



भाकृअनुप-मूंगफली अनुसंधान निदेशालय

(विगत नाम: राष्ट्रीय मूंगफली अनुसंधान केन्द्र)
इवनगर रोड, पोस्ट बॉक्स नं 5, जूनागढ़ 362001, गुजरात, भारत

ICAR-Directorate of Groundnut Research

(Formerly: National Research Centre for Groundnut)
Ivnagar Road, PO Box No. 5, Junagadh 362001, Gujarat, India

Phone: 0285-2672461, 2672843

Fax: 0285 2672550

Email: stores@nrcg.res.in

Note: All the communications must be addressed to the Stores Officer by designation, ICAR-DIRECTORATE OF GROUNDNUT RESEARCH, PO BOX 5, JUNAGADH 362001, GUJARAT (The tender document is also being uploaded on the DGR website www.dgr.org.in and the other prospective bidders can make use of the document downloaded from the website)

F No. SP. 37-17/15-16/

Date: _____

To

Sub.: Open Tender for the Annual Rate contract for Printing and Binding Works

Sir,

Please send your lowest quotation as per terms and conditions mentioned below for Works the following:

Sl no	Name of item	Place
1.	Annual Rate contract for Printing and Binding Works (one year or extendable)	ICAR-DGR Junagadh Gujarat 362001

Quotation should be in sealed cover superscribed open Tender for " Annual Rate contract for Printing and Binding Works one year" and may be send by registered post or hand delivery so as to reach this Institute on or before **05.07.2016 at 3.00 PM**. The open Tender without above superscription on the cover will not be considered. The tender received after due date and time will not be accepted.

The purchase shall be governed by the following terms and conditions:

1. Rates of Sales Tax/VAT/Service Tax / Octroi, any other charges etc. if any may be shown separately in Annexure-III (format for quotation) failing which it will be assumed that the quoted rates is inclusive of all Taxes and any additional amount demanded on any account later on will not be entertained and on this account shall not be paid. Form C/D/32 Octroi exemption certificate shall not be supplied from this office.
2. Rate must be quoted item wise (separately) and FOR destination at ICAR-DGR, Ivnagar Road, Junagadh 362001, Gujarat. ~~The items which are to be imported directly by the Institute and payment is to be made in Foreign Currency, the rate should be quoted on both FOB and CIP (Ahmedabad) basis.~~
3. The octroi if any stipulated by the supplier in their quotation should be paid first by the supplier which should be claim in their invoice along with receipt on account of payment of octroi for reimbursement from the purchaser. The payment of demurrage charges if any, for non payment of octroi etc. shall be the responsibility of supplier and not that of the purchaser.
4. Facsimile tenders are not acceptable
5. ~~Rate must be quoted item wise and FOR destination at ICAR-DGR, Ivnagar Road, Junagadh 362001, Gujarat.~~
6. TDS and statutory taxes will be deducted at source as applicable.
7. The firm submitting quotation must have valid VAT/Sales Tax/Service Tax/PAN No./Certificate of Incorporation etc. and copy of the same may be enclosed with their quotation failing which their bid shall be treated as nonresponsive and rejected.

- ~~8. Onsite Guarantee/Warranty for minimum _____ year should be provided for all the items quoted.~~
- 9. Earnest Money Deposit (EMD) of Rs.5000/- (Rupees Five thousand Only) must be deposited with bid/quotation in form of Demand draft/Banker's cheque/Pay order issued /Bank guarantee from scheduled Bank and payable to "Director DGR, Junagadh" failing which their offer will not be considered. The EMD of the unsuccessful bidder shall be refunded without any interest after award of the contract. The EMD of the successfully bidder shall be refunded after receipt of Performance Security Deposit (SD) as per Para No.11. If the successfully bidder fails to furnish the required SD within the specified period the EMD will be forfeited.**
10. Small/Medium Scale Industries may provide copy of NSIC certificate to claim exemption of payment of EMD or any price preferences if applicable under GoI norms
11. The successful bidder will be required to submit Performance Security Deposit @10% of the supply order only in the form of Demand Draft/ Banker's cheque /Bank Guarantee (BG) drawn in favour of "Director DGR, and payable at Junagadh within 15 days of the acceptance of the offer. The Security Deposit will be refunded without any interest after successful completion of warranty period provided the Institute has no other claims outstanding against the party at that time. The BG should be valid for additional two months beyond warranty period.
- ~~12. If quoted price is less than one lakh rupees EMD need not be submitted.~~
13. The vendor will have to submit TECHNICAL COMPLIANCE STATEMENT as per ANNEXURE-1
14. FINANCIAL BID should be submitted as per ANNEXURE-II failing which the BID shall be REJECTED.
15. Rate and quantity for all required consumables spares and essential accessories should be quoted separately.
- ~~16. During the work of operation of Equipment/ Plant/ Machinery etc. purchaser may have to procure, spare parts due to wear and tear or accessories for any additional work and in order to arrive at reasonability of rates to be purchased on single quotation basis being Proprietary items, the supplier will have to submit any certificate/documents sought by the purchaser. Payment shall be made only after supply & Installation.~~
- ~~17. The Dealer quoting on behalf of their foreign / Indian Principal Manufacturer should enclose authorization letter from their Principals.~~
- ~~18. Quotation should remain valid for a minimum of 90 days and validity less than 180 days shall not be accepted and treated a non-responsive.~~
19. Liquidated Damages (LD) for delayed supplied @0.5% per week of the contract value will be charged. Maximum LD shall not be more than 10% of contract value.
- ~~20. The items being imported directly from the foreign Principal Manufacture to whom payment is to be made in Foreign Currency, the payment shall be made by establishing LC (90% of the order value excluding Indian agent's commission (Indian agent commission should be quoted separately which will be paid in Indian Rupees), and the 10% after satisfactory installation) or wire transfer after receipt and satisfactory installation of equipment. In no case advance shall be paid. The payment to be made in Indian Rupees to Indian Manufacture/Dealer, the payment shall be released only after successful supply, Installation, commissioning and demonstration of the Equipment.~~
21. Form may indicate whether it belong to SC/ST personnel (optional)
22. The letter inviting quotation issued to the vendor's along with enclosures, each page duly signed under the seal of company should be returned along with their quotation.
23. The conditional quotation shall not be accepted and the quotation from the vendor/vendors who have been blacklisted will not be accepted.
24. Cuttings or over writing if any should be attested with signature and seal of the company.
25. The Director reserves the right to reject or accept any or all quotation without assigning any reason thereof.

