL”**. The envelopes containing

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the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the title of the assignment “**Printing of IIMR Annual Report 2020**”.

Technical Proposal will be prepared considering the detailed specifications of the work as mentioned in **Annexure - I**. On the basis of detailed specification a check list is attached as **Annexure- II** which is must to be submitted along with the technical proposal, duly signed and sealed. The technically qualified bidders will be informed the date & time of opening of Financial Bid.

FINANCIAL PROPOSAL CONTENT

Financial proposal (In Indian Rupees) should be in the form of a lump sum amount inclusive of all taxes etc., for the said “**Printing of IIMR Annual Report 2020**” **and should be submitted in the attached Annexure – III only.**

Sd/-

Assistant Administrative Officer(S)

Technical Proposal

Sl. No	Specification	Yes/No
01	<ul style="list-style-type: none"> • Title of the book : IIMR – Annual Report 2020 • No. of Pages:100 approx • Size : ¼ demi (8.5’’ x 11’) • No. of copies: 500 No’s • Outer Cover : 300 GSM foreign art card • Inner pages: 130 GSM fine quality art paper • Print: Multi colour • Lamination: Spot UV with mat finish lamination • Binding: perfect binding & trimming • Delivery at : IIMR Rajendranagar, Hyderabad 	

1. Typing of the text of each manuscript should be done by the person who have knowledge of respective languages thoroughly.
2. Proof reading material of each booklet should be provided in color printout time to time.
3. Job will be initiated immediately after issuing the order.
4. The job must be completed within time frame and delivered the materials within dues date without fail.
5. Mention the cost of printing charges for additional pages if it exceeds 100 pages.

**RATE QUOTED SHOULD INCLUDE CHARGES FOR PLATE MAKING, PAGE MAKING & SETTING, DRUM SCANNING, PHOTOGRAPHS SCANNING, PERFECT BINDING, TRIMMING, TRANSPORTATION, TAXES AND ANY OTHER RELATED CHARGES.

BEFORE SUBMITTING THE QUOTATION, you are requested to read the detailed instructions mentioned overleaf.

Date: _____

Signature & Seal of the Firm

Email: _____

Ph .No (Office): _____

Cell: _____

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Check list

Annexure-II

to be Minimum requirements checked at the time of opening tender by committee

1	Validity of the quotation :90 Days	Y/N	
2	Delivery period : 30 DAYS	Y/N	
3	ORIGINAL- Tender form must be submitted duly signed and Stamped on each page	Y/N	
4	One Bidder one Quotation only	Y/N	
5	copy of firm registration Certificate	Y/N	
6	Copy of PAN card	Y/N	
7	copy of GST Certificate	Y/N	
8	Sign of the firm on all pages	Y/N	
9	Price Quote must be in the format enclosed Annex-III	Y/N	
10	The annual gross turnover of the firm should be not less then Rs. 5 LAKHS at least for three years during last three years. 2017-2018 2018-2019 2019-2020 (Pl. enclose copies of ITRA/Audited balance sheet and P&L account etc., duly certified by chartered accountant.	Y/N	
11	Printing certificate of work orders of last 2 years in any government department	Y/N	
12.	Certificate of Non-Blacklisting	Y/N	

Signature of the bidder

Financial Proposal

Sl. No	Specification	Amount
1	<ul style="list-style-type: none">• Title of the book : IIMR – Annual Report 2020• No. of Pages:100 approx• Size : ¼ demi (8.5’’ x 11’)• No. of copies: 500 No’s• Outer Cover : 300 GSM foreign art card• Inner pages: 130 GSM fine quality art paper• Print: Multi colour• Lamination: Spot UV with mat finish lamination• Binding: perfect binding & trimming• Delivery at : IIMR Rajendranagar, Hyderabad• Mention the cost of printing charges for additional pages if it exceeds 100 pages	

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Date: _____

Signature & Seal of the Firm

Email: _____

Ph .No (Office): _____

Cell: _____

Bid Securing Declaration Form

To

(insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

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

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)
in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration) Duly
authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

IMPORTANT INSTRUCTIONS

1. No advance payment will be made.
2. The price quoted should be F.O.R, RAJENDRANAGAR, HYD-30, preferably door delivery to IIMR premises.
3. Your rate(s) should include packing forwarding etc. The sales tax etc., should be clearly indicated separately wherever chargeable.
4. Payments will be made electronically within 30 days after the receipt of materials in good condition & satisfactory report by the indenter. The bidders are requested to attach a copy of RTGS details along with Financial Bid for making online payment through RTGS.
5. The acceptance of the quotation will rest solely with the Director, DSR and reserves the right to reject or partially accept any or all the quotations received without assigning any reasons thereof.
6. Time is the essence of the order as our requirements are connected with time targeted research programme, or other assignments. The date of delivery should be strictly adhered to. Liquidated damages will be levied as per ICAR/Govt. of India orders from time to time, the delivery schedule is not adhered to. Part supplies will not be accepted under any circumstances.
7. YOUR QUOTATION SHOULD BE VALID ATLEAST FOR THREE MONTHS FROM THE DATE OF SUBMISSION.
8. This office will not be held responsible for any postal delay.
9. You should also prepare to deposit security money in case of finalization of the order in your favour.
10. Submit your RTGS details along with the Financial Bid only.

