



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



F.No.4-63/14-15/ST

Date: 30-05-2015

**ENQUIRY**

To \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

**Sub:- Quotation for Printing Work – reg**

We are interested to take up the following **Printing Work** . 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 Work as quotation for printing work**.

A DD of **Rs.200/-** towards enquiry fees and **Rs.5000/-** 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.

**Date and time for submission of quotation – on or before 22-06-2015 upto 02.00 pm**

**Date and time for opening of technical bid 22-06-2015 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 Printing Work”**.

: 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 Work” and should be submitted in the attached Annexure – II only.**

Yours faithfully,

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

**1. Technical Specifications for Print of 'Sorghum Times' Newsletter**

SI.No.	Specifications	Yes/No
01.	Paper type : 130GSM foreign art paper of best quality	
02.	Paper size : 220X280mm	
03.	Multi color printing: 4 colours best printing quality	
04.	No. of photographs and graphs: 10 approx	
05.	No. of copies: 500	
06.	No. of pages: 8	
07.	Language:English	
08.	The quotations should cover the charges for page making and setting ,pin binding, trimming, transportation, VAT and other taxes, if any	
09.	The bound copies are to be delivered as IIMR, (DSR), Rajendranagar,Hyderabad within a Week after the correction are finalized and the proof is accepted by us	

**2. Technical specifications for Printing of Annual report 2014-2015**

SI.No.	Specifications	Yes/No
01.	Paper type : 110gsm Foreign art paper inside with 300gsm title page (cover page) with UV spot lamination.	
02.	Paper size : A4 Size.	
03.	Multi color printing: 4 colour printing	
04.	No. of photographs:40 apporx	
05.	No. of copies: 200	
06.	No. of tables:40 approx	
07.	No. of pages: 100 approx	
08.	Language:English	
09.	Beyond 100 pages, please quote separately the charges for additional pages on per page basis.	
10.	The quotations should cover the charges for page making and setting , perfect binding, trimming, transportation, VAT and other taxes, if any	
11.	The bound copies(200 copies) are to be delivered at IIMR, (DSR), Rajendranagar, Hyderabad.	

**3. Technical specifications for the multi-colour printing of the DSR Annual Report 2014-2015 in Hindi**

SI.No.	Specifications	Yes/No
01.	Paper type : 110gsm Foreign art paper inside with 300gsm title page (cover page) with UV spot lamination.	
02.	Paper size : A4 Size.	
03.	Multi color printing: 4 colour printing	
04.	No. of photographs:40 apporx	
05.	No. of copies: 200	
06.	No. of tables:40 approx	
07.	Language:Hindi	
08.	No. of pages: 120 approx (including cover page)	
09.	Soft copy of the above material will be provided in <b>Mangal fonts.</b>	
10.	Beyond 120 pages, please quote separately the charges for additional pages on per page basis.	
11.	The quotations should cover the charges for page making and setting , perfect binding, trimming, transportation, VAT and other taxes, if any	
12.	The bound copies(200 copies) are to be delivered at IIMR, (DSR), Rajendranagar, Hyderabad.	

#### 4. Technical specifications for the multi-colour printing of the 'Jowary Sourabh' Vol.V in Hindi

Sl.No.	Specifications	Yes/No
01.	Book size : 8.5 x 11" (A4)	
02.	Approx.no. of pages: 60 pages approx(Including cover page)	
03.	No.of copies : 300 Copies	
04.	Language: Hindi with photos and tables	
05.	Printing: Multi colour	
06.	Paper quality : 130 GSM art paper	
07.	Cover page: 300GSM art paper (Multi colour printing)	
08.	Lamination: Outside cover page with UV spot lamination	
09.	Binding: Perfect binding	
10.	Note:- (1) No. of pages may be vary. Please quote separately the charges for additional pages on per page basis. (2) Soft copy of the matter will be supply in Mangal Fonts.	

#### 5. Technical specifications for the IIMR at a Glance

Sl.No.	Specifications	Yes/No
1.	Designing, and printing, 220GSM card, double side multicolor printing, Total sheet Size :43 & 23cm (appx), 3 folds	
2.	Quantity:- 2000	
3.	Language:- English	
<b>Complete Material (soft copy text and good quality digital photographs ) will be supplied from our organization to the printer.</b>		
<b>Collection material and delivery of phamphlets /books /news letters within 15 days to the institute is also printer's responsibility.</b>		

#### 6. Technical specifications for the Sorghum Times

Sl.No.	Specifications	Yes/No
1.	Designing, and printing, Paper: 220GSM art card, multicolor printing, Size: 21.5&28cm (appx), Pages 8	
2.	Quantity:- 500	
3.	Language:-English	
<b>Complete Material (soft copy text and good quality digital photographs ) will be supplied from our organization to the printer.</b>		
<b>Collection material and delivery of pamphlets /books /news letters within 15 days to the institute is also printer's responsibility.</b>		

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

### 1. Print of 'Sorghum Times' Newsletter

SI.No.	Specifications	Amount
01.	Paper type : 130GSM foreign art paper of best quality	
02.	Paper size : 220X280mm	
03.	Multi color printing: 4 colours best printing quality	
04.	No. of photographs and graphs: 10 approx	
05.	No. of copies: 500	
06.	No. of pages: 8	
07.	Language: English	
08.	The quotations should cover the charges for page making and setting ,pin binding, trimming, transportation, VAT and other taxes, if any	
09.	The bound copies are to be delivered as IIMR, (DSR),Rajendranagar,Hyderabad within a Week after the correction are finalized and the proof is accepted by us	

### 2. Printing of Annual report 2014-2015

SI.No.	Specifications	Amount
01.	Paper type : 110gsm Foreign art paper inside with 300gsm title page (cover page) with UV spot lamination.	
02.	Paper size : A4 Size.	
03.	Multi color printing: 4 colour printing	
04.	No. of photographs:40 apporx	
05.	No. of copies: 200	
06.	No. of tables:40 approx	
07.	No. of pages: 100 approx	
08.	Language:English	
09.	Beyond 100 pages, please quote separately the charges for additional pages on per page basis.	
10.	The quotations should cover the charges for page making and setting , perfect binding, trimming, transportation, VAT and other taxes, if any	
11.	The bound copies(200 copies) are to be delivered at IIMR, (DSR), Rajendranagar, Hyderabad.	

### 3. Job specifications for the multi-colour printing of the DSR Annual Report 2014-2015 in Hindi

SI.No.	Specifications	Amount
01.	Paper type : 110gsm Foreign art paper inside with 300gsm title page (cover page) with UV spot lamination.	
02.	Paper size : A4 Size.	
03.	Multi color printing: 4 colour printing	
04.	No. of photographs:40 apporx	
05.	No. of copies: 200	
06.	No. of tables:40 approx	
07.	No. of pages: 120 approx (including cover page)	
08.	Language:Hindi	
09.	Soft copy of the above material will be provided in <b>Mangal fonts.</b>	
10.	Beyond 120 pages, please quote separately the charges for additional pages on per page basis.	
11.	The quotations should cover the charges for page making and setting , perfect binding, trimming, transportation, VAT and other taxes, if any	
12.	The bound copies(200 copies) are to be delivered at IIMR, (DSR), Rajendranagar, Hyderabad.	

**4.Job specifications for the multi-colour printing of the 'Jowary Sourabh' Vol.V in Hindi**

Sl.No.	Specifications	Amount
01.	Book size : 8.5 x 11" (A4)	
02.	Approx.no. of pages: 60 pages approx	
03.	No.of copies : 300 Copies	
04.	Language: Hindi with photos and tables	
05.	Printing: Multi colour	
06.	Paper quality : 130 GSM art paper	
07.	Cover page: 300GSM art paper (Multi colour printing)	
08.	Lamination: Outside cover page with UV spot lamination	
09.	Binding: Perfect binding	
10.	Note:- (1) No. of pages may be vary. Please quote separately the charges for additional pages on per page basis. (2) Soft copy of the matter will be supply in Mangal Fonts.	

**5.IIMR at a Glance**

Sl.No.	Specifications	Amount
1.	Designing, and printing, 220GSM card, double side multicolor printing, Total sheet Size :43&23cm (appx), 3 folds	
2.	Quantity:- 2000	
3.	Language:- English	

**6.Sorghum Times**

Sl.No.	Specifications	Amount
1.	Designing, and printing, Paper: 220GSM art card, multicolor printing, Size: 21.5&28cm (appx), Pages 8	
2.	Quantity:- 500	
3.	Language:-English	

**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.

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**Check list**

**Annexure-III**

Minimum requirements to be checked at the time of opening tender by 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 :6-7 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 registration Certificate	Y/N	
8	Sign of the firm or all pages	Y/N	
9	Price Quote must be in the format enclosed Annex-II	Y/N	

**Signature of the bidder**