



F.No.4-112/20-21/ST

Date.18.12.2021

**NOTICE INVITING TENDER THROUGH E-PROCUREMENT**

Online Bids are invited from the interested bidders under **two bid system for different printing works** at Indian Institute of Millets Research (IIMR), Rajendranagar, Hyderabad-500030. **Manual bids shall not be entertained.** Tender documents may be downloaded from E-Procurement website of CPPP <https://eprocure.gov.in/eprocure/app> as per the schedule as given in **CRITICAL DATE SHEET** as under:

**DETAILS OF TENDER FEE AND E.M.D. OF THE PUROCUREMENT**

Sl. No.	Name of the Procurement	Quantity (No's)	Tender Fee (₹.)	EMD (₹.)
1.	<b>Printing &amp; Supply of Annual Reports, Books, Inspirational stories, Millet Recipes etc.,</b>	As per our Requirement	NIL	NIL

**CRITICAL DATE SHEET**

Tender No.	<b>F.No.4-112/20-21/ST</b>
Date and Time for Issue/Publishing	18-12-2021 at 04:00 PM
Document Download Start Date and Time	19-12-2021 at 10:00 AM
Bid Submission Start Date and Time	19-12-2021 at 10:00 AM
Bid Submission End Date and Time	10-01-2022 at 10:00 AM
Date and Time for Opening of Bids	11-01-2022 at 10:00 AM
Address for Communication	Asst. Administrative Officer (Stores) ICAR-Indian Institute of Millets Research, Rajendranagar, (R.R. District) Hyderabad-500030, T.S.

**Asst. Administrative Officer (Stores)  
On behalf of Director, IIMR.**

## CHECK LIST

The following documents Duly signed & Scanned copies PDF files to be uploaded.

S.no.	Document	Page No.
1	Bid Declaration Form as per <b>Annexure- I</b>	
2	Scanned copy of the duly-filled and signed "Bidder's Profile" as per <b>Annexure - II</b>	
3	Scanned copy of the signed "Compliance sheet of Technical Specification" as per <b>Annexure – III.</b>	
4	Scanned copy of the duly filled and signed "Tender Acceptance Letter" as per <b>Annexure IV.</b>	
5	Non-Blacklisting certificate on letter head duly signed and stamped	
6	Annual turnover not less than Rs14 lakhs duly certified by CA for the financial year 2018-19,19-20 and 20-21	
7	IT returns for the financial year 2018-19,19-20 and 20-21	
8	GST No.	
9	PAN Card	
10	Firm's registration under Shop Act/Company Act	
11	Works orders related to printing from State/Central govt. departments	

**Note: The documents should be provided strictly as per checklist failing which Bid is liable to get rejected.**

Signature of authorized signatory  
Name .....  
Designation.....  
Seal  
Mobile No.....  
Email.ID.....

## 1) INSTRUCTIONS FOR ONLINE BID SUBMISSION

### 1.1 Bidding Process:

- 1.1.1. The bidder shall submit the bids electronically, through e-procurement system (<http://eprocure.gov.in/eprocure/app>). **Any document submitted through any other means will not be considered as part of Bid except for the Originals as asked in this tender.**
- 1.1.2. The tendering process shall follow two-part bidding. Bid shall be submitted in two parts, Technical Bid and Price Bid.
- 1.1.3. In the first stage, only Technical bid will be opened online and evaluated.
- 1.1.4. The Bid shall be considered responsive provided it meets all the specified requirements under this tender including technical specifications (**Annexure III**) and check list of tender document.
- 1.1.5. In the second stage, Price Bids of only those bidders, whose bids are found qualified in Technical Bid, will be opened. Date of Opening of Price Bids would be notified separately.

### 1.2. General instructions:

- 1.2.1 The bidders are requested to submit soft copies of their bids electronically on the CPP Portal, using valid user ID and 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.
- 1.2.2. The tender form/bidding documents may be downloaded from the website: <https://eprocure.gov.in/eprocure/app>. Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual/Offline bids **shall not be accepted** under any circumstances.
- 1.2.3 Tenderers/bidders are requested to visit the website <https://eprocure.gov.in/eprocure/app> regularly for obtaining more information useful for submitting online bids on the CPP Portal. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
- 1.2.4 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. This institute reserves the right to accept or reject any or all the tenders.

### **1.3 Registration:**

- 1.3.1 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 “**Online Bidder Enrollment**” on the CPP Portal which is free of charge.
- 1.3.2 As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 1.3.3 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.
- 1.3.4 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 / nCode / eMudhra etc.), with their profile.
- 1.3.5 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.
- 1.3.6 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.

### **1.4 Searching For Tender Documents: -**

- 1.4.1 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.
- 1.4.2 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.
- 1.4.3 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.

### **1.5 Assistance To Bidders:**

- 1.5.1 Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority (Director/ Head of Office) for a tender or the relevant contact person indicated in the tender.
- 1.5.2 Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24 × 7 CPP Portal Helpdesk.

### **1.6 Preparation Of Bids:**

- 1.6.1 Bidder should take into account of any corrigendum published on the tender document before submitting their bids.
- 1.6.2 Please go through the tender advertisement and the tender document carefully to understand the documents required to be uploaded as part of the bid. Please note the number of files, in which the bid documents have to be uploaded, indicating the number of documents – including the names and content of each of the document. **Any deviation from these may lead to rejection of the bid.**
- 1.6.3 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 / JPG formats. Documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 1.6.4 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, TIN, Annual Turnover details, Auditor Certificates etc.) has been provided to the bidders. Bidders can use “My Space” or Other Important Documents” 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.

### **1.7 Submission Of Bids:**

- 1.7.1 Bidder should log on to the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission date & time. Bidder will be responsible for any delay due to any issues/ reason.

- 1.7.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 1.7.3 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 white 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. The final price to be quoted in the financial bid (BoQ) should be the sum of quoted prices of all the individual works/items.**
- 1.7.4 The server time (which is displayed on the bidder's 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.
- 1.7.5 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. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers / bid openers public keys.
- 1.7.6 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 1.7.7 Upon the successful and timely submission of bids (i.e after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid number and date & time of submission of the bid with all other relevant details.
- 1.7.8 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.

## **1.8. Clarifications Of Bids**

- 1.8.1 The Purchaser may, at its discretion, seek clarification(s) from the Bidder during examination, evaluation and comparison of bids. The written response/clarification in

this regard shall be submitted by the authorized signatory of Bidder through e-mail or fax or post. In case the Bidder fails to submit the desired information/clarification sought by the Purchaser within stipulated time, further evaluation of its bid will not be carried out and the Purchaser reserves the right to reject the bid. (Technical clarification only).

## **1.9 Contacting The Purchaser**

1.9.1 Any clarification/query related to the Bidding document may be addressed to the Tender Inviting authority through e-mail or fax as per the details given above. Clarification/queries received, within due date and time mentioned in the NIT will only be entertained.

1.9.2 Any effort to influence the purchaser during bid evaluation process or contact award process may result in the rejection of the Bidders' bid.

## **2. BID EVALUATION CRITERIA**

### **2.1 MODE OF SUBMISSION OF BID**

#### **2.1.1 TECHNICAL BID:**

The technical bid shall be complete in all aspects and contain all information asked for in this document. Technical Bid shall comprise the following:

- 2.1.1.1 Scanned copy of the duly-filled and signed "Bid Securing Declaration form" as per **Annexure I**.
- 2.1.1.2 Scanned copy of the duly-filled and signed "Bidder's Profile" as per **Annexure - II**
- 2.1.1.3 Scanned copy of the signed "Compliance sheet of Technical Specification" as per **Annexure – III**.
- 2.1.1.4 Scanned copy of the duly filled and signed "Tender Acceptance Letter" as per **Annexure IV**.

*Purchaser reserves the right to verify the submitted documents with original one in case of need.*

### **2.2 PRICE BID :**

**2.2.1** The financial bid will be as per BOQ. **Price bid should not be submitted along with technical bid, otherwise bid will be rejected.**

**2.2.2** The Price bid format is provided as BoQ\_XXXX.xls along with this tender document at <http://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ\_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the Price Bid. Bidder shall not

tamper/modify the downloaded price bid template in any manner. In case the Price format is found to be tempered/modified in any manner, and then Bid will be Summarily rejected, Bidder is liable to be banned from doing business with the Purchaser.

- 2.2.1 The Prices should be quoted only in INR and item wise evaluation will be done.
- 2.2.2 If any bidder quotes Nil charges/consideration, the bid shall be treated as unresponsive and will not be considered.

