



ज्वार अनुसंधान निदेशालय
DIRECTORATE OF SORGHUM RESEARCH
(भारतीय कृषि अनुसंधान परिषद/Indian Council of Agricultural Research)
राजेन्द्रनगर, हैदराबाद/Rajendranagar, Hyderabad-500030
Phone: 24015349, 24018651, Fax no.24016378
Website: <http://www.sorghum.res.in>



F.No.1-657/13-14/ST

ENQUIRY

Date:26-08-2014

To _____

Dear Sir,

Sub:- Quotation for **Printing of DSR Annual Report (2013-14) in Hindi - Reg.**

We are interested **Printing of DSR Annual Report (2013-14) in Hindi**. Detailed specifications, quantity required etc. are as below. Please forward your quotation in **two-way bid system** in a sealed cover with superscription of enquiry number and date addressed to the Director, DSR, Rajendranagar, Hyderabad-500030.

Date and time for pre bid conference -10/09/14 at 11.00 am

Date and time for submission of quotation – on or before 15/09/14 upto 2.00 pm

Date and time for opening of technical bid -15/09/14 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" |
| 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 the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the title of the assignment **DSR Annual Report (2013-14) in Hindi**.

: 2 :

Technical Proposal should be prepared considering the detailed specifications of the work as mentioned below. On the basis of detailed specification a check list is attached as **Annexure-I** which is must be submitted only along with the technical proposal, duly signed and seal. 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 **DSR Annual Report (2013-14) in Hindi, and should be submitted in the attached Annexure – II only.**

Yours faithfully,

(Saroj Kumar Singh)
Administrative Officer

Technical Proposal

Printing of “DSR Annual Report (2013-14) in Hindi 2013-14

Sl,no	Specifications	Yes/No.
1.	Paper type : 110gsm foreign art paper inside with 300gsm title page (cover page) with UV spot lamination	
2.	Paper size : A4 size	
3.	Multi-colour printing 4 colour printing	
4.	No. of photograph : 40 approx	
5.	No of tables : 40 approx	
6.	No of copies : 200 in Hindi (Softcopy will be given by the DSR in Unicode font mangal)	
7.	No of pages : 120 approx	
8.	Beyond 120 pages, please quote separately the charges for additional pages on per page basis.	
9.	The bound copies (200 copies) are to be delivered at DSR , 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 due date without fail.

****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: _____

Financial Proposal
Printing of “DSR Annual Report (2013-14) in Hindi 2013-14

Sl,no	Specifications	Rate
1.	Paper type : 110gsm foreign art paper inside with 300gsm title page (cover page) with UV spot lamination	
2.	Paper size : A4 size	
3.	Multi-colour printing : 4 colour printing	
4.	No. of photograph : 40 approx	
5.	No of tables : 40 approx	
6.	No of copies : 200 in Hindi (Softcopy will be given in Unicode font mangal)	
7.	No of pages : 120 approx	
8.	Beyond 120 pages, please quote separately the charges for additional pages on per page basis.	
9.	The bound copies (200 copies) are to be delivered at DSR , 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 due date without fail.

****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: _____

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 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, 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 our favour.
10. Submit your RTGS details along with the Financial Bid only.