



National Institute of Plant Health Management

Department of Agriculture & Cooperation
Ministry of Agriculture, Government of India



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Rajendra Nagar,
Hyderabad – 500 030
Htt://niphm.gov.in

F. NO. 4(1) Stores/Printing/2012-13

Date: 22.04.2013

To

(As per the list enclosed)

Sub: Invitation of Competitive bids for Annual Rate Contract for Printing & Supply of NIPHM Annual Reports, Training Calendar, Annual Accounts, Brochures, News Letter, leaflets, Posters etc. for a period of one year – reg.

Sir,

Our institute intends to print its, Annual Reports, Training Calendar, Annual Accounts, Brochures, News Letter, leaflets, Posters etc. on Art and Map Litho Paper/card in multi color in different sizes. You are requested to submit your competitive bids in sealed cover duly super scribing on the cover as “Bids for printing and supply of” with quotation no. 4(1) Stores/Printing/2012-13 & Due date : 06.05.2013 due on 14.00 hrs on 06.05.2013 ” for the purpose of finalizing Annual Printing Rate Contract for the year 2013-14.

SL NO	DISCRIPTION OF ITEM	RATE
1. A.	<u>Printing/composing:</u>	
	1/8 Royal size (per page) (300-500 copies) including a) page making, b) negatives, (c) plates, (d) printing and Scanning Photos and Processing system	
	Black/white per form of 8 pages (Single side)	
	Two color per form of 8 pages (Single side)	
	Multi color per form of 8 pages (Single side)	
	<u>Binding:</u>	
	a)up to 250 pages	
	Over 250 pages	
	b) Section stitching with hard/ soft covers	
	upto 250pages	
	over 250 pages	
	<u>Lamination:</u> 1/8 Royal Size (both Sides/cover page & Back Page)	
B.	<u>¼ Demy (per page)</u>	
	¼ Demy i.e., newsletter, annual reports, manuals etc.	
	(1000 copies including page making, negatives, plates, Printing and scanning of photos and processing system)	
	Black/white perform of 4 pages (Single side) ; DTP charges per page	
	Two color per form of 4 pages (Single side)	
	Designing charges per page	
	Multi color per form of System Design (Single side) Designing charges per page	

C.	Brochure (multifold) (200-500 copies) including					
	(a) Page making (b) negatives (c) plates (d) printing and (e) scanning of photos and processing system:					
	Black/ white (Single side) DTP charges per page					
	Two color (Single side) Designing charges per page					
	Multi color (Single side) Designing charges per page					
D.	Posters : Including multicolor, designing, printing with 220 GSM Indian Art Paper					
	Size	500 copies	1000 copies	1500 copies	2000 copies above	
	A3 size					
	A4 size					
D.	Rates for supply of extra proof per page beyond Two proofs Proof reading per page					

Soft copy of the printing material will be provided. Please read the terms and conditions appended herewith, carefully before submitting the bids. The last date of the receipt of sealed bid is **06-05-2013**.

Last date and time for receipt of bids : 14:00 hrs on
06.05.2013.

Date & Time for opening of bids : 15:00 hrs on
06.05.2013.

Yours faithfully,

Encl: As above.

Administrative officer
for Registrar

TERMS AND CONDITIONS:

1. The bid should be invariable sent in sealed cover duly super scribed as "Bid for printing & supply of brochures etc. quoting our tender enquiry No: 4(1) Stores/Printing/2012-13 date: 22.04.2013. addressed to the Registrar, National institute of Plant Health Management NIPHM, Rajendranagar, Hyderabad- 500 030.
2. Rates should be valid for one year from the date of signing of the agreement. Rates/ prices should remain fixed during the entire period of the contract. i.e. one year and shall not be subject to variation on any account., No claim for compensation or loss due to fluctuations or any other reasons/ causes will be entertained.
3. The Annual Rate Contract valid for one year from the date of signing the agreement,
4. Only such bids will be considered for the items which have been quoted strictly according to the specifications. Tenders received after due date and time shall be rejected. The taxes etc., (if any) with % and amount should be indicated clearly.
5. The material should be delivered FOR destination i.e. at NIPHM Rajendra Nagar, Hyderabad - 500030 and no other charges such as packing, transport etc., will be allowed by the institute.
6. The supplies have to be completed within the stipulated delivery period, failing which the loss/ demurrage incurred will have to be paid by the tenderer as determined by the office.
7. The printers will be fully responsible for any loss in transit and will also be responsible for the safe arrival/delivery of goods in good condition at the destination.
8. The payment will be made within 15 days after receipt of printed material and their final acceptance (Cheque/ demand draft will be sent by post only) by the NIPHM.
9. The NIPHM takes no responsibility for delay, loss or non-receipt of bids/documents sent by post and reserves the right to accept or reject any part/full of the bid without assigning any reason whatsoever. The decision of Director General, NIPHM is final in this regard.
10. The rates should be mentioned clearly in both figures and words for each item in the bid. If there is any variation in figures and words, rates quoted in words will be taken in to consideration. The overwriting, cutting, erasing, if any should clearly be indicated duly attested.

Administrative officer
for Registrar

TERMS AND CONDITIONS:

I. GENERAL INSTRUCTION TO BIDDING:

- a. Any offer made in responses to this tender when accepted by NIPHM will constitute a contract between the parties.
- b. Tenderer is exempted from Earnest Money Deposit
- c. The Contract shall be interpreted under Indian laws and all disputes will be resolved **within Hyderabad Jurisdictions**. In case of any dispute, the decision of NIPHM, Hyderabad shall be final and binding.
- d. The supplier will be fully responsible for any loss in transit and will also be responsible for safe delivery of the goods/stores in good conditions at NIPHM.
- e. The quantity of items may increase or decrease during the currency of the contract/purchase order i.e. one year from the date of purchase order.
- f. Quotation should be valid for a minimum period of SIXTY DAYS from opening of tender. The sealed quotation duly superscribing on the envelop **“Quotation for supply of Training Kit Bag” with tender no..... and due date**” should reach on or before the specified date and time to the Registrar NIPHM, Rajendranagar, Hyderabad-500 030.
- g. The NIPHM takes no responsibility for delay, loss or non-receipt of quotations/documents sent by post and reserves the right to accept or reject any part/full of the quotation without assigning any reasons whatsoever.
- h. Tenders received after due date and time shall be rejected.
- i. The rates quoted should be inclusive of all charges such as Octroi, packing, forwarding, insurance and loading, unloading, freight and clearance etc. and bidder should undertake to supply goods at NIPHM at his cost.
- j. The VAT/Sales/General taxes where legally leviable and intended to be claimed should be distinctly shown along with the price quoted. Where this is not done it will be treated that the price is inclusive of VAT & other taxes. VAT/CST registration No. and date of its validity should be indicated. This Institute will not provide “C” & “D” forms, hence quote for the taxes actually leviable. The firm must quote their TIN No. , PAN No., (IT returns) VAT registration no. etc. in the quotation (attested copies to be enclosed).
- k. The rates should be mentioned clearly in both figures and words for each item in the quotation. If there is any variation in figures and words rates quoted in words will be taken in to consideration. The overwriting, cutting, erasing, if any should clearly be indicated duly attested.
- l. Suppliers are advised to quote firm price valid for one year as the intended quantity will be drawn on as and when required basis during the year with 15 days intimation.**
- m. The sample bag as per specification should be submitted along with the quotations under a delivery challan. The sample bag of successful tenderer will be kept till the total supplies are completed. The unsuccessful tenderers are required to collect their sample bags within 15 days of intimation from this institute. This institute will not take any responsibility there after.
- n. Guarantee/warranty period being offered for the bags would be indicated clearly.