



भाकृअनुप – भारतीय कदन्न अनुसंधान संस्थान  
**ICAR – INDIAN INSTITUTE OF MILLETS RESEARCH**  
राजेन्द्रनगर, हैदराबाद/Rajendranagar, Hyderabad-500030  
Phone: 24599300 Faxno.24599304.www.milletres.in



F. NO. 4-98/17-18/ST

Date: 05.05.2017

To

(As per the list enclosed)

*\*(The tender document is also being uploaded on the IIMR website www.milletres.in and the other prospective bidders can make use of the document down loaded from the website)*

Sub: Invitation of Competitive bids for Annual Rate Contract for “Printing & supply of Annual Reports , Brochures, News Letters, Leaflets, Banners, posters etc.. of IIMR Hyderabad”. for the financial year 2017-18 – reg.

\* \* \*

Sir/Madam,

Indian Institute of Millets Research (IIMR Hyderabad) **invites ‘Sealed Bids’ two cover systems’ from the reputed printers for “Printing & Annual Reports , Brochures, News Letters, Leaflets, Banners, posters etc.. of IIMR Hyderabad”** detailed terms and conditions and list of items required may be downloaded from the IIMR website www.milletres.in

The schedule of receipt and opening of quotations is as under:-

Last date and time for receipt of bids : 13:00 hrs on 27.05.2017

Date & Time for opening of bids : 14:00 hrs on 27.05.2017

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**Senior Administrative Officer**



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Phone: 24599300 Faxno.24599304.www.milletres.in



F. NO. 4-98/17-18/ST

Date: 05.05.2017

**TENDER DOCUMENT**

**FOR**

**PRINTING & SUPPLY OF BOOKLETS, ANNUAL REPORTS, BANNERS,  
BROCHURES, NEWS LETTERS, POSTERS ETC. FOR A PERIOD OF ONE YEAR.**

**Note:**

- 1. The bidders are requested to sign on all the pages.**
- 2. This tender document can be downloaded from website – [www.milletres.in](http://www.milletres.in)**
- 3. The tender document is to be put in a cover which should also be sealed & superscribed “PRINTING & SUPPLY OF BOOKLETS, ANNUAL REPORTS, BROCHURES, NEWS LETTERS, SCRIBBLING PADS, PLASTIC “L” FOLDER A4 SIZE, POSTERS, ETC, FOR A PERIOD OF ONE YEAR.**

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### 1) **Preamble of Tender**

Director, IIMR, Hyderabad invites '**Sealed Bids**' under '**two cover system**' from the reputed Printers for providing Paper, printing & supply of Annual Accounts, Annual reports, Brochures, News Letters, Banner, Posters etc for a period of one year from the date of approval and award of work.

**2. CHECK LIST**  
**BIDDER TO FILL IN THE CHECK LIST GIVEN BELOW**  
 (State YES/NO for each item)

Sl. No.	Details	YES/NO
1.	<b>Whether the Technical Bid (envelope A) and Price Bid (envelop B) are submitted in separate covers and both the covers enclosed in a common envelop.</b>	
2.	<b>Whether Technical Bid (Envelope A) contains:</b>	
	a) Pre-Qualification details as laid down in the Tender under Eligibility Criteria and Annexure – II.	
	b) Letter of Authorization for signing the Tender document viz., Annexure IV & Under taking as per Annexure –V	
	c) Audited Annual reports	
3	<b>Whether Envelope-B contains:</b> Filled up and signed Price Bid documents, viz., Annexure –III	

**NOTE:** Please ensure all the relevant boxes are marked **YES/NO** against each column.

**IMPORTANT NOTE:** Tenderers must ensure that all the required documents indicated in the Tender documents are submitted without fail. Tenders received without supporting documents for the various requirements mentioned in the tender document are liable to be rejected at the initial stage itself.

3) **SALIENT FEATURES OF THE TENDER**

<b>Tender For Printing &amp;Supply of Booklets, IIMR Annual Accounts, Annual Reports , Training Schedules, IPM Packages, Brochures, Newsletters, Posters, Banner etc..</b>		
1	Tender inviting Authority , Designation and Address	The Director, Indian Institute of Millets Research Rajendranagar HYDERABAD – 500 030. T.G. Phone No. 24599300 Faxno.24599304.www.millets.res.in
2	a)Name of the Work	<b>Printing &amp;Supply of Booklets, Annual Reports , Training Schedules, IPM Packages, Brochures, Newsletters, Posters, Banner etc..</b>
	b)Tender reference	F. NO. 4-98/17-18/ST
	c)Place of contract	IIMR, Rajendranagar, Hyderabad – 500 030. TS
	d) Contract Period/validity period of Bids	Bid shall remain <b>valid for the period of 120 days</b> after the last date for bid submission. However, the purchaser reserves the right to seek consent for an extension of the period of validity. <b>A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.</b> And the Purchaser reserves the right to increase/decrease the quantity of goods, originally specified in the Schedule of Requirements.
3	Availability of Tender documents	Tender documents can be downloaded from <a href="http://www.millets.res.in">www.millets.res.in</a>
4	Tender Fee Earnest Money Deposit (EMD)	Rs.200/- In favour of ” ICAR-Unit IIMR” payable at Hyderabad for Tender Fee. Rs.18,000/- In favour of ” ICAR-Unit IIMR” payable at Hyderabad for EMD.
5	Due Date, Time and Place of Submission of Tender	<b>Up to 1300 hrs on 27<sup>th</sup>May,2017</b> at the address mentioned in (1)
6	Date, Time and Place of Opening of Bidder’s Profile- A	<b>On 27<sup>th</sup> May, 2017 at 1400 hrs</b> at the address mentioned in (1)
7	<p><b>Other important criteria specified by the Tender Inviting Authority:</b></p> <p><b>1. Eligibility Criteria:</b></p> <p>a) The firm should have at least 3 years similar work experience as on 30.04.2017.</p> <p>b) The Annual Gross turnover of the printers should be <b>Rs.15.00</b> lakhs per annum for at least 2 years out of last three financial years.</p> <p>c) The firm should be registered under Income Tax Act.</p> <p>d) The firm should be registered under VAT.</p>	

#### **4. General Instructions:**

4.1 The Tenderers are requested to examine the instructions, terms & conditions and specifications given in the tender. Failure to furnish requisite information in all respects may result in rejection of the bid. Tenders received after due date and time shall be rejected.

The bid should be invariably sent in sealed cover duly super scribed as “Bid for printing & Supply of brochures , Annual Reports, News Letters, Leaflets, Banner etc. quoting our tender enquiry No: F. NO. 4-98/17-18/ST date: 03.05.2017 Addressed to the The Director, Indian Institute of Millets Research, Rajendranagar, HYDERABAD – 500 030. Telengana .

1. Rates should be valid for one year from the date of signing of the agreement. Rates/ prices should remain fixed during the entire period of the contract. i.e. one year and shall not be subject to variation on any account., No claim for compensation or loss due to fluctuations or any other reasons/ causes will be entertained.
2. Security Deposit: The successful bidder is required to pay an amount equal to 10% of successful bid amount for a period of 60 Days beyond the date of completion of all contractual obligation of the supplier including warranty obligations and same will be released within one month from the date of expiry of the contract. No interest shall be paid on such deposit
- 3. Tenders received after due date and time shall be rejected.**
4. The IIMR Hyderabad takes no responsibility for delay, loss or non-receipt of bids documents sent by post and reserves the right to accept or reject any part / full of the bid. Without assigning any reason whatsoever. The decision of Director, IIMR, Hyderabad is final in this regard.
5. The material should be delivered at IIMR Rajendranagar, Hyderabad -500030 Income tax will be deducted as per prevailing rates. The rates quoted should be all inclusive of page design formatting layout, cost of the paper, transport all taxes, duties etc. and nothing will be paid extra.
6. Penalty (minimum 2%) is liable to be levied on the successful bidder who does not execute quality work and time limit specified in the work order. The material is liable to be rejected if it is not delivered within the stipulated time or does not meet the specifications given.
7. The printers will be fully responsible for any loss in transit and will also be responsible for the safe delivery of material.

