



F.No. 09(06) NBAIM/store/RC/printing/2013-14/

Date: 31.05.2013

**LIMITED TENDER NOTICE FOR RATE CONTRACT OF PRINTING WORK**

On behalf of the President, ICAR, Director, National Bureau of Agriculturally Important Microorganisms, Kushmaur, Mau (UP) invites sealed tenders from various printing firms for the printing of below mentioned items:-

S.No.	Particulars	Details Specification	Bid Security (EMD) in Rs.
1.	<b>ANNUAL RATE CONTRACT FOR PRINTING &amp; BINDING OF REPORT/BULLETIN/BOOK.</b>	Please see in Annexure-I	Rs. 10,000/-

The institute will not be held responsible for any sort of postal delay. **Single bid system will be followed.**

The schedule of tender is as follows:

**Last date of acceptance of tenders : 25.06.2013 at 12.30 PM**

**Date of opening of tenders : 25.06.2013 at 03.00 PM**

Duly filled in and sealed tender form should be submitted for aforementioned items along with required **Bid security (Earnest Money Deposit) in shape of DD/Banker's cheque of Rs.10000. The DD should be in favour of ICAR Unit NBAIM, Mau payable at SBI, Maunath Bhanjan Branch (code 01671)** on the scheduled date and time positively. Any tender form received after stipulated date & time or received without Bid Security as specified above shall be deemed as summarily rejected. Tender forms so received will be opened on the stipulated date & Time in the presence of tenderers or their authorized agents. The Competent Authority reserves the right to accept or reject the tenders at any time without assigning any reason thereof. Term & condition and Tender form can be download from our website is enclosed.

**(Administrative officer)**

TO,

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**NATIONAL BUREAU OF AGRICULTURALLY IMPORTANT MICROORGANISMS**

(Indian Council of Agricultural Research)

Kusmaur, Maunath Bhanjan, Uttar Pradesh- 275101

Email:sponbaim@gmail.com; Web site: www.nbaim.org.in



Date: 31.05.2013

TO,

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Dear Sir,

We have a requirement of above said services for which you are invited to submit your most competitive quotation for the same. The envelope containing the tenders should be superscribed as **"TENDER FOR PRINTING & BINDING OF REPORT/BULLETIN/BOOK:"**. Tender should reach this office ON **25.06.2013 at 12:30 PM** which will be opened at **3.00 PM on 25.06.2013**. **Single bid system will be followed**. Details Term & condition and Tender form is mention below.

(Administrative officer)

1. Description of the required and Quantity : (As enclosed in Annexure-I)
2. Guiding specification and other Technical Details : (As enclosed in Annexure-II)
3. Terms of delivery (Delivery at site) : FOR NBAIM, MAU
4. Last date of acceptance of tenders : 25.06.2013 at 12.30 PM

**5. Price structure:**

- a. The tenderer shall quote for the complete requirement of , services and for the full quantity as shown price in the list of requirements in Annexure-III.
- b. **The rates and prices quoted shall be strictly in Indian Rupees otherwise the tenders will be cancelled.**
- c. All duties, taxes and levies applicable as per Government of India rules payable by the supplier under the contract shall be included in the quoted priced.
- d. The rates and prices quoted by the supplier shall remain firm and fixed during the currency of the contract and shall not be subject to variation on any account whatsoever, including statutory variations, if any.

**6. Receipt of goods and Terms of Payment:**

- a. Payment terms for supply of printing jobs

Immediately on receiving the goods at site, the NBAIM will verify the quantities of the items supplied as specified in the delivery challan of the supplier and also check for any superficial damage etc

**7. Warranty Clause: Manufacturer's standard warranty clause is acceptable.**

**8. Dispute Resolution Mechanism:**

1. If any dispute or difference arises between the NBAIM and the supplier relating to any matter connected with the contract, the parties shall make every effort to resolve the same amicably by mutual discussions.
2. You are also required to fulfill the following conditions and furnish the details as indicated in subsequent paragraphs.
  - a. The NBAIM reserves the right to increase or decrease, the quantity of goods and services as specified in the List of Requirements, without any change in the unit price or other terms and conditions.
  - b. Please furnish a certified copy of IT registration/PAN details.
  - c. Please indicate if you are currently registered with any Govt. Organization and if registered, furnish all relevant details.
  - d. Please state whether business dealings with your firm presently stand banned by any Government organization and, if so, furnish relevant details.
  - e. A supplier shall not submit more than one quotation for the same set of goods. No pooling should be done in association with any other supplier.
  - g. Correction or over-writing in the tender document is not permissible. The quotation(s) as well as the contract shall be written in English language. All correspondence and other documents pertaining to the quotation(s) and the contract, which the parties exchange, shall also be written in English.

