



भा0कू0अ0प0-केन्द्रीय बकरी अनुसन्धान संस्थान
मखदूम पो0 फरह -281122, मथुरा (उ0प्र0)
**ICAR-CENTRAL INSTITUTE FOR RESEARCH ON GOATS,
MAKHDOOM, P.O. FARAH-281122, MATHURA (U.P.)
PHONE NO.0565-276 3380 FAX NO. 0565 276 3246**



F. No. 5-10(2)/CP&C/2014

Date 21.04.2016

To,

Subject: Limited Tender Enquiry for Printing & Binding of Annual Report of the Institute – reg.

Sir,

We have a requirement of the Printing/binding/lamination/designing etc. as indicated below, tender for which will be opened **at 3.00 PM on 09.05.2016** and you are invited to submit your most competitive quotation for the same. All the relevant details are given below:

- (i) Description and the quantity of the goods required:(As per Annexure-I)
- (ii) Guiding specification and other technical details:(As per Annexure-II)
- (iii) Terms of delivery: Delivery at PME Section, CIRG, Makhdoom.**
- (iv) Delivery period for goods: Materials should be delivered within two weeks of order
- (v) Installation / commissioning: NA
- (vi) Terms of Inspection by the purchaser's representative (if required): NA
- (vii) Training of purchaser's operator(s) for operating the goods ordered, as and if necessary:
- (viii) Price structure:**
 - (a) The tender shall quote for the complete requirement of goods & services and for the full quantity as shown against a serial number in the list of requirements in Annexure-1. Unless other wise specified in Annexure-I, the tenderers are, however, free not to quote against all the serial numbers in the List of Requirements (in case there are more than one serial number in the List of Requirements).
 - (b) The rate and prices quoted shall be in Indian Rupees only.
 - (c) All duties, taxes and levies payable by the supplier under the contract shall be included in the quoted price. The purchaser will not pay any such duties, taxes and levies separately.
 - (d) The rates and prices quoted by you shall remain firm and fixed during the currency of the contract and shall not be subject to variation on any account, whatsoever, including statutory variations, if any.
- (ix) Receipt of goods & Terms of payment:**
On receiving the goods at site, I/c PME Cell and Chairman, Annual Report Publication committee will verify the quality and quantity of the items supplied. The paying authority will release the full payment to the supplier as due in terms of the contract, after the receipt of supplier's invoice, purchaser's receipt certificate.
- (x) Paying Authority: The DIRECTOR, CIRG, Makhdoom.**
- (xi) Liquidated Damage Clause:**
If the supplier fails to deliver the goods and / or perform the services within the contractual delivery period for reasons other than circumstances beyond supplier's control (which will be informed by the supplier in writing and agreed to by) and purchaser extends the delivery period, the purchaser will also deduct form the contract price, as liquidated damages, a sum equivalent to 0.5% (half per cent) of the delivered price of the delayed goods or unperformed services for each week of delay or part thereof until actual delivery of performance. The maximum limit of such deduction will however, be 10% of the contract performance. The maximum limit of such deduction will, however, be 10% of the contract price.

Further, during such delayed period of supply and / or performance, the supplier shall not be entitled to any increase in price and cost, whatsoever, on any ground. However, the purchaser shall be entitled to be benefit of any decrease in price on any ground, whatsoever, of the goods & services, supplied during the period of delay. The purchaser's letter (to the supplier, with copies endorsed to others concerned extending the delivery period will be subject to the above conditions.

- (xii) **Warranty Clause: N.A.**
(xiii) **Dispute Resolution Mechanism:**

If any dispute or difference arises between the purchaser and the supplier relating to any matter connected and, if the parties fail to resolve the dispute or difference by mutual discussion within 30 days, either the purchaser or the supplier may give notice to the other party of its intention to refer the same to arbitration which shall be conducted by a sole arbitrator, appointed by the Secretary, ICAR through a procedure as per the Indian Arbitration and Conciliation Act, 1996. The venue of the arbitration shall be the place from where the contract is issued.

2. You are also required to fulfill the following conditions and furnish the details as indicated in subsequent paragraphs.

