



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.4-57/2014-15/ST

**ENQUIRY**

Date:25-07-2014

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

Dear Sir,

Sub:- Quotation for **Printing of Sorghum Recipe Book – Telugu & Marathi – Reg.**

We are interested **Printing of Sorghum Recipe Book – Telugu & Marathi**. 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. **Last Date of submission is 18-08-2014**.

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 | <b>Technical Proposal</b> | -- | <b>Part "A"</b> |
| b | <b>Financial Proposal</b> | -- | <b>Part "B"</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 **"Printing of Sorghum Recipe Book – Telugu & Marathi"**.

: 2 :

Technical Proposal should be prepared considering the detailed specifications of the work as mentioned in Annexure-I. 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 "**Printing of Sorghum Recipe Book – Telugu & Marathi**".

Yours faithfully,

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

**Technical Proposal**

**“Printing of Sorghum Recipe Book – Telugu & Marathi”**

| Sl. No. | Specifications   | YES/NO. |
|---------|--|---------|
|         | <b>Printing of “Sorghum Recipe Book” Specifications:</b>   |         |
| 1       | <b>Design &amp; Printing : 205mm (W) x 205mm (H)</b>   |         |
| 2       | <b>300 GSM Art Paper, Multicolor, Matt Lamination, UV Spot Lamination (Cover Page)</b>   |         |
| 3       | <b>150 GSM Art Paper (Inner Side), Multi-Color, Matt Finish</b>  |         |
| 4       | <b>Perfect Binding</b>   |         |
| 5       | <b>80 – 90 Pages</b>   |         |
| 6       | <b>1000 Copies</b>   |         |
|         | <b>Details of previous work orders, if any.</b><br><br>(1) (a) Work Order and Date :<br>(b) Date of issue of Work Order :<br>(c) Actual time given for completion of work :<br>(d) Date of Delivery :<br><br>(2) (a) Work Order and Date :<br>(b) Date of issue of Work Order :<br>(c) Actual time given for completion of work :<br>(d) Date of Delivery :<br><br><b>Submission of false / wrong information will liable to be rejected the tender.</b> |         |

1. Typing of the text of each manuscript will be done by the person who have knowledge of respective languages thoroughly.
2. Proof reading material of each booklet will 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 (30 days) 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 Sorghum Recipe Book – Telugu & Marathi”

| Sl. No. | Specifications   | Price |
|---------|--|-------|
| 1       | Design & Printing : 205mm (W) x 205mm (H)                                      |       |
| 2       | 300 GSM Art Paper, Multicolor, Matt Lamination UV Spot Lamination (Cover Page) |       |
| 3       | 150 GSM Art Paper (Inner Side), Multi-Color, Matt Finish                       |       |
| 4       | Perfect Binding  |       |
| 5       | 80 – 90 Pages  |       |
| 6       | 1000 Copies  |       |

1. Typing of the text of each manuscript will be done by the person who have knowledge of respective languages thoroughly.
2. Proof reading material of each booklet will be provided in color printout time to time.
3. Job will be initiated immediately after receiving the order.
4. The job must be completed within time frame (30 days) and will be delivered the materials within due date without fail.

\*\*RATE QUOTED ARE INCLUSIVE OF 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 important instructions.

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.
11. Your prior experience with jobs done.
12. The firm should be having their own printing facility. Sub-letting of contract is not allowed in any circumstances. If found, the order deems to be cancelled.