



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

(ज्वार अनुसंधान निदेशालय-DIRECTORATE OF SORGHUM RESEARCH)

राजेन्द्रनगर, हैदराबाद/Rajendranagar, Hyderabad-500030

Phone: 040-24599300.Faxno.040-24599304.www.millets.res.in



F.No.4-80/16-17/ST

Date: 26-05-2016

**SHORT TERM ENQUIRY**

To \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

**Sub:- Quotation for Printing work – reg**

We are interested to take up the following **Printing work**. 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 to the Director, IIMR, (DSR), Rajendranagar, Hyderabad-500030.

Enquiry should be submitted in sealed envelope. The envelope shall be addressed to the Director, Indian Institute of Millets Research, (IIMR), Rajendranagar; Hyderabad -500030, (purchaser) and it should also bear the tender enquiry number and name of the work i.e. quotation for **“Printing work”**.

A DD of **Rs.200/-** towards enquiry fees and **₹5000 /-** towards EMD in form of DD in favor” ICAR UNIT-IIMR” Account payable at Hyderabad should be enclosed with technical bid otherwise your enquiry will not be considered. In case of non supply of order as per purchase order/supply order the EMD will be forfeited.

**Date and time for submission of quotation – on or before 10.06.2016 upto 02.00 pm**

**Date and time for opening of technical bid 10.06.2016 at 2.30 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” -- Annexure-I**

b **Financial Proposal -- Part “B” -- Annexure-II**

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 the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the title of the assignment **“Quotation for Printing work”**.

Technical Proposal should be prepared considering the detailed specifications of the work as mentioned in the Annexure-I. On the basis of detailed specification a check list is attached as **Annexure-I&III** which is must be submitted only along with the technical proposal, duly signed and sealed. As the eligibility of the bidder lies on the check list then bidders must go through the checklist and submit the tender accordingly the technically qualified bidders will be informed the date & time of opening of Financial Bid. "The Bidders are at liberty to quote/submit the bid for any category mentioned A to G in the technical bid. Accordingly they may submit the financial bid for that category." Technically qualified bidder will be informed the date and 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 work**" and **should be submitted in the attached Annexure – II only.**

Yours faithfully,

**(Saroj Kumar Singh)**  
**Administrative Officer**

**Technical bid**  
**Technical Specifications for “Printing works”**

[A]

<b>Annual Report 2015-16</b>		
<b>Sl. No.</b>	<b>Specifications</b>	<b>Yes/No</b>
<b>01</b>	<b>Paper type:</b> 110gsm Foreign art paper inside with 300 gsm title page (Cover Page ) with UV spot lamination. <b>Paper Size:</b> 8.5X11.0 inches (1/4 Demy Size). <b>Multi Colour printing:</b> 4 colour printing. <b>No. of Photographs:</b> 40 approx. <b>No. of tables:</b> 40 approx. <b>No. of Copies:</b> 250. <b>No. of Pages:</b> 100 approx. <b>Language:</b> English	

[B]

<b>Bulletin Growing popularity of sorghum in rice fallows</b>		
<b>02</b>	<b>Printing of Bulletin Specifications</b>	<b>Yes/No</b>
	<ol style="list-style-type: none"> <li>1. Multi colour</li> <li>2. Text paper 130 gsm, imported paper</li> <li>3. Cover page 300 gsm imported paper; cover to be designed with multicolour, photographs and plastic lamination.</li> <li>4. Size of the bulletin 7.0 x 9.5 inches</li> <li>5. No of pages: 40 (+ or – 4 pages)</li> <li>6. No of copies 1000</li> <li>7. Number of colours photographs in text :34 and two graphs.</li> <li>8. Language English</li> </ol>	

[C]

<b>File covers</b>		
<b>Sl. No.</b>	<b>Specifications</b>	<b>Yes/No</b>
<b>03</b>	<ol style="list-style-type: none"> <li>1. File cover with Printing of IIMR name, Address and logo in Bilingual</li> <li>2. With different colors (Blue, Red, Green, Brown, Yellow etc).</li> <li>3. Tag hole along with screen printing on front page and inner pages.</li> <li>4. No. of Copies: Approx 1000No's</li> </ol>	

[D]

<b>Scientific log books</b>		
<b>Sl. No.</b>	<b>Specifications</b>	<b>Yes/No</b>
<b>04</b>	<ol style="list-style-type: none"><li>1. Scientific log book for lab use with Printing (IIMR Name, Address and logo). Bilingual</li><li>2. <b>Size:</b> 28.4”(W)x21.3”(h) with title (4 pages) on 170 gsm Indian Art Paper and inner pages (52 No's) on 70 GSM Map litho total job is B/W.</li><li>3. No.of copies:- 200No's</li><li>4. Pads should be spiral binding with good quality of materials.</li></ol>	

[E]

<b>L-shape plastic Folders</b>		
<b>Sl. No.</b>	<b>Specifications</b>	<b>Yes/No</b>
<b>05</b>	<ol style="list-style-type: none"><li>1. Printing of L-shape plastic Folders with IIMR name, address and other details. Bilingual</li><li>2. Size: A4 Qty:-2000No's</li><li>3. Size: Legal Qty:- 700No's</li><li>4. Stick Plastic Folders (SOLO) or its equivalent Size A4</li><li>5. Qty required -1000No's</li><li>6. Printing Colour:- Blue/ Green etc.</li><li>7. Quality: SOLO or its Equalent.</li></ol>	

[F]

<b>Scribbling pads</b>		
<b>Sl. No.</b>	<b>Specifications</b>	<b>Yes/No</b>
<b>06</b>	<ol style="list-style-type: none"><li>1. Size 15cms(W)X21cms(h).with left spiral</li><li>2. .No.of copies:-Approx 1000No's</li><li>3. .No.of Pages:- 50 No's</li><li>4. Cover page in multi color on 170gsm Indian Art paper and inner 50 Pages on 70gsm map litho wherein the organization logo with IIMR name, address and other details should appear in single colour in Bilingual.</li></ol>	

[G]

<b>Scribbling pads</b>		
<b>Sl. No.</b>	<b>Specifications</b>	<b>Yes/No</b>
<b>07</b>	<ol style="list-style-type: none"><li>1. Size 18cms(W)X21.6”cms(h).with left spiral</li><li>2. No. of copies:-Approx 1000No's</li><li>3. No. of Pages:- 30 No's</li><li>4. Cover page in multi color on 170gsm Indian Art paper and inner 30 Pages on 70gsm map litho wherein the organization logo with IIMR name, address and other details should appear in single colour in Bilingual.</li></ol>	

**Note:-** If the firm are not enclosed the related document in support to this checklist. Then the tender will be rejected directly.

Before submitting the quotation you are requested to read the detailed instructions mentioned overleaf. If is certified that I have seen the specification and requirement of the institute and printing accordingly.

**Date:** \_\_\_\_\_

**Signature & Seal of the Firm**

**Email:** \_\_\_\_\_

Place: \_\_\_\_\_

Ph .No (Office): \_\_\_\_\_

Annexure-II

**Financial Proposal****[A]**

<b>Annual Report 2015-16</b>			
<b>Sl. No.</b>	<b>Specifications</b>	<b>Unit Price ₹</b>	<b>Amount (Incl Taxes)</b>
<b>01</b>	<b>Paper type:</b> 110gsm Foreign art paper inside with 300 gsm title page (Cover Page ) with UV spot lamination. <b>Paper Size:</b> 8.5X11.0 inches (1/4 Demy Size). <b>Multi Colour printing:</b> 4 colour printing. <b>No. of Photographs:</b> 40 approx. <b>No. of tables:</b> 40 approx. <b>No. of Copies:</b> 250. <b>No. of Pages:</b> 100 approx. <b>Language:</b> English		

**[B]**

<b>Bulletin Growing popularity of sorghum in rice fallows</b>			
<b>02</b>	<b>Printing of Bulletin Specifications</b>	<b>Unit Price ₹</b>	<b>Amount (Incl Taxes)</b>
	1. Multi colour 2. Text paper 130 gsm, imported paper 3. Cover page 300 gsm imported paper; cover to be designed with multicolour, photographs and plastic lamination. 4. Size of the bulletin 7.0 x 9.5 inches 5. No of pages: 40 (+ or – 4 pages) 6. No of copies 1000 7. Number of colours photographs in text :34 and two graphs. 8. Language English		

**[C]**

<b>File covers</b>			
<b>Sl. No.</b>	<b>Specifications</b>	<b>Unit Price ₹</b>	<b>Amount (Incl Taxes)</b>
<b>03</b>	1. File cover with Printing of IIMR name, Address and logo in Bilingual 2. With different colors (Blue, Red, Green, Brown, Yellow etc). 3. Tag hole along with screen printing on front page and inner pages. 4. No. of copies: Approx 1000No's		

**[D]**

<b>Scientific log books</b>			
<b>Sl. No.</b>	<b>Specifications</b>	<b>Unit Price ₹</b>	<b>Amount (Incl Taxes)</b>
<b>04</b>	1. Scientific log book for lab use with Printing (IIMR Name, Address and logo). Bilingual 2. <b>Size:</b> 28.4"(W)x21.3"(h) with title (4 pages) on 170 gsm Indian Art Paper and inner pages (52 No's) on 70 GSM Map litho total job is B/W. 3. No.of copies:- 200No's		

	4. Pads should be spiral binding with good quality of materials.		
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[E]

<b>L-shape plastic Folders</b>			
<b>Sl. No.</b>	<b>Specifications</b>	<b>Unit Price ₹</b>	<b>Amount (Incl Taxes)</b>
<b>05</b>	1. Printing of L-shape plastic Folders with IIMR name, address and other details. Bilingual 2. Size: A4 Qty:-2000No's 3. Size: Legal Qty:- 700No's 4. Stick Plastic Folders (SOLO) or its equivalent Size A4 5. Qty required -1000No's 6. Printing Colour:- Blue/ Green etc. 7. Quality: SOLO or its Equalent.		

