



National Institute of Plant Health Management
Department of Agriculture & Cooperation
Ministry of Agriculture, Government of India



Telephone: 9140-24015374
E-mail: niphm@nic.in
Tele-Fax: 9140-24015346

Rajendra Nagar,
Hyderabad – 500 030
<http://niphm.gov.in>

F. NO. 4(1) Stores/Printing/2014-15

Date: 05.06.2014

To

(As per the list enclosed)

**(The tender document is also being uploaded on the NIPHM website <http://niphm.gov.in> and the other prospective bidders can make use of the document down loaded from the website)*

Sub: Invitation of Competitive bids for Annual Rate Contract for “Printing & supply of Annual Accounts, Annual Reports , Brochures, News Letters, Leaflets, Training Calendars, posters etc.. of NIPHM”. for a period of one year – reg.

* * *

Sir/Madam,

National Institute of Plant Health Management (NIPHM) invites ‘Sealed Bids’ two cover systems’ from the reputed printers for “Printing & supply of Annual Accounts, Annual Reports , Brochures, News Letters, Leaflets, Training Calendars, posters etc.. of NIPHM” detailed terms and conditions and list of items required may be downloaded from the NIPHM website <http://niphm.gov.in>

The schedule of receipt and opening of quotations is as under:-

Last date and time for receipt of bids : 13:00 hrs on 20.06.2014

Date & Time for opening of bids : 14:00 hrs on 20.06.2014

.....

**Administrative Officer
for Registrar I/c**



National Institute of Plant Health Management
Department of Agriculture & Cooperation
Ministry of Agriculture
Government of India

Telephone: 9140-24015374
E-mail: niphm@nic.in
Tele-Fax: 9140-24015346



रा व स्वा प्र सं
NIPHM

Rajendra Nagar,
Hyderabad –500030
<http://niphm.gov.in>

TENDER DOCUMENT

FOR

**PRINTING & SUPPLY OF BOOKLETS, NIPHM ANNUAL ACCOUNTS, ANNUAL
REPORTS, TRAINING CALENDARS, BROCHURES, NEWS LETTERS, CALENDERS,
POSTERS ETC FOR A PERIOD OF ONE YEAR.**

Note:

1. The bidders are requested to sign on all the pages.
2. This tender document can be downloaded from website – <http://niphm.gov.in>
3. The tender document is to be put in a cover which should also be sealed & superscribed “ PRINTING & SUPPLY OF BOOKLETS, NIPHM ANNUAL ACCOUNTS, ANNUAL REPORTS, BROCHURES, NEWS LETTERS, CALENDERS, POSTERS, ETC” FOR A PERIOD OF ONE YEAR.

TABLE OF CONTENTS

Sl. No.	Description	Page No
1	Preamble of Tender	3
2	Check List	4
3	Salient Features of the Tender	5
4	General Instructions	6,7,8
5	Eligibility Criteria	9
6.	Submission of Tender	9
7	Opening of Tenders	11
8	Tender Evaluation Criteria	12
9	Acceptance of Tender	12
10	Rejection of Tender	13
11	Terms of Payment	13
12	Details of Bidder's Profile/Part 'A' – Annexure -I	14
13	Technical Specifications – statement - Annexure – II	15-17
14	Financial Bid (Part B) Annexure – A (Booklets)	18
15	Financial Bid (Part B) Annexure – B (Annual Accounts)	19
16	Financial Bid (Part B) Annexure – C (Annual Reports)	19
17	Financial Bid (Part B) Annexure – D (News Letters)	20
18	Financial Bid (Part B) Annexure – E (Training Schedules)	20
19	Financial Bid (Part B) Annexure – F (IPM Packages)	21
20	Financial Bid (Part B) Annexure – G (NIPHM Calendars)	21
21	Financial Bid (Part B) Annexure – H (Brochures)	22
22	Financial Bid (Part B) Annexure – I (Posters)	22
23	Format for Authorization letter – Annexure – III	23
24	Format for Under taking – Annexure – IV	24

1) Preamble of Tender

National Institute of Plant Health Management, an autonomous Institute under Ministry of Agriculture, Govt. of India is mandated to promote environmentally sustainable Plant Health Management Practices in diverse and changing agro-climatic conditions and provide policy support to Central and State Government on Plant Health Management, Sanitary and Phyto-sanitary issues and emerging bio-security challenges.

NIPHM invites '**Sealed Bids**' under '**two cover system**' from the reputed Printers for providing Paper, printing & supply of Annual Accounts, Annual reports, Brochures, News Letters, Training Calendars, Posters etc for a period of one year from the date of approval (or 1st April 2014 to 31st March 2015.)

2. **CHECK LIST**

BIDDER TO FILL IN THE CHECK LIST GIVEN BELOW

(State YES/NO for each item)

Sl. No.	Details	YES/NO
1.	Whether the Technical Bid (envelope A) and Price Bid (envelop B) are submitted in separate covers and both the covers enclosed in a common envelop.	
2.	Whether Technical Bid (Envelope A) contains:	
	a) Pre-Qualification details as laid down in the Tender under Eligibility Criteria.	
	b) Letter of Authorization for signing the Tender document viz., Annexure III & Under taking as per Annexure –IV	
	c) Audited Annual reports	
3	Whether Envelope-B contains: Filled up and signed Price Bid documents, viz., Annexure –A to I	

NOTE: Please ensure all the relevant boxes are marked **YES/NO** against each column.

IMPORTANT NOTE: Tenderers must ensure that all the required documents indicated in the Tender documents are submitted without fail. Tenders received without supporting documents for the various requirements mentioned in the tender document are liable to be rejected at the initial stage itself.

3) **SALIENT FEATURES OF THE TENDER**

Tender For Printing & Supply of Booklets, NIPHM Annual Accounts, Annual Reports , Training Schedules, IPM Packages, Brochures, Newsletters, Posters, Calendars etc..		
1	Tender inviting Authority , Designation and Address	The Registrar, National Institute of Plant Health Management, Rajendranagar HYDERABAD – 500 030. A.P. Phone No. 24015346/043/374 Telefax No. 24015346 Email : niphm@nic.in ; registrarniphm@