सुचना: सभी निविदा दस्तावेज़ में निविदाकार के हस्ताक्षर और सील लगाकर निविदाके साथ में लगाना जरूरी है और सभी दर मूल्य सूची में भरके दे. अन्यथा निविदा रद्द हो जायेगी.

(Stores Officer)



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ANNEXURE-1

Name of work: **Annual Rate contract for Printing and Binding Works one year or extendable**

Technical Specifications and compliance

S.N	Description of the job/item	A-3	A-4	A-5	A-6	A-8
1	Pre-press processing charges					
i	Page layout/planning, typesetting, scanning, CMYK PROOFING (colour pages)) (per page)					
ii	Page layout/planning, typesetting, proofing single colour or B&W (per page)					
iii	Layout/planning, & processing of positives and plates (per page)					
iv	Computer graphic work (design & proofing)					
2	Printing charges (500 copies)					
i	Four colour					
ii	Minimum charges if any					
iii	Single colour (B/W)					
iv	Minimum charge if any					
v	Additional printing (100 copies and multiples thereof)					
vi	a. Four colour					
vii	b. Single colour (B&W)					
3	Paper cost (including print waste)					
i	Art paper (Glossy) per Kg					
ii	Art paper (Mat) per Kg					
iii	Map litho paper, best quality per Kg					
iv	Lamination (Glossy) per 100Sq inch					
v	Lamination (Mat) per 100 Sq inch					
vi	Lamination (UV) per 100 Sq inch					
4	Binding	A-3	A-4	A-5	A-6	A-8
i	Wire/pin binding					
ii	Centre stitch					
iii	Section stitch					
iv	Perfect (machine binding)					
v	Creasing / single pin binding for folder/pamphlet					
vi	Binding with hard cover and jacket (with section sealing & PVC cover)					

Mark (YES) if specification offered is as per tender or better, if not, specify the specification offered. An item-by-item commentary on the purchaser's Technical Specification demonstrating substantial responsiveness of the goods and services of those specifications or a statement of deviations and exceptions to the provision of the Technical Specifications.

(Technical literature/brochures/manuals should be attached along with this format to support the claims)

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(Stores Officer)
DATE:

SIGNATURE WITH STAMP OF THE BIDDER(S)
DATE:



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ANNEXURE-2

Price Schedule

S.N	Description of the job/item	A-3	A-4	A-5	A-6	A-8
1	Pre-press processing charges					
i	Page layout/planning, typesetting, scanning, CMYK PROOFING (colour pages)) (per page)					
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v	Creasing / single pin binding for folder/pamphlet					
vi	Binding with hard cover and jacket (with section sealing & PVC cover)					

We agree to supply the above goods in accordance with the Technical specification for a total contract price of Rs. _____ (in figure) Rupees. _____ (in words) within the period specified in the Invitation for Quotations.

We also confirm that the normal commercial warranty/guarantee of _____ month shall apply to the offered goods.

We have read, understood and accepted all the terms and conditions mentioned in the letter inviting quotation.

We are also enclosing DD/BC/BG No. _____ for Rs _____ Dated _____ towards EMD

Signature (Bidder)

Name

Address

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