



भाकृअनुप - भारतीय कदन्न अनुसंधान संस्थान  
ICAR – INDIAN INSTITUTE OF MILLETS RESEARCH  
(ज्वार अनुसंधान निदेशालय-DIRECTORATE OF SORGHUM RESEARCH)  
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Phone: 040-24599300.Faxno.040-24599304.www.millet.res.in



F.No. NAIP/67/13-14/ST

Date: 06-11-2015

**ENQUIRY**

To -----  
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Dear Sir,

**Sub:-Quotation for Bus Stickers (Swaraj Mazda) – reg**

We are interested to take up the Bus Stickers (Swaraj Mazda). 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 **quotation for Bus Stickers (Swaraj Mazda)**.

A DD of **Rs.200/-** towards enquiry fees and **Rs.2000/-** towards EMD in form of DD in favour of "ICAR UNIT-DSR" Account payable at Hyderabad should be enclosed with technical bid otherwise your enquiry will not be considered.

**Date and time for submission of quotation on or before 30.11.2015 up to 02.00 pm**  
**Date and time for opening of technical bid 30.11.2015 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" -- 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 Bus Stickers (Swaraj Mazda)"**.

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Technical Proposal should be prepared considering the detailed specifications of the item 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. The technically qualified bidders may attend the opening of financial bid as scheduled. In case of any changes in the dates of opening of financial bid, all the successful bidders will be informed.

#### **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 “**Bus Sticking (Swaraj Mazda)**” and should **be submitted in the attached Annexure – II only.**

Yours faithfully,

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

## Technical Proposal

### Bus Stickers, (Swaraj Mazda)

Sl.No.	Specifications	Qty	Yes/No
01.	Logo –IIMR & ICAR	1	
02.	Languages :-3, (English, Telugu & Hindi)	1	
03.	Dimension:- (a) Passenger door side – 261”(Width) X 39” (Height) (b) Driver Side – 261”X39”(W X H) (c) Back door side –82”X77”(W XH) (d) Top both sides—252”X19.6”(W X H)-2 No’s (e) Front glass Sides.125cmX16cm The Sticker measuring- 125cmX16cm. May be stuck in front glass facing driver’s seat.	1 1 1 2	
04.	Print Medium – ECO Solvent vinyl (With matte Lamination) preferably 3M quality.		
05.	The total job include designing, printing, stickering with perfect finish with out bubbles.		

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

## Financial Proposal

Sl.No.	Specifications	Qty	Unit Price	Total Amount	TAXES/ VAT	Grand Total
01.	Logo DSR-IIMR & ICAR	1				
02.	Languages :-3, (English, Telugu & Hindi)	1				
03.	Dimension:- (a) Passenger door side – 261”(Width) X 39” (Height) (b) Driver Side – 261”X39”(W X H) (c) Back door side –82”X77”(W XH) (d) Top both sides—252”X19.6”(W X H)-2 No’s (e) Front glass Sides.125cmX16cm The Sticker measuring- 125cmX16cm. May be stuck in front glass facing driver’s seat.	1 1 1 2				
04.	Print Medium – ECO Solvent vinyl (With matte Lamination) preferably 3M quality.					
05.	The total job include designing, printing, stickering with perfect finish without bubbles.					

**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.

Signature of authorised official  
(With seal and stamp)

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

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

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**IMPORTANT INSTRUCTIONS**

1. No advance payment will be made.
2. The price quoted should be F.O.R, RAJENDRANAGAR, HYD-30, preferably free door delivery to IIMR (DSR) 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, 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 will be levied @ 2% per week subjected to maximum of 10% of the order value. Further EMD if any will be forfeited as per ICAR/Govt. of India orders from time to time, if the delivery schedule adhered to. Part supplies not accepted under any circumstances.
7. YOUR QUOTATION SHOULD BE VALID ATLEAST FOR THREE MONTHS FROM THE DATE OF SUBMISSION.
8. The quantities are approximate, it may vary you should accept the same as per final order depending upon our requirement as per the rate quoted by you.
9. Any alterations, shall be treated valid only if they are authenticated by full signature by the person or persons authorized to sign the bid. **Tender documents should be free from over writing.**
10. This office will not be held responsible for any postal delay.

**Check list**

**Annexure-III**

Minimum requirements to be checked at the time of opening 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 :3-4 weeks	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	Y/N	
8	Copy of the PAN		
9	Price Quote must be in the format enclosed Annexure-II	Y/N	
10	Turn over should equal to or more than ₹ 5,00,000/- in any of the three years out of last five years. (copy of IT returns and copy of Annual Accounts Certified by CA or self attested must be enclosed as proof) 2014-2015 2013-2014 2012-2013 2011-2012 2010-2011	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	

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