



राष्ट्रीय पादप जीनोम अनुसंधान संस्थान  
(जैव प्रौद्योगिकी विभाग, विज्ञान एवं प्रौद्योगिकी मंत्रालय, भारत सरकार का स्वायत्त अनुसंधान संस्थान)  
**NATIONAL INSTITUTE OF PLANT GENOME RESEARCH**  
(An Autonomous Institution of the Department of Biotechnology, Ministry of Science and Technology, Government of India)  
अरुणा आसफ अली मार्ग, पो. बाक्स नं. 10531, नई दिल्ली-110067  
Aruna Asaf Ali Marg, Post Box Number 10531, New Delhi-110067

No.: 11-7/2016-17/NIPGR/S&P.

July 4, 2016

Sub: Invitation of Sealed Tenders

Sir,

The Institute is interested to have an Annual Rate Contract for the work of Printing of Annual Reports and normal Stationery (Bilingual) of the following Size and Quantity.

**I. Annual Report (Abridge) – English**

1.	Size	8.5" x 11"
2.	No. of Pages	175 (approx.)
3.	Colour	04 colours throughout
4.	No. of Pictures	07 (Seven) approximately plus cover pages
5.	Paper	Imported Art Paper 130 GSM for inside pages & imported Art Card 300 GSM for Cover
6.	Fabrication	Perfect binding, with lamination on Outer Covers
7.	Quantity	100 copies (one hundred copies only)

**II. Annual Report (Abridge) – Hindi**

1.	Size	8.5" x 11"
2.	No. of Pages	175 (approx.)
3.	Colour	04 colours throughout
4.	No. of Pictures	07 (Seven) approximately plus cover pages
5.	Paper	Imported Art Paper 130 GSM for inside pages & imported Art Card 300 GSM for Cover
6.	Fabrication	Perfect binding, with lamination on Outer Covers
7.	Quantity	100 copies (one hundred copies only)

**III. Annual Report (Detailed) – English**

1.	Size	8.5" x 11"
2.	No. of Pages	250 (approx.)
3.	Colour	04 colour throughout plus cover pages
4.	No. of Pictures	90 (Ninety) approx. plus cover pages
5.	Paper	Imported Art Paper 130 GSM for inside pages & imported Art Card 300 GSM for Cover
6.	Fabrication	Perfect binding, with lamination on Outer Covers
7.	Quantity	150 copies (one hundred fifty copies only)

(B) ± papers on pro-rata basis

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#### **IV. Normal Stationery**

<b>S.No.</b>	<b>Description</b>	<b>Qty. to be printed one time</b>
A	A4 Size form – one side printing	5 Pads (100 pages) 10 Pads (100 pages) Above 10 Pads
B	A4 Size form – both side printing	5 Pads (100 pages) 10 Pads (100 pages) Above 10 Pads
C	Letter heads on A4 size Ex. Bond Paper (in four colours)	02 Pads (100 pages) 05 Pads (100 pages) Above 05 Pads
D	Printing Legal size forms one side printing	5 Pads (100 pages) 10 Pads (100 pages) Above 10 Pads
E	Printing Legal size forms both side printing	5 Pads (100 pages) 10 Pads (100 pages) Above 10 Pads
F	Printing of visiting Cards	100 cards (Bilingual)
G	Rubber / Self inking Stamps	Per piece

#### **Terms & Conditions**

1. The bids will be accepted in respect of those vendors have successfully completed one similar work costing not less than ₹ 4,00,000/- or two similar works each costing not less than ₹ 2,50,000/- or three similar works each costing not less than ₹ 2,00,000/- during the last three financial years. Similar work means work related to printing of Annual Reports / stationery items in Govt. / State Govt. / Govt. Institutions / Universities and reputed organizations. The Work Orders/ Completion Certificates issued by the appropriate authority must be enclosed with the tender.
2. You are advised to see/obtain the copy, as sample, of the Annual Report of this Institute for the previous two years i.e. 2013-2014 & 2014-2015 before quoting the rates as in no case the quality of the proposed Annual Report of the Institute for the year 2015-16 should be inferior to the reports of the years 2013-2014 & 2014-2015.
3. If you are in a position to execute above jobs, you are requested to quote item wise rates for the above jobs. While quoting your rates, please ensure that all inclusive rates are indicated, which should include all cover printing complete with designing of the material, photo scanning, planning, layout, composing, setting, processing, binding, gloss/matt lamination of cover pages, packing and delivery at NIPGR Campus, New Delhi.
4. You may kindly clearly indicate in your letter whether the rate quoted is inclusive or exclusive of sales tax/VAT. In case sales tax/VAT is to be levied over and above the rate quoted by you, the rate at which sales tax/VAT is to be levied must be specified.
5. While you may send your quotations on the basis of cover pages plus text pages, you may kindly quote rates for each additional page (in case the number of text pages eventually exceeds or decrease).

6. You should also clearly bring out the time that you need for printing the Report after the hard and soft copies of the manuscript is made available to you.
7. An earnest money of ₹ 10,000/- (Rupees Ten Thousand only) in the form of DD/pay order drawn in favour of Director, National Institute of Plant Genome Research, payable at New Delhi is required to be sent along with the quotations failing which the quotation will not be considered.
8. The EMD of the successful tenderer shall be retained as Security Deposit which shall be released after the completion of tenure of the Contract. In case the agency fails to comply with the terms & conditions of the work order, the security deposit shall be forfeited.
9. Samples of the paper to be used may be sent along with your quotations.
10. Sample of the previous Annual Report 2013-2014 & 2014-2015 can be seen / obtained in NIPGR on any working days.
11. No separate charges shall be paid for delivery of goods at NIPGR.
12. NIPGR reserves the right to increase or decrease the number of printed copies at its discretion.
13. Selection of a firm for award of contract, will not be made solely only on the basis of lowest rates quoted by a tenderer. Previous experience/performance, latest machines / manpower, office location etc. will also be inspected in this regard.
14. NIPGR will have full authority to reject any/all offer(s) without assigning any reason thereof.
15. The rates quoted in the tender shall remain valid for a period 360 days. No tenderer can withdraw/or modify his tender or revoke the same within the said period. If a tenderer on his own withdraws or revokes the tender or revises or alters or modifies the tender for any item or condition within the period mentioned in the tender notice, his earnest money deposit shall stand forfeited. Notwithstanding foregoing, the Institute reserves the right to take other actions as deemed appropriate.
16. The notice inviting tender, will form part of the contract agreement to be executed by the successful tenderer with the NIPGR.
17. The validity of the contract can be extended further subject to performance of the company.

You are therefore requested to send your offer mentioning rates FOR, NIPGR. Your rates should be valid for one year. The requirement shall be ordered as and when required. The sealed quotations duly super-scribed on top of envelope as “**Quotation for Printing of Annual Reports & Normal Stationery**” so as to reach the undersigned latest by **25/7/2016 (3:00 PM)**, the same shall be opened on same day at **3.30 PM**.

Thanking you,

(Purchase cum Stores Officer)