



भाकृअनुप इ भारतीय कदन्न अनुसंधान संस्थान
ICAR – INDIAN INSTITUTE OF MILLETS RESEARCH
(ज्यार अनुसंधान निदेशालय-DIRECTORATE OF SORGHUM RESEARCH)
राजेन्द्रनगर, हैदराबाद/Rajendranagar, Hyderabad-500030
Phone: 040-24599300.Faxno.040-24599304.www.millet.res.in



F.No.4-69/15-16/ST

Date: 30-07-2015

ENQUIRY

To _____

Dear Sir,

Sub:- Quotation for Printing of Nutrition of sorghum & other millets – reg

We are interested to take up the following **Printing of Nutrition of sorghum & other millets**. 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 **Printing “Nutrition of sorghum & other millets”**.

A DD of **Rs.200/-** towards enquiry fees and **Rs. 2000/-** towards EMD in form of DD in favor” ICAR UNIT-DSR” Account payable at Hyderabad should be enclosed with technical bid otherwise your enquiry will not be considered. A completely filled form GAR-33 (form attached as Annexure-IV) after affixing revenue stamp and duly signed should be enclosed for getting the EMD returned in case of unsuccessful bidder. 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 19-08-2015 upto 02.00 pm
Date and time for opening of technical bid 19-08-2015 at 3.00 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 “Nutrition of sorghum & other millets”**.

: 2 :

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 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 **“Printing of “Nutrition of sorghum & other millets”** and should be submitted in the attached Annexure – II only.

Yours faithfully,

(Saroj Kumar Singh)
Administrative Officer

Technical bid

Technical Specifications for Printing of “Nutrition of sorghum & other millets”

Sl. No.	Specifications	Yes/No
01	Book Size :7”X9” Cover Page :330gsm :Foreign Mat Cord :Cover Page Mat Lamination and spot UV coating, Inside Paper :100gsm :Foreign Mat Paper Design :Multi Colour printing Pages :80-100pp Number of copies:400 No’s Perfect Binding.	

**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

Sl. No.	Specifications	Amount (Including TAXES)
01	Book Size :7”X9” Cover Page :330gsm :Foreign Mat Cord :Cover Page Mat Lamination and Inside Paper spot UV coating, :100gsm :Foreign Mat Paper Design :Multi Colour printing Pages :80-100pp Number of copies :400 No’s Perfect Binding.	

**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.

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: _____

IMPORTANT INSTRUCTIONS

1. No advance payment will be made.
2. Payments will be made by RTGS/electronically within 30 days only 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 will be levied as per ICAR/Govt. of India orders from time to time, if the delivery schedule is not 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. This office will not be held responsible for any postal delay.
9. 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.

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	GAR-33 form as per Annexure-IV duly stamped (Revenue) and signed to be enclosed.	Y/N	
10	Price Quote must be in the format enclosed Annexure-II	Y/N	
11	Turn over should equal to or more than ₹ 3,00,000/- 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	
12	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:- _____

NO. 1-1-7

G.A.R. 33
(See Rule 142)

BILL FOR REFUND OF REVENUE

HEAD OF ACCOUNT

In whose name revenue was credited	1.	2. on what account received	3. Amount realised	4. Date of payment into the bank	5. Amount in which included and head to which credited	6. Pay & Accounts officers signature in token of verification of credit into the bank	7. Name of Payee	8. Amount to be refunded

3. Certified that this order of refund has been registered and noted against the original receipt in the departmental accounts under my initials and that refund of the same had not been ordered or made earlier.
4. Sanctioned and passed for payment.



Signature of the sanctioning Authority with seal

(affixing revenue stamp wherever necessary)
Date:

Cheque may be issued in favour of M/s.

Signature of Drawing & Disbursing officer

FOR USE IN PAY AND ACCOUNTS OFFICE

Passed for payment of Rs. (Rupees) Payment through

Cheque No. Date

Pay and accounts officer