



भाकृअनुप – भारतीय कदन्न अनुसंधान संस्थान
ICAR – INDIAN INSTITUTE OF MILLETS RESEARCH

(ज्वार अनुसंधान निदेशालय-DIRECTORATE OF SORGHUM RESEARCH)

राजेन्द्रनगर, हैदराबाद/Rajendranagar, Hyderabad-500030

Phone: 24599300(gen), 24599306(AO);Faxno.24599304.www.millets.res.in



F.No.4-60/14-15/ST

Date: 26-03-2015.

SHORTERM-ENQUIRY

To _____

Dear Sir,

Sub:- Quotation for Printing of Publications –reg

We are interested in **Printing of the following**, 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 addressed to the Director, DSR,(IIMR) Rajendranagar, Hyderabad-500030.

Enquiry should be submitted in sealed envelope. The envelope shall be addressed to the Director.DSR (IIMR) Rajendranagar, Hyderabad -500030. (Purchaser) and it should also bear the tender enquiry number and name of the **Printing of Publications**.

1. Rs/-200 per each publication separately as enquiry fees.
2. Separate EMDs as below should be enclosed with technical bid otherwise your enquiry will not be considered
 - a) Rs 6000/- (for Sl.No.1)
 - b) Rs 4000/- (for Sl.No.2)
 - c) Rs 2000/- (for Sl.No.3)
3. DD in favour of ICAR UNIT-DSR, Hyderabad Account payable at Hyderabad.
4. **Date and time for submission of quotation – on or before 04.04.2015 up to 02.00 pm**
5. **Date and time for opening of technical bid 04.04.2015 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”**

b **Financial Proposal -- Part “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

: 2 :

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 Publications**”.

Technical Proposal should be prepared considering the detailed specifications of the work as mentioned below. 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 Publications**” and should be submitted in the attached Annexure – II only.

Yours faithfully,

(Saroj Kumar Singh)
Administrative Officer

Technical Proposal

Sl. No	Specification	Yes/No																								
01	Printing of "millets seed production manual" (Sorghum + Pearl Millet + Small Millets)																									
	<ul style="list-style-type: none"> ❖ Book Size : 1/4 Demi Size("7.0 x 9.5")Size ❖ No.pages : 350 pages ❖ No. of Copies : 500 Copies ❖ Printing : in colour printing on Art paper 160GSM ❖ Cover Page : Matt & UV spot Lamination on 300 GSM Art card ❖ Binding : Perfect Binding ❖ Language : English 																									
02	Printing of "50 years of Sorghum and millets research/Status document on Millets"																									
	<ul style="list-style-type: none"> ❖ Book Size : 1/4 Demi Size(7.0 x 9.5")Size ❖ No.pages : 150 pages ❖ No. of Copies : 500 Copies ❖ Printing : Black & White –in 80 GSM Paper ❖ Cover Page : Matt & UV spot Lamination on 300 GSM Art card ❖ Binding : Perfect Binding ❖ Language : English 																									
03	Printing of "Small bulletins on production Technologies including Varietal profile"																									
	<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">i) Grain sorghum</td> <td style="width: 33%;">ii) Forage sorghum</td> <td style="width: 33%;">iii) Sweet sorghum</td> </tr> <tr> <td>iv) Pearl millets</td> <td>v) Small millets</td> <td></td> </tr> </table> <ul style="list-style-type: none"> ❖ Book Size : 4.0"x8.5" size ❖ No.pages : 40 pages ❖ No. of Copies : 500 Copies (each) ❖ Printing : in colour on 150GSM Art paper ❖ Cover Page : Matt & UV spot Lamination on 300 GSM Art card ❖ Binding : Pin Binding ❖ Language : English 		i) Grain sorghum	ii) Forage sorghum	iii) Sweet sorghum	iv) Pearl millets	v) Small millets																			
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iv) Pearl millets	v) Small millets																									
	<p>Details of previous work orders, if any.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 5%;">(1)</td> <td style="width: 75%;">(a) work order and date</td> <td style="width: 20%;">:</td> </tr> <tr> <td></td> <td>(b) date of issue of work order</td> <td>:</td> </tr> <tr> <td></td> <td>(c) actual time given for completion of work</td> <td>:</td> </tr> <tr> <td></td> <td>(d) date of delivery</td> <td>:</td> </tr> <tr> <td>(2)</td> <td>(a) work order and date</td> <td>:</td> </tr> <tr> <td></td> <td>(b) date of issue of work order</td> <td>:</td> </tr> <tr> <td></td> <td>(c) actual time given for completion of work</td> <td>:</td> </tr> <tr> <td></td> <td>(d) date of delivery</td> <td>:</td> </tr> </table> <p>Submission of false/ wrong information will liable to be rejected the tender.</p>	(1)	(a) work order and date	:		(b) date of issue of work order	:		(c) actual time given for completion of work	:		(d) date of delivery	:	(2)	(a) work order and date	:		(b) date of issue of work order	:		(c) actual time given for completion of work	:		(d) date of delivery	:	
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1. Typing of the text of each manuscript should be done by the person who have knowledge of respective languages thoroughly.
2. Proof reading material of each booklet should 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 and delivered the materials within dues 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

Sl. No	Specification	Amount
01	Printing of "millets seed production manual" (Sorghum + Pearl Millet + Small Millets)	
	<ul style="list-style-type: none"> ❖ Book Size : 1/4 Demi Size("7.0 x 9.5")Size ❖ No.pages : 350 pages ❖ No. of Copies : 500 Copies ❖ Printing : in colour printing on Art paper 160GSM ❖ Cover Page : Matt & UV spot Lamination on 300 GSM Art card ❖ Binding : Perfect Binding ❖ Language : English 	
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	<ul style="list-style-type: none"> ❖ Book Size : 1/4 Demi Size(7.0 x 9.5")Size ❖ No.pages : 150 pages ❖ No. of Copies : 500 Copies ❖ Printing : Black & White –in 80 GSM Paper ❖ Cover Page : Matt & UV spot Lamination on 300 GSM Art card ❖ Binding : Perfect Binding ❖ Language : English 	
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Date: _____

Signature & Seal of the Firm

Email: _____

Ph .No (Office): _____

Cell: _____

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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 Bidder 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	
10	The annual gross turnover of the firm should be not less then Rs. 10,00,000 at least for three years during last five years. 2013-2014 2012-2013 2011-2012 2010-2011 2009-2010 (Pl. enclose copies of ITRA/Audited balance sheet and P&L account etc.)	Y/N	

Signature of the bidder

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 your favour.
10. Submit your RTGS details along with the Financial Bid only.