8. The payment will be made Through RTGS within 30 days after receipt of printed material by the IIMR, Hyderabad.
9. The rates should be mentioned clearly in both figures and words for each item in the bid. If there is any variation in figures and words, rates quoted in words will be taken in to consideration. The overwriting, cutting, erasing, if any should clearly be indicated duly attested.
- 10. The printer should provide at least two proofs for corrections. The proofs should be delivered at IIMR Hyderabad at the cost of the printers. Color proof for title page should be given before printing.**
11. After printing of the publication the agency should handover the soft copy (PDF & open file) to IIMR, Hyderabad. (Indentor)
12. The work should be completed and the printed publication supplied within 30days from the receipt of the work order.
13. Please enclose samples of papers for which quotations is submitted. The quality of paper should not vary at the time of printing.

#### **4.2 Clarifications in the Tender**

- a) A prospective Tenderer requiring any clarification regarding the Tender may address the Tender Inviting Authority by letter or by Fax up to 48 hrs prior to the last date. IIMR Hyderabad will respond in writing to any request for clarification in the Tender.

#### **4.3 Amendments to the Tender**

- a) IIMR Hyderabad may amend the Tender Conditions up to 2 days prior to the time fixed for receipt of the Tender.
- b) Amendment to the tender, in response to clarifications sought by prospective Tenderers, is solely at the discretion of IIMR Hyderabad. Such amendments will be notified on IIMR's website.
- c) IIMR, Hyderabad at its discretion, may or may not extend the due date and time for the submission of bids on account of amendments. Extension of time will be notified on IIMR's website.
- d) All the Tenderers are advised to periodically browse IIMR website [www.millets.res.in](http://www.millets.res.in) for any amendments or corrigendum issued in connection with this Tender. IIMR will not be responsible for any misinterpretation of the provisions of this tender document on

account of the Tenderers' failure to update the bid documents based on changes announced through the website.

**4.4** Any offer made in response to this tender when accepted by IIMR Hyderabad will constitute a contract between the parties.

**4.5** The agency shall not transfer or assign sub-contract to any other party.

**4.6 Corrections**, if any, must be **attested**. All amounts shall be indicated both in words as well as in figures. Where there is difference between the amount quoted in words and figures, amount quoted in words shall prevail.

**4.7** The Price should be quoted only in Indian Rupees.

**4.8 Corrupt or Fraudulent Practices:** Bidders should observe the highest standard of ethics during the procurement and execution of such contracts.

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of public official in the procurement process or in contract execution, and

“Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Purchaser and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.

IIMR Hyderabad will reject a proposal for award if it is found that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.



5) **ELIGIBILITY CRITERIA:-**

The Tenderers should meet the following Eligibility Criteria for quoting the tender and the proof for the Eligibility should be provided in the Technical Bid.

Sl. No	Minimum Eligibility Criteria	Proof to be submitted for fulfilling the Eligibility	Page No. (s)
1	The firm should have at least 3 years experience in printing works as on 30.04.2017.	Documents (i.e. work orders) to prove their experience has to be submitted.	
2	The Annual Gross Turnover of the printers should be Rs.15.00 lakhs per annum at least 2 years out of last 3 financial years.	Copy of Annual Accounts duly signed and attested by a Chartered accountant.	
3	The firm should be income tax assessee at least for a period of last three years.	Self attested copies of the acknowledgments of Income tax returns or PAN Card of the firm should be enclosed.	
4	The firm should be registered under VAT.	Self attested copy of the certificate.	
5.	Earnest Money Deposit	Rs.10,000/-	

5.1 The Publication Committee, of IIMR Hyderabad is empowered to visit the site of printing to ascertain the facilities & the quality of publication.

**6.SUBMISSION OF TENDER:**

**Submission of Tender: Two-cover system will be followed:**

**6.1 General Instructions:**

- a) The Tender proposes two stage tender systems viz. (1) **Technical Bid** and (2) **Price Bid**.
- b) The bids should be submitted in two envelopes viz.  
**Envelope-A:** Annexure I &II &II (a)  
**Envelope-B:** Annexure - III
- c) Both the covers must be sealed separately and super scribed with Tender number, due date and Name of the Envelope on the respective covers. These two covers should be enclosed in a separate cover and addressed to the Inviting Authority i.e., Director, IIMR, Rajendranagar, Hyderabad – 500 030.