The quotation and all correspondence and documents relating to the quotation Exchanged between the bidder and the NBAIM may also be written in Hindi language provided that the same is accompanied by an English translation, in which case, for the purpose of interpretation of the quotation, the English translation shall govern.
  - h. The contract shall be governed by the laws of India and interpreted in accordance with such laws.
  - i. The quotation/offer shall remain valid for acceptance for a period not less than 90 days after the specified date of opening of the offers.
  - j. A DD/Banker's cheque of **Rs. 10,000/-** as Bid security (EMD) in favour of **ICAR Unit NBAIM, Mau payable at SBI, Maunath Bhanjan, Branch code 01671** is to be enclosed along with the quotation. No quotation shall be considered without the Bid security (EMD).
  - k. 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, the EMD/Performance Security deposited would be forfeited.
  - l. PAN No./ TIN No. and other details should be provided in **Annexure-IV**.
  - m. **The firm whom the tender will be awarded, will have to deposit the performance security equal to 5% of the total amount tentatively arrived till such time the period of contract expires. If the supply/services are not found to be satisfactory, the performance security is liable to be forfeited.**

3. The tender shall be sealed in an envelope. The envelope shall be addressed to the NBAIM and it should also bear the "Tender enquiry no. and the words **"DO NOT OPEN BEFORE 15:00 hrs ON 25.06.2013** (The time and date of opening of the tenders)". The tender envelope will bear the full address of the NBAIM. The supplier must ensure that its tender duly sealed as above, reaches the NBAIM at the time and date. The supplier may, at its choice, send the tender by regd. post or by speed post. Alternatively, the supplier may also hand delivery the tender to the NBAIM in which case the NBAIM shall give the supplier a receipt, indicating the time & date of receipt of the tender.
4. The late received tenders by the NBAIM will be ignored. Further, the NBAIM does not accept any liability and responsibility for the tenders in case the same are not properly sealed and marked and/or sent as above.
5. The tenders, which are received on time will be opened at NBAIM's office at **15:00 Hrs on 25.06.2013**. The NBAIM will open the tenders in the presence of the tender's duly authorized representatives, who choose to attend the tender opening if any.
6. The NBAIM will evaluate and compare the tenders which are substantially responsive i.e. which are properly prepared and signed and meet the required terms, conditions, specifications etc. The NBAIM will award the contract to the supplier whose tender will be determined to be responsive and offering the best evaluated deal.
7. In spite of the above, the NBAIM reserves the right to accept or reject any tender or annual the tendering process and reject all tenders at any time prior to award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected tenderer or tenders.
8. Please submit your tender accordingly. You shall sign all the pages of your tender. **Your price may be furnished in the format enclosed as Annexure-III**. You are also required to return this original tender enquiry (all the pages), as it is, duly signed by you on every page, for our record. You may retain a photocopy of this tender enquiry for your records.

**Encl:** Annexure-I,II,III

**Note:** Kindly furnish the following information along with your tender:

Name of the firm	Account No. of the firm	Name of the bank and branch with code where A/c exists	Whether branch is CBS , if yes, the RTGS/IFSC code

**(Signature of the Proprietor /representative of the firm)**

**Annexure-1**

**LIST OF REQUIREMENTS**

<b>S.No.</b>	<b>Description of Major Printing work</b>	<b>Quantity</b>
1.	<b>Annual report of NBAIM (English)</b>	<b>300 to 500 Pcs.</b>
2.	<b>Annual report of NBAIM (Hindi)</b>	<b>300 to 500 Pcs.</b>
3.	<b>Annual report of AMAAS (English)</b>	<b>300 to 500 Pcs.</b>
4.	<b>Annual report of AMAAS (Hindi)</b>	<b>300 to 500 Pcs.</b>
5.	<b>News letter 08 Page (English/Hindi)</b>	<b>300 to 500 Pcs.</b>
6.	<b>At a glance</b>	<b>300to 500 Pcs.</b>
7.	<b>Vision</b>	<b>300to 500 Pcs.</b>

Note - The NBAIM reserves the right to increase or decrease the item and quantity.