### **2.3 OPENING OF TECHNICAL BIDS:**

- 2.3.1 The Purchaser will open the bids as per electronic bid opening procedures specified in CPPP at the specified date and time. Bidders can also view the bid opening by logging on to the e-procurement system. Specific bid opening procedures are laid down at <http://eprocure.gov.in/eprocure/app> under the head “Bidders Manual Kit”. The Bidder will be at liberty to be present either in person or through an authorized representative at the time of opening of the Bid or they can view the bid opening event on online at their remote end.
- 2.3.2 No representative will be allowed to attend the Bid Opening event at the Purchaser’s location without **valid Bid acknowledgement** slip received after submission of Bids.
- 2.3.3 In the event of the specified date of bid opening declared a holiday for purchase, the bids shall be opened at the specified time and place on the next working day.

### **2.4 EXAMINATION AND EVALUATION OF TECHNICAL BIDS :**

- 2.4.1 The Purchaser shall evaluate Technical Bids based on the documents submitted as per **Check list**.

### **2.5 EVALUATION OF PRICE BIDS:**

- 2.5.1 Price Bid of only technically qualified bidders shall be opened and evaluated.
- 2.5.2 Evaluation shall be done item wise (inclusive of all applicable taxes and duties).

### **2.6 LOWEST BIDDER:**

- 2.6.1 On completion of Price Bids item wise evaluation process, the Bidder whose Evaluated Price is found to be the lowest would be the L-1 Bidder for each item/category.
- 2.6.2 In case of tie in the Evaluated Price of multiple bidders, the Bidder would be evaluated in terms of experience. More experience



## **2.7 WORK ORDER**

- 2.7.1 The L-1 Bidder will be considered as successful Bidder for entering into agreement for printing works.
- 2.7.2 Approved rates will be valid for **one** year from the date of entering into the agreement, subject to extension by one more year by mutual agreement.
- 2.7.3 **The acceptance of the contract along with work agreement shall be submitted within 10 days from the date of intimation.**
- 2.7.4 After signing of contract only the work orders will be placed which has to be completed within the stipulated time period.

## **3. TERMS AND CONDITIONS and BIDDING DOCUMENT**

- 3.1 The Bidder is expected to examine all instructions, forms, following terms and conditions, eligibility criteria and technical requirements of the tender document. **Failure to furnish any required information will be at the Bidder's risk and may result in the rejection of their bid.**
- 3.2 The tenderer should follow the instruction for online submission for both Technical and Price bids.
- 3.3 The Bidder must be a registered entity either a manufacturer or sole proprietor/individual company/Partnership Firm/Cooperative Society/Corporation.
- 3.4 Consortium of Companies is not allowed.
- 3.5 Bidder shall upload self-attested and valid copy of the following along with Technical bid.
- 3.6 Deviation on lower side of technical specifications as per Annexure III shall not be considered. Thus, the bidder must ensure before bidding that the product being quoted is meeting all the technical requirements mentioned substantiated with proper technical datasheets/documents
- 3.7 The tenderer shall quote rates including the delivery and all other incidental charges. Taxes, if any should be indicated separately in the BOQ itself.
- 3.8 **Bid Validity:** The rates quoted shall be valid for **180** days from the date of opening of tender. The bidder should agree to extend date for another **30 days** in case demanded by ICAR-IIMR.
- 3.9 No variation in terms of quality of the items shall be entertained or else Bid Security.

- 3.10 **Delivery period:** The successful firm shall have to supply the material as per work Purchase order from the date of confirmed work order. If the material is not supplied within the time limits, liquidity damages shall be levied @ 0.5% per week subject to maximum of 10% of the order value, in addition to forfeiting Bid Security amount suitable legal action will be taken against the firm.
- 3.11 The contractor/bidder or his representative may contact the Senior Administrative Officer/ Assistant Administrative Officer (Stores) at Telephone No.040- 24599306/ 24599308 for any further clarification.
- 3.12 Merely quoting of lowest rates does not mean that order shall be given to that firm. The Competent Authority will finally decide on the basis of quality and past performances.
- 3.13 Payment: 100% payment will be released only after satisfactory supply of material duly certified by the concerned officer to this effect.
- 3.14 Rates once finalized will not be enhanced during the period of the contract.
- 3.15 Successful bidder should deposit a performance security of 3% of contract value for period of one year within 15 days after the issue of contract order.
- 3.16 In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded, for whatsoever reason(s), to honor the contract/delivery of the item (s), the **Performance Security deposited would be forfeited.**
- 3.17 Any disputes arising out of this order will be subject to the jurisdiction of Ranga Reddy District
- 3.18 The Director, ICAR-IIMR reserves the right to cancel the whole tender at any time during the current period without giving any reason.
- 3.19 The Director, ICAR-Indian Institute of Millets Research, Rajendranagar (R.R. District) Hyderabad-500030, shall have the right to reject all or any of the offers, accept more than one offer, and assign part of the job.
4. **AMENDMENT TO TENDER:** At any time, prior to the deadline of submission of the bids, the Purchaser may, for any reason, whether at its own initiative or in response to any clarification requested by prospective bidder(s), modify the tender's condition/term/specification by way of amendment/ corrigendum two *days* before the last of date of submission. Hence, bidders are requested to go through the e-portal periodically and also IIMR website for changes, if any, may be noted accordingly. IIMR will not be held responsible if the bidder does not notice the changes.

5. **MODIFICATION OF BIDS** : Bidder may modify its bid on the e-procurement /CPP portal (<http://eprocure.gov.in/eprocure.app>) before **two days prior** to the last date of bid submission. Modification of the bid sent through any other means shall not be considered by the Purchaser.

6. **LATE BIDS**:The e-procurement system will not allow any late/delayed submission of bids after due date and time as per server system.

7. **RIGHT TO ALTER QUANTITIES**

9.1 The Purchaser reserves the right to reduce or increase the quantity to be purchased on the same terms and conditions.

8. **INSPECTION AND ACCEPTANCE**

11.1 Purchaser reserves the right to carry out pre-dispatch inspection at Bidder's factory/premises. The Bidder shall keep the sampled material ready for inspection and shall provide all assistance for inspection. There shall not be any additional charges for such inspection.

11.2 In case of receipt of any damaged item, the same shall be replaced by the Supplier with a new one at no additional cost to the Purchaser. The replaced item shall be supplied immediately so that its acceptance is completed within the time schedule as mentioned in supply order failing which Liquidated Damage, as per the terms and condition of the tender shall be applicable.

11.3 At the time of delivery the material shall be verified by the Purchaser for ascertaining the material in accordance with the technical specifications. The material non-conforming to the same shall be replaced / rectified by the Supplier to the Purchaser's satisfaction. If during the supply, it is found that more than 10% of the ordered quantity of material fail to perform as per technical specifications, then the Purchaser shall have right to reject all material supplied and encash the Performance Security.

9. **TERMINATION OF CONTRACT**

12.1 The Purchaser without prejudice to any other remedy for breach of Contract, by giving **30 (Thirty) days** written notice to the supplier, may terminate this contract in whole or in part, if the supplier fails to perform any obligation(s) under the Contract.

12.2 The Purchaser may also at any time terminate the Contract by giving **30 (Thirty) days** written to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent.

- 12.3 In case of Termination of Contract due to default on part of Supplier, the Performance Security submitted by the Supplier shall be encashed by the Purchaser. Termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Purchaser.

## **10. DISPUTES AND ARBITRATION**

- 13.1 All matters relating to any dispute which may arise during the execution of the contract shall be referred to Arbitration of an Arbitrator to be mutually agreed upon between the parties. In the case of failure, the dispute shall be referred to the Award of two Arbitrators, one to be appointed by Contractor and the other by IIMR. The two Arbitrators shall appoint an Umpire in advance of their consideration of any point of dispute. The decision of the Arbitrator in the case of former and that of the Umpire in the case of latter shall be final and conclusive and binding on both the parties. The provisions of the Indian Arbitration Act, 1996 and the Rules made there-under and any statutory modification thereof shall be deemed to form a part of contract.
- 13.2 The venue of such Arbitration shall be at Hyderabad only. Arbitration suits or any other claims filed in any Court of Law outside Hyderabad City will not be binding on IIMR.

## **11. FORCE MAJEURE**

- 15.1 Notwithstanding the above provisions, the Supplier shall not be liable for penalty or termination of contract if and to the extent that the delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to the following:
- 15.1.1 war (whether declared or not), hostilities, invasion, acts of foreign enemies, rebellion, revolution, insurrection of military or usurped power, or civil war;
  - 15.1.2 act of any political or religious incidence;
  - 15.1.3 acts of terrorism;
  - 15.1.4 riots, civil commotion or disorder, industry wide strike; or
  - 15.1.5 natural calamities like flood, earthquake, cyclone, fire, etc.
- 15.2 The decision of Purchaser to accept an event claimed by the Supplier as Force Majeure will be final and binding on the Supplier.

15.3. If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract.

**17 PAYMENT CONDITIONS:**

17.1 The payment shall be made only in Indian Rupees only after duly certified by the concerned Officer to this effect, subject to deduction of Liquidated damages as per terms and conditions.

17.2 The Supplier/firm should submit the invoice in triplicate. The invoice should contain the Sales tax/ GST registration number and there should not be any overwriting/cuttings/corrections.

**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)

**BIDDER'S PROFILE**  
(Should be Uploaded on letter head of the firm)

Name of the Firm	
Address for Correspondence	
Contact Person Name and Designation	
Mobile and Fax	
Email ID for correspondence	
Type of Firm (Sole Proprietor/Manufacture/Partnership firm/Limited Company/Corporation/Society)	Registration Certificate of the Company or Dealer/Agent Certificate.
Income Tax Registration /PAN No. (pls. upload self-attested copy)	
GST registration Certificate (pls. upload self-attested copy)	
The annual gross turnover of the firm should not be less than <b>Rs. 14 lakhs</b> at least for three years during last five years. (pls. enclose Audited balance sheet and P&L account duly signed by CA or Self attested).	
a) 2015-16	
b) 2016-17	
c) 2017-18	
d) 2018-19	
e) 2019-20	
Upload the Compliance of Technical Specification as per Annexure IV	
Details of upload Bid Security form	
Copy of Bank Details	

Signature of authorized signatory  
Name & Designation  
Seal  
Schedule of Tender Article

**ANNEXURE-III**

**TECHNICAL COMPLIANCE STATEMENT**  
**specifications for various Publications at IIMR-Hyderabad**

Sl. No.	Item	Specification	Quantity	Rate may be quoted for	Compliance report (Yes/No)
1	<b>Annual Report</b>	Book size: 7 X 9.5 inches Print Type: Multi colour print Lamination: Spot UV Lamination Cover page: 300 GSM Inner pages: 160 GSM Number of Pages: 150 apprx.(Back to Back) Others: Binding , trimming and delivery at the Institute.	300 copies	300 copies	
2	<b>Books (Different types of books)</b>	Book size: 8.5 X 11 inches Print Type: Multi colour print Lamination: Spot UV Lamination Cover page: 300 GSM Inner pages: 160 GSM Number of Pages: 200 apprx. (Back to Back) Others: Binding , trimming and delivery at the Institute.	2000 copies	300 copies	
3	<b>Millet Recipes (Both Hindi &amp; English)</b>	Book size: 9 x 9 inches Print Type: All pages Multi colour print Lamination: Matt Lamination & Spot UV Cover page: 300 GSM Inner pages: 180 GSM Number of Pages: 180+4 apprx. (Back to Back) Binding :Folding, Gathering, Stitching and Perfect Binding Others: Delivery at the Institute.	3000 copies	3000 copies	
4	<b>100 Inspirational Stories</b>	Book size: 9 x 9 inches Print Type: All pages Multi colour print Lamination: Matt Lamination & Spot UV Cover page: 300 GSM Inner pages: 180 GSM Number of Pages: 208+4 apprx. (Back to Back) Binding :Folding, Gathering, Stitching and Perfect Binding Others: Delivery at the Institute.	3000 copies	3000 copies	

- Cost must be quoted including Page layout, designing and page setting charges.
- Text, figures and tables will be provided in the form of digital softcopy.
- **The participating agency must have their press / office in Hyderabad/Secunderabad.**
- For additional pages, cost will be calculated based on the base price charged for 300/3000 copies.
- **For additional copies over and above 300/3000 copies only paper cost and binding charges will be paid.**
- **For S.No.2, the requirement for 2000 copies is for different types of Books. 300 copies of a particular type of book will be required at a time.**

Signature of authorized signatory  
Name & Designation  
Seal



**TENDER ACCEPTANCE LETTER**  
(Should be Uploaded on letter head of the firm)

Date:

To,

.....  
.....

Sub: Acceptance of terms and 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 web site(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. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedules(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 / organisation 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 document(s)/corrigendum(s) in its totality / entirety.
5. I/we do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/Public Sector Undertaking/ Central Autonomous Bodies.
6. I/we certify that all information furnished by the our Firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Signature of authorized signatory  
Name & Designation  
Seal