[F]

<b>Scribbling pads</b>			
<b>Sl. No.</b>	<b>Specifications</b>	<b>Unit Price ₹</b>	<b>Amount (Incl Taxes)</b>
<b>06</b>	1. Size 15cms(W)X21cms(h).with left spiral 2. No.of copies:-Approx 1000No's 3. No.of Pages:- 50 No's 4. Cover page in multi color on 170gsm Indian Art paper and inner 50 Pages on 70gsm map litho wherein the organization logo with IIMR name, address and other details should appear in single colour in Bilingual.		

[G]

<b>Scribbling pads</b>			
<b>Sl. No.</b>	<b>Specifications</b>	<b>Unit Price ₹</b>	<b>Amount (Incl Taxes)</b>
<b>07</b>	1. Size 18cms(W)X21.6"cms(h).with left spiral 2. No. of copies:-Approx 1000No's 3. No. of Pages:- 30 No's 4. Cover page in multi color on 170gsm Indian Art paper and inner 30 Pages on 70gsm map litho wherein the organization logo with IIMR name, address and other details should appear in single colour in Bilingual.		

Note :

- 1) Items should be delivered at IIMR.
- 2) Sales tax/VAT should be indicated clearly.
- 3) Prices should be quoted only in Indian rupees.

We are herewith undertaking that the details provided above are true and to abide by the terms and conditions contained in the bid document of IIMR.

Date: \_\_\_\_\_

Signature of authorised official  
(With seal and stamp)

Place: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

### **IMPORTANT INSTRUCTIONS**

1. No advance payment will be made.
2. Payments will be made by RTGS/electronically within 30 days on receipt of the stores in good condition. RTGS details may also be submitted with the tender/enquiry/quotation.
3. The price quoted should be F.O.R, RAJENDRANAGAR, HYD-30, preferably door delivery to IIMR (DSR) premises.
4. The sales tax etc., should be clearly indicated separately wherever chargeable.
5. The acceptance of the quotation will rest solely with the Director, IIMR 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 programmes .The date of delivery should be strictly adhered to, otherwise liquidated damages @ 2% per week subjected to maximum of 10% of the order value will be levied as per ICAR/Govt. of India orders from time to time. Normally, we are not accepting the part suppliers; However, the different works as shown in the **annexure-I** at different serial numbers can be delivered part wise as and when the work is completed within the given delivery schedule.
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. The quantities are approximate, it may vary up to 40% you should accept the same as per final order depending upon our requirement as per the rate quoted by you.
10. Any disputes arising out of this order will be subject to the Jurisdiction of Ranga Reddy District.

**Check list**

**Annexure-III**

Minimum requirements to be checked at the time of opening of technical proposal by the committee.

1	Enquiry/Tender fees DDNO. Dt:	Y/N	Page No
2	EMD DD.No. Dt:	Y/N	
3	Validity of the quotation :90 Days	Y/N	
4	Delivery period : 4-6 weeks from receipt of order.	Y/N	
5	Original tender form must be submitted duly signed and Stamped on each page	Y/N	
6	One supplier one Quotation only	Y/N	
7	Tax Identification Number copy of the firm (self attested copy to be attached)	Y/N	
8	Copy of the PAN (self attested copy to be attached)		
9	Price Quote must be in the format enclosed as Annexure-II	Y/N	
10	Turn over should equal to or more than ₹ 10,00,000/- in any of the three years out of last five years. (copy of Annual Accounts/ Balance sheet Certified by CA or self attested must be enclosed as proof) 2014-2015: Rs _____ 2013-2014: Rs _____ 2012-2013: Rs _____ 2011-2012: Rs _____ 2010-2011: Rs _____	Y/N	
11	Any refusal or Non- supply of previous order. In case of refusal or non-supply of previous orders (Beyond the given time) the bid of such firms will not be considered.	Y/N	

- **If the firms don't enclose the requested document in support to this checklist the tender will be rejected.**



I have gone through the conditions and certified that all the information provided are true. In case of any false information given by me, my tender may be rejected for which the purchaser will not be held responsible.

**Place;**

**Date:**

**Signature of the bidder**

**Name:-** \_\_\_\_\_

**Seal and stamp:-** \_\_\_\_\_