## Annexure-II

S. No	Particular
1.	Composing and multi colour designing of scientific reports/ articles with photograph, tables, pie chart, bar diagram etc.
2.	Multi colour designing of cover page of any book/ magazine/reports.
3.	Processing of multi colour film
4.	Processing of mono colour film
5.	Developing plate for multi colour printing
6.	Developing plate for mono colour printing
7.	Multi colour printing
8.	Single colour printing
9.	Cold lamination on cover page of A4 size
10.	UV coating/ embossing of selected area of cover page (not more than 25 % of cover page)
11.	<b>Papaer Back Binding Of The Book</b> <ol style="list-style-type: none"><li>1. Book of 25-100 pages</li><li>2. Book of 100-150 pages</li><li>3. Book of 150-300 pages</li></ol>
12.	<b>Hard Binding</b> <ol style="list-style-type: none"><li>1. Book of 25-100 pages</li><li>2. Book of 100-150 pages</li><li>3. Book of 150-300 pages</li></ol>
13.	Staple binding of max 25 pages
14.	<b>Papaer</b> <ol style="list-style-type: none"><li>1. Art paper 90 gsm</li><li>2. Art paper 110 gsm</li><li>3. Art paper 130 gsm</li><li>4. Art paper 190 gsm</li><li>5. Art paper 250 gsm</li><li>6. Art paper 300 gsm</li><li>7. Bond paper 85 -100 gsm</li><li>8. Maplitho paper 85-100 gsm</li></ol>
15.	<b>Multicolour Printing of Envelop</b> <ol style="list-style-type: none"><li>1. Executive size on 130-180 gsm maplitho paper</li><li>2. A4 size Laminated from inside on 250 gsm maplitho paper</li></ol>
16.	<b>Multicolour Printing of file folder and note pad</b> <ol style="list-style-type: none"><li>1. Executive clip file folder made of 300 gsm art boardpaper, Multicolour printed both side with lamination on front and back side, size 9"x 12.5"</li><li>2. Custom designed note pad size 8.5"x11" cover made of 300 gsm art board, multicolour printed with 25 sheets of 75-80 gsm maplitho white sheets.</li><li>3. Ordinary file cover, single colour printed on front side</li></ol>
17.	<b>Multicolour Printing Letter Head</b> <ol style="list-style-type: none"><li>1. A4 size / Letter size pad on 85-100 gsm bond paper</li><li>2. A4 size / Letter size pad on 85-100 gsm maplitho / normal paper</li></ol>

**NOTE:** Sample of different gsm paper/sheet mentioned for various publications may also be enclosed along with the tender.



15	<b>Multicolour Printing of Envelop</b> 1. Executive size on 130-180 gsm maplitho paper 2. A4 size Laminated from inside on 250 gsm maplitho paper	Rs. /pc (Including paper and Printing) Rs /pc (Including paper and Printing)
16.	<b>Multicolour Printing of file folder and note pad</b> 1. Executive clip file folder made of 300 gsm art boardpaper, Multicolour printed both side with lamination on front and back side, size 9" x 12.5"  2. Custom designed note pad size 8.5" x 11" cover made of 300 gsm art board, multicolour printed with 25 sheets of 75-80 gsm maplitho white sheets.  3. Ordinary file cover, single colour printed on front side	Rs / pc (Including paper and printing, dye making and folding charge)  Rs. /pc (Including paper and printing, dye making and folding charge)  Rs. /pc
17.	<b>Multicolour Printing Letter Head</b> 1. A4 size / Letter size pad on 85-100 gsm bond paper 2. A4 size / Letter size pad on 85-100 gsm maplitho / normal paper	Rs /pc (Including paper and printing) Rs. /pc (Including paper and printing)

(PC = per page)

- Details of applicable VAT/S.T. to be paid extra and the current rate of the same.
- We agree to print the above goods & allied services. We confirm that the same and attached the relevant documents.
- (In case a tenderer desires to put some additional/modified stipulations, terms & conditions etc. the same may be clearly indicated).
- We confirm that our offer will remain valid or acceptance for  $\dots$  days after the date of opening of tenders.

$\dots$

(Signature, name and designation of the authorized executive of the tendering firm)

For and on behalf of  $\dots$

**(Name and address of the tendering firm)**

(Seal of the tendering firm)

**Date:**

**Place:**



**Annexure-IV**

**Name of the Firm** : .....

**Registered/Postal Address** : .....  
.....  
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1.	<b>Phone number/Mobile number</b>	
2.	<b>E-mail Address</b>	
3.	<b>PAN No.</b>	
4.	<b>VAT/TIN no., if applicable</b>	
5.	<b>Bank Details :</b>  <b>Bank Name</b>  <b>Branch Address with Phone No.</b>  <b>Account no.</b>  <b>Type of account (Current/Savings)</b>	
6.	<b>RTGS / IFSC code &amp; Branch</b>	