## 6.2 Details to be furnished in the Envelope-A Technical Bid:

- a) Profile of the Company – stating whether the firm is partnership/registered under the Companies Act along with its necessary enclosures
- b) Details regarding eligibility criteria
- c) Authorization letter and Undertaking (as per Annexure IV And V) from the Competent Authority of the Company to sign this Tender document. Documents received without such authorization will not be considered for further processing. This is not applicable if the proprietor signs himself as competent authority.
- d) The Tenderers should furnish the location with addresses and license details of the firm.
- e) The Tenderers shall furnish as part of the bid, documents establishing the Tenderers eligibility to bid and its qualifications to perform the Contract if their tender is accepted.

The documentary evidence of the Tenderer's qualifications shall be established to the satisfaction of IIMR. However, the decision of Director, IIMR will be final in this regard.

## 6.3 Signing of Bids

*Individual signing the tender or other documents connected with contract must Specify whether he signs as:*

- i) A “Sole proprietor” of the concern or constituted attorney of such sole proprietor;*
- ii) A partner of the firm, if it is a partnership firm in which case he must have authority to execute on behalf of the firm.*
- iii) Director or a Principal Officer duly authorized by the Board of Directors of the Company, if it is a Company.*

- a) The bids shall be typed or written in indelible ink and shall be signed by the Tenderer or a person or persons duly authorized to bind the Tenderer to the Contract. **Tenderers are requested to sign each and every page of the tender document including Annexure(s) attached thereto.**
- b) Any alterations, erasures 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.

#### 6.4 Details to be furnished in the Envelope-B i.e., Price Bid

Prices must be quoted only in the Price Bid Form Annexure - III

#### 6.5 Mode of Submission:

- a) Both the Envelopes viz. Envelope-A and Envelope-B must be put in a single cover, sealed and must be super scribed “Tender for Printing & Supply of Booklets, Annual Reports , Training Schedules, IPM Packages, Brochures, Newsletters, Posters, Banner etc. It shall be addressed to The Director, Indian Institute of Millets Research Rajendranagar, Hyderabad – 500 030. T.S.
- b) The Tender may be dropped in the Tender box kept at IIMR office.
- c) Alternatively, the Tenders must reach IIMR on or before the due date and time by registered post/courier. IIMR will not be liable or responsible for Postal/Courier delay, if any.
- d) The Tenders received after Due Date and Time or Unsealed or incomplete shape or Tenders submitted by Facsimiles (FAX) or by Electronic mail will be summarily **rejected**.
- e) A Tender once submitted shall not be permitted to be altered or amended.

### **7. OPENING OF TENDERS**

#### **Tender Opening:**

- a) Tenders will be opened at the prescribed date and time in the presence of Tenderers or their representatives who choose to be present. The representatives of Tenderers must bring the authorization letter from the bidding companies for attending the Tender opening. Not more than two representatives for each Tenderer would be allowed to take part during the bid opening process.
- b) **Envelope-A** containing Technical Bid would be opened first. Eligibility Criteria such as pre-qualification conditions will be checked and the supporting documents would be cross checked wherever required.
- c) Only the Technical Bid will be opened on the due date.
- d) The date, time and venue of opening the Price Bid will be intimated separately. The price bids will be opened at the appointed time in the presence of bidders who choose to be present.
- e) Tenders non compliant with any of the tender terms will **not** be considered for the next stage i.e. for opening of the Price Bid.

## **8.TENDER EVALUATION CRITERIA:**

The evaluation of Tenders will be done by IIMR as detailed below:

### **8.1. Technical Bid evaluation:**

Tenderers will be eligible for further processing only if they fulfill the following criteria

- a) Compliance with the eligibility Criteria.

IIMR will prepare a list of Tenderers whose bids are substantially responsive with the technical and capacity requirements as given in Tender form. The Tenderers who do not match eligibility criteria or which do not conform to the Technical Specifications shall be rejected. The Eligible Tenderers alone will be considered for further evaluation.

### **8.2 PRICE BID EVALUATION:**

#### **Opening of Envelope-B Price Bid:**

1.Tenderers who are qualified in Technical Bid (Envelope-A) only will be called for Price Bid opening. The technically qualified Tenderers alone will be informed about the date and time of opening of the Price Bid and their Price Bids alone will be opened on the due date and time in the presence of the Tenderers or their authorized representatives who choose to be present. The contract will be entrusted to the Tenderer, whose bid has been determined as L1. L1 will be arrived after considering base price, taxes, discount and other charges, if any. In case the L1 agency who has been awarded the tender fails to execute the contract, EMD will be forfeited as penalty for backing out after award of contract. IIMR further reserves the right to take legal action to get such firms black listed.

2. The bidder with lowest price for across printing items will be selected rather than on individual item basis.

## **9. ACCEPTANCE OF TENDER**

- a) The final acceptance of the Tender is entirely vested with IIMR which reserves the right to accept or reject any or all of the Tenders in full or in part.
- b) After acceptance of the Tender by IIMR, the Tenderer shall have no right to withdraw his Tender and **Prices payable to the Supplier as stated in the Contract shall be firm and not subject to any adjustment during performance of the Contract.**
- c) The Tender accepting authority may also reject all the Tenders for reasons such as changes in the scope of work, lack of anticipated financial resources, court orders, accidents or calamities and other unforeseen circumstances.
- d) After acceptance of the Tender, IIMR would issue Letter of Acceptance (LOA)/award the purchase order only to the Successful Tenderer. The letter of acceptance will include the details along with terms and conditions of the tender.

10. **Rejection of Tender:**

IIMR Hyderabad also reserves the right to reject/cancel the tender without assigning any reason thereof.

11. **Terms of Payment:**

Payment will be released within 30 days after supply of the material and issue of final certificate by the officer to that effect.

The Supplier/firm should submit the invoice in triplicate with bank RTGS details. The invoice should contain the Sales tax/VAT registration number and there should not be any overwriting/cuttings/corrections. An advance stamped receipt should be enclosed along with invoice.

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**14. Bidder's Profile**

**PRINTING & SUPPLY OF BOOKLETS, ANNUAL REPORTS, NEWS LETTERS, TRAINING SCHEDULES, IPM PACKAGES, IIMR CALENDARS , BROCHURESPOSTERS, ETC.**

<p><b>2. THE FIRM</b> a) Name  b) Regd. Address  c) Address for correspondence  d) <u>Contact Person's</u> i) Name &amp; Designation ii) Address iii) Tel. No. Landline &amp; mobile iv) Email ID</p>	
<p>2. Please mention PAN/GIR NO. &amp; date &amp; year of Registration. (please enclose photocopy)</p>	
<p>3. Please mention the Sales Tax/VAT registration details &amp; year of Registration (please enclose photocopy)</p>	
<p>4. The annual gross turnover of the firm should be mentioned clearly. (Pl. enclose copies of ITR/Audited balance sheet and P&amp;L account etc.)</p>	
<p>5. The firm should be income tax assessee at least for a period of last three years. Enclose copies</p>	
<p>6. Experience (in Years) as on 30.04.2017</p>	

Signature of authorised signatory

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

Designation \_\_\_\_\_

Seal :

## Annexure-II

### TENDER SCHEDULE FOR PRINTING OF PUBLICATIONS

BID SECURITY/EMD of Rs.18,000 ( Rupees Eighteen Thousand only) by way of DD drawn in favour of ICAR Unit-IIMR

S. No	Name of the work / Item	Specification	
1	Cover page cost (including front and back side – 4 pages)	a) 210 GSM IAC	18.5X24.5
		b) 210 GSM FAC	
		c) 250 GSM IAC	¼ demy
		d) 250 GSM FAC	
		e) 300 GSM IAC	1/8 demy
		f) 300 GSM FAC	
		g) 130 GSM FA paper Matt.	A4
2	Text paper rate per leaf i.e. 2 pages to be quoted.	a) 70 GSM Maplitho paper of reputed brand b) 80 GSM Maplitho paper of reputed brand c) 90 GSM Maplitho paper of reputed brand d) 110 GSM (Art paper) – FA e) 130 GSM (Art paper for photographs only) – IA Paper f) 130 GSM (Art paper for photographs only) – FA Paper g) 170 GSM (Art paper for photographs only) – IA Paper h) 170 GSM (Art paper for photographs only) – IF Paper i) Indian Art paper Matt 100 GSM	
3	Typesetting per page		
4	Plate processing for black and white print (Single color job)		
	a) Film processing per page (positive film) b) Film processing per page (Negative film)		
5	Plate processing for color print		
	a) Film processing per page (Two color job)		
	b) Film processing per page (Three color job) c) Film processing per page (Multi color job)		
6	Printing of Tax (Off set printing) per page a) Single Colour b) Two Colour c) Three Colour d) Multi Colour	Up to 500 Copies	

7	Printing of text (off set printing) per page a) Single Colour b) Two Colour c) Three Colour d) Multi Colour	<u>Up to 1000 copies</u>	
8	Printing of cover page per page a) Single Colour b) Two Colour c) Three Colour d) Multi Colour	Up to 500 copies	
9	Printing of cover page per page a) Single Colour b) Two Colour c) Three colour d) Multi Colour	<u>Up to 1000 copies</u>	
10	Design and layout charges including system work as percent of total typesetting (cover page + text page) costs only		
11	Lamination of cover page (to be quoted per page) a) Glossy b) Matt c) Glos + Matt Combination d) Spot UV Lamination e) Full UV Lamination		
12	Binding charges per copy a) perfect binding/Fuse binding-with section sewing -Without section sewing a) Hard binding b) Center pinning c) Side pinning d) Wire binding e) spiral binding f) comb binding g) Loop binding		
13	Scanning and posting of photographs Rate per photo	Black & White, Multi colour	
14	Provision of Docket with pouch for CD, including good quality CD with PDF format of the print job along with hard copy (optional as for the indent)	Rate per piece	
15	Brouchers/Folders printing job works: Type setting, plate	Upto 500 Nos.	



	processing Multicolour printing excluding paper cost		
16	Docket pouches for A4 other size inserts(Rate per docket)	Upto 500 Nos.  Upto 1000 Nos. (Rate to the quoted per piece)	

- The printer must provide 3 black & white and 2 colour proof printouts as required by the indentor
- The indentor may ask for any number of proofs (soft copies) of the publication before finalizing final prints. However the number of black & white and colour printouts is restricted as above
- The firms must provide PDF version/ format of final publication along with hard copies
- VAT/Any other charge, please specify
- If Institute desires to print other sizes, which are not mentioned above, the nearest rates will be applicable
- Any graphic image containing logos, GIS maps, Screen slots posted will be considered as photos only
- Intentional blank pages left are also considered as print pages
- The input content will be provided in the form of MS-Word and images JPEG format

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

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

Signature of authorised official of the firm  
(With seal and stamp)

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

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

**Technical Bid**  
**Annexure –II (A)**

1. Name of the Firm/Agency : -----
2. Full Address with Post Box No. and Telephone No. if any : -----
3. Name and Full Address of your Banker's : -----
4. Your Permanent Income Tax No./ Circle/Ward : -----
5. Date of establishment of the Agency/ Firm/Company : -----
6. Earnest Money Deposited (Write draft No./Date/issuing Bank details) : -----
7. Experience : -----
8. Turn Over (Financial Year) : -----

Date: -----

Place: -----

**AUTHORISED SIGNATORY**

Please add supplementary pages to be numbered wherever needed by the Tenderer.

**Note:**

Signature and Seal of the Bidder: -----

Business Address: -----

-----

Email Id: -----

Phone No: -----

**Note:**

Paper sample should be provided along with Technical Bid (indicating the GSM on the Paper) along with the Stamp & Sign of your firm.

**FINANCIAL BID- PART- B**

**Annexure –III**

S. No.	Name of the Work/Item	Specification	Rate/ Size (cms)			
1	Cover page cost (including front and back side – 4 pages)	a) 210 GSM IAC b) 210 GSM FAC c) 250 GSM IAC d) 250 GSC FAC e) 300 GSM IAC f) 300 GSM FAC g) 130 GSM FA paper Matt.	<b>18.5 x 24.5</b>	<b>¼ demy</b>	<b>1/8 demy</b>	<b>A4</b>
2	Text paper rate per leaf i.e. 2 pages to be quoted	a) 70 GSM Maplitho paper of reputed brand b) 80 GSM Maplitho paper of reputed brand c) 90 GSM Maplitho paper of reputed brand d) 110 GSM (Art paper) – FA e) 130 GSM (Art paper for photographs only) – IA paper f) 130 GSM (Art paper for photographs only) – FA paper g) 170 GSM (Art paper for photographs only) – IA paper h) 170 GSM (Art paper for photographs only) – IF paper I) Indian Art paper Matt 100 GSM				
3	Typesetting per page					
4	Plate processing for black and white print (Single Color Job) a) Film processing per page (positive film) b) Film processing per page (Negative film)					
5	Plate processing for Colour Print a) Film processing per page (Two colour job) b) Film processing per page (Three colour job) c) Film processing per page (Multi colour job)					

6	Printing of Text (off set printing) per page a) Single Colour b) Two Colour c) Three Colour d) Multi Colour	Up to 500 copies				
7	Printing of text (off set printing) per page a) Single Colour b) Two Colour c) Three Colour d) Multi colour	Up to 1000 copies				
8	Printing of cover page per page a) Single Colour b) Two Colour c) Three Colour d) Multi Colour	Up to 500 copies				
9	Printing of cover page per page a) Single Colour b) Two Colour c) Three Colour d) Multi Colour	Up to 1000 copies				
10	Design and layout charges including system work as percent of total typesetting (cover page + text page) costs only					
11	Lamination of cover page (to be quoted per page) a) Glossy b) Matt c) Gloss + Matt Combination d) Spot UV Lamination e) Full UV Lamination					
12	Binding charges per copy a) Perfect binding/Fuse binding - With section sewing - Without section sewing a) Hard binding b) Center pinning c) Side pinning d) Wire binding e) Spiral binding f) Comb binding g) Loop binding					

13	Scanning and posting of photographs Rate per photo	Black & White, Multi colour				
14	Provision of Docket with pouch for CD, including good quality CD with PDF format of the print job alongwith hard copy (Optional as for the indent)	Rate per piece				
15	Brouchers/Folders printing job works: Typesetting, plate processing Multicolour printing excluding paper cost	Upto 500 Nos.				
16	Docket pouches for A4 other size inserts(Rate per docket)	Upto 500 Nos. Upto 1000 Nos. (Rate to the quoted per piece)				

- If Institute desires to print other sizes, which are not mentioned above, the nearest rates will be applicable.
- Any graphic image containing logos, GIS maps, Screen slots posted will be considered as photos only.
- Intentional blank pages left are also considered as print pages
- The input content will be provided in the form of MS-Word and images in JPEG format.

**Name of the Work:“ Printing”** as per specifications mentioned at Annexure: II. The quotation should include Charges for Paper Cost, Plate making, designing, printing & Processing, folding/creasing and Pinning/Binding etc.

1. Sales tax/VAT should be indicated clearly.

**Note:**

(± 4 Pages), for every extra/lesser 04 pages, the amount will be paid by IIMR proportionately based on cost given for inner pages

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.

**Date:** \_\_\_\_\_  
**Place:** \_\_\_\_\_

Signature of authorised official of the firm  
(With seal and stamp)

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

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

17. **FORMAT FOR AUTHORISATION LETTER**

To

The Director,  
Indian Institute of Millets Research  
Rajendranagar  
HYDERABAD – 500 030.  
T.G.

Sir,

We hereby authorize \_\_\_\_\_ to submit a Bid and subsequently participate and sign the contract submitted against the Ref.: \_\_\_\_\_ . We hereby accept his decision taken, if any, in this regard.

(Signature for and on behalf of the firm)

Place:

Date :

**UNDERTAKING**

1. *I/We undertake that I/We have carefully studied all the terms and conditions and understood the parameters of the proposed supplies of the IIMR and shall abide by them.*
  
2. *I/We further undertake that the information given in this tender is true and correct in all respect and we hold the responsibility for the same.*

*Date*

*(Dated signature of Tenderer with stamp of the firm)*