



ज्वार अनुसंधान निदेशालय  
**DIRECTORATE OF SORGHUM RESEARCH**  
(भारतीय कृषि अनुसंधान परिषद/Indian Council of Agricultural  
Research )

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F.NO. NAIP/74/14-15/ST

Date: 13-06-2014

INVITATION FOR QUOTATIONS FOR PRINTING OF FINAL REPORTS OF NAIP PROJECT

To

M/s. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sirs,

Sub:- **Invitation for Printing of Final Report of NAIP Project.**

1. Sealed competitive quotations are invited by the undersigned for the following items of goods/equipment.

Sl. No.	Brief Description of Printing Job	Brief	Quantity Specifications	Delivery Period	Place of Delivery
1.	(Enclosed)				

2. Quoted Price:

- (a) The bidder shall quote for items in the format of quotation attached;  
@ **Note: Format to be used when evaluation is to be done for all the items put together.**
- (b) All duties, taxes and other levies payable by the bidder (other than sales tax on the finished goods) shall be included in the item rate. Sales tax if any should be quoted separately.
- (c) The rate quoted shall be fixed for the duration of the contract and shall not be subject to adjustment.

- (d) Rates or partial quantity of an item is not acceptable.
  - (e) Corrections if any shall be made by crossing out, initialing, dating and rewriting.
  - (f) Relex or Facsimile quotations are not acceptable.
3. Each bidder must submit only one quotation.
4. Validity of quotations:
- The quotation shall remain valid for a period not less than 45 days after the deadline fixed for submission of quotations.
5. Evaluation of quotations:
- The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e., which are properly signed, and conform to the terms and conditions and specifications in the following manner.
- (a) The evaluation will be done excluding the sales tax. If the bidder has included the sales tax in his quotation for the item rate, it will be treated as though it is exclusive of the sales tax and no down loading of sales tax will be made.
  - (b) The evaluation would be done for all the items put together. The items for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly. The bidder who has quoted for partial quantity of any one or more item(s) would be treated as non-responsive. Purchaser will award the contract to the responsive bidder whose total cost for all the items put together is the lowest.
6. Award of Contract:
- (a) The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest price as per para 6(b) above.
  - (b) The Purchaser reserves the right at the time of contract award to increase or decrease the quantities of items indicated in para 2 above by 25% without any change in the unit price or any other terms and conditions.
  - (c) The Purchaser prior to the expiration of the quotation validity period will notify the bidder whose quotation is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the Purchase order.
  - (d) Normal commercial warranty / guarantee shall be applicable to the supplied goods.
  - (e) Payment shall be made immediately after the delivery of the goods and their acceptance.
  - (f) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

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7. Last date and time of receipt of quotations:  
You are requested to submit the sealed quotations superscribed on the envelope as Quotations for the supply of **Printint of Final Reports of NAIP Project** due on **23/06/2014** latest by **3:00 PM** hours on **23/06/2014** (date).

We look forward to receiving your quotations and thank you for your interest in this Project.

Yours sincerely,

**(Purchaser)**

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

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Fax No. \_\_\_\_\_

Annexure 3 to Chapter VII

**FORMAT OF QUOTATION**

Sl. No.	Brief Description of Printing Job	Brief Specifications	Quantity	Unit	Unit Rate (Rs.) in figures	Unit Rate (Rs.) in Words	Total Amount in Figures	Total Amount in words
1.								
2.								
3.								
4.								
5.								
6.								

(Gross Total cost Rs. \_\_\_\_\_ (in figures)

Rs. \_\_\_\_\_ (in words)

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. \_\_\_\_\_ (in figures) (Rs. \_\_\_\_\_ (in words within the period specified in the Invitation for Quotations.

We also confirm that the normal commercial warranty / quarantee \_\_\_\_\_ of months shall apply to the offered goods.

(Bidder)

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

Signature: \_\_\_\_\_

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

**Specifications:**

<b>Paper Size</b>	<b>:</b>	<b>A4 Size</b>
<b>No. of Pages</b>	<b>:</b>	<b>250 Pages</b>
<b>Paper Type</b>	<b>:</b>	<b>110 GSM</b>
		<b>Multicolour</b>
		<b>Fine Art Paper (Foreign)</b>
<b>Cover Page</b>	<b>:</b>	<b>130 GSM with Spot Lamination</b>
<b>No of Copies</b>	<b>:</b>	<b>250 Nos.</b>

**\*\*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.**