



भाकृअनुप – भारतीय कदन्न अनुसंधान संस्थान  
ICAR – INDIAN INSTITUTE OF MILLETS RESEARCH  
(ज्वार अनुसंधान निदेशालय-DIRECTORATE OF SORGHUM RESEARCH)  
राजेन्द्रनगर, हैदराबाद/Rajendranagar, Hyderabad-500030  
Phone: 040-24599300.Faxno.040-24599304.www.millets.res.in



F.No.4-70/15-16/ST

Date: 02-11-2015

**ENQUIRY**

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

Dear Sir,

**Sub:- Quotation for Printing of recipe book – reg**

We are interested to take up the following **Printing of recipe book**. 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 of recipe book**”.

A DD of **Rs.200/-** towards enquiry fees and **Rs. 7,500/-** 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. A completely filled form GAR-33 (form attached as Annexure-IV) after affixing revenue stamp and duly signed should be enclosed for getting the EMD returned in case of unsuccessful bidder. In case of non supply of order as per purchase order/supply order the EMD will be forfeited.

**Date and time for submission of quotation – on or before 24.11.2015 upto 02.00 pm**

**Date and time for opening of technical bid 24.11.2015 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 of “Recipe book”**”.

: 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 of Recipe book”** and **should be submitted in the attached Annexure – II only.**

Yours faithfully,

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

**Technical bid**

**Technical Specifications for Printing of “recipe book”**

<b>Sl. No.</b>	<b>Specifications</b>	<b>Yes/No</b>
<b>01</b>	<b>Jobs: Designing and printing (Including typing in Telugu and Hindi)</b> <b>Number of Pages</b> : 80-100 Pages <b>Number of copies</b> : 1000 each <b>Languages</b> : English, Telugu and Hindi. <b>Size</b> : 22cm (L) X 23cm (W) <b>Cover Page</b> : 300GSM, Foreign art Paper, Matt Finish, Multicolor, spot Lamination. <b>Inner Pages</b> : 170 GSM, Multicolor, matt finish, art Paper. <b>Perfect Binding</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**

<b>Sl. No.</b>	<b>Specifications</b>	<b>Amount (Including Taxes)</b>
01	<b>Jobs: Designing and printing (Including typing in Telugu and Hindi)</b> <b>Number of Pages</b> : 80-100 Pages <b>Number of copies</b> : 1000 each <b>Languages</b> : English, Telugu and Hindi. <b>Size</b> : 22cm (L) X 23cm (W) <b>Cover Page</b> : 300GSM, Foreign art Paper, Matt Finish, Multicolor, spot Lamination. <b>Inner Pages</b> : 170 GSM, Multicolor, matt finish, art Paper. <b>Perfect Binding</b>	

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

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**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 FIVE MONTHS FROM THE DATE OF SUBMISSION.
8. This office will not be held responsible for any postal delay.
9. The quantities are approximate, it may vary up to 50% you should accept the same as per final order depending upon our requirement as per the rate quoted by you.
10. The repeated orders with in your validity period may be agreeable.

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**Check list**

**Annexure-III**

Minimum requirements to be checked at the time of opening technical proposal by the 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 :3-4 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 the firm	Y/N	
8	Copy of the PAN		
09	Price Quote must be in the format enclosed Annexure-II	Y/N	
10	Turn over should equal to or more than ₹10,00,000/- in any of the three years out of last five years. (copy of IT returns and copy of Annual Accounts Certified by CA or self attested must be enclosed as proof) 2014-2015 2013-2014 2012-2013 2011-2012 2010-2011	Y/N	
11	Any refusal or Non- supply of previous order. In case of refusal or non-supply of previous orders (Beyond the given time) the bid of such firms will not be considered.	Y/N	

I have gone through the conditions and certified that all the information provided are true. In case of any false information given by me, my tender may be rejected for which the purchaser will not be held responsible.

**Place;**

**Date:**

**Signature of the bidder**

**Name:-** \_\_\_\_\_

**Seal and stamp:-** \_\_\_\_\_

G.A.R. 33  
( See Rule 142 )

BILL FOR REFUND OF REVENUE

HEAD OF ACCOUNT		BILL FOR REFUND OF REVENUE					
In whose name revenue was credited	on what account received	Amount realised	Date of payment into the bank	Amount in which included and head to which credited	Pay & Accounts officers signature in token of verification of credit into the bank	Name of Payee	Amount to be refunded
1.	2.	3.	4.	5.	6.	7.	8.

3. Certified that this order of refund has been registered and noted against the original receipt in the departmental accounts under my initials and that refund of the same had not been ordered or made earlier.
4. Sanctioned and passed for payment.



Signature of the sanctioning Authority with seal

(affixing revenue stamp wherever necessary)  
Date:

Cheque may be issued in favour of M/s.

Signature of Drawing & Disbursing officer

FOR USE IN PAY AND ACCOUNTS OFFICE

Passed for payment of Rs..... (Rupees) ..... Payment through

Cheque No..... Date .....

Pay and accounts officer