- a. At the time of awarding the contract, the purchaser reserves the right to increase or decrease by up to 25%, the quantity of goods & services as specified in the List of Requirements, without any change in the unit price or other terms & conditions.
- b. Please furnish a certified copy of **your latest ITCC(Income Tax Clearance Certificate).**
- c. Please indicate and furnish relevant details if you are currently registered with any Govt. organization.
- d. Please state whether business dealing with you presently stand banned by any government organization and if so, furnish relevant details.
- e. A supplier shall not submit more than one quotation for the same set of goods.
- f. The supplier shall at all times indemnify the purchaser, at no cost to the purchaser, against all third party claims of infringement of patent, trademark of industrial design rights arising from the use of the goods or any part thereof, with respect to the goods quoted by the supplier in its offer.
- g. The quotations / contract/ correspondences and other documents including future correspondences pertaining to the quotations and the contract, shall be written in English language. However, these communications and documents may also be submitted in Hindi language if the same is accompanied by an English translation, in which case the English translation shall govern, for the purpose of interpretation of the quotation.
- h. The contract shall be governed and interpreted by the laws of India.
- i. **The quotation/offer shall remain valid for acceptance for a period not less than 90 days after the specified date of opening of the offers.**

3. The quotation shall be sealed in an envelope, addressed to the purchaser and marked with the tender enquiry No. and the words **“DO NOT OPEN BEFORE 09.05.2016”** (the time and date of opening of the tenders). This envelope should then be put inside another envelop, which will also be duly sealed. The outer envelope will bear the full address of the purchaser. The supplier must ensure that its tender (i.e. quotation) is duly sealed as above, reaches the purchaser **at least one hour before the time and date of opening of tenders.**

- (i). The tender, which are received late or incomplete, will be ignored. Further, the purchaser does not accept any liability and responsibility for the tenders in case the same are not properly sealed and marked and / or sent as above.
- (ii). **The tenders, which are received on time (as per para 3 above), will be opened at purchaser’s office at 3.00 P.M. on 09.05.2016. The purchaser will open the tenders in the presence of the tender’s duly authorized representatives, who choose to attend the tender opening.**
- (iii). Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation or annual the tendering process and reject all questions at any time prior to awards of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected tenderer or tenderers.
- (iv). **Please submit your quotation (sign all the papers) as per format given in Annexure-III. You are also required to return this original tender enquiry (all the pages, as it is duly signed by you on every page, for our record. You may retain a photocopy of this tender enquiry for your record.**
- (v). S.T. / C.S.T may please be mentioned in the quotation.
- (vi) The rates will be on prorata basis i.e per page basis. Separate rates for cover & inside will not be entertained. Similarly rates for four pages will not be accepted. Only rate per printed pages basis will be considered.

Encl: Annexure I, II and III.

ASSTT. ADMN. OFFICER

LIST OF REQUIREMENTS

PRINTING & BINDING OF ANNUAL REPORT IN ENGLISH & HINDI

S. No.	Specifications of the report	Quantity
1.	Total No. of pages = 130±20 (for English & Hindi) approximate Paper cover page = 300 GSM (Imported) art card with lamination Paper inside = 130 GSM art paper Printing : 4 colour (CTP) Printing Binding: Centre Stitch by automatic binding machine. Lamination : Matt lamination cover Designing Cover / Content lay out / Printing by CTP System / perfect binding. Finished size : 21.5cm x 29.5cm (Offset printing with highest quality of reproduction of photographs) Special empossing on cover as per latest industry standards.	250 copies each

Softcopy of annual report should be provided in a CD in word & PDF format.

The manuscript will be provided in MS-WORD format. The printer will be required to type set. The material & photo setting / photo editing of photographs etc., **provide three set of colour proof** for final editing / correction. All the correction in typesetting / photo editing etc will have to be made by the printer & he will provide the corrected proof at CIRG within two days.

Special instructions:

- a) A demand draft of Rs.2,500/- (Rupees two thousand five hundred only) as Earnest Money Deposit (EMD) in favour of ICAR Unit CIRG payable at any Nationalized Bank is to be enclosed along with the quotation. No quotation shall be considered without EMD.
- b) The firm to whom the printing work is awarded will have to deposit the Security Money Deposit (SMD) equal to 10% of the total amount.

Annexure-II

SPECIFICATIONS & OTHER TECHNICAL DETAILS
OF THE ITEMS AND SERVICES (SHOWN IN ANNEXURE-I)

As already stated in Annexure-I

FORMAT OF PRICE QUOTATION

S. No.	Description of Goods and allied services	Specifications	Accounting unit (per page)	Unit Price (Rs.) (Per page)	Total Amount Rs.
1.					
2.					

Grand Total Cost: Rs.-----

We agree to supply the above goods and allied services. We confirm that the same will meet the description, specification and other technical details as required in the tender enquiry.

We confirm that we agree to all other terms & conditions of your tender enquiry including the terms of delivery, period of delivery and warranty provision.

We have furnished all the information, as required in the tender enquiry and attached the relevant documents.

(In case a tenderer desires to put some additional / modified stipulations, terms and conditions etc. the same may be clearly indicated).

We confirm that our offer will remain valid for acceptance for -----days after the date of opening tenders.

(Signature, name and designation of the authorized executive of the tendering firm)

For and on behalf of-----

(Name and address of the tendering firm)

(Seal of the tendering firm)

Date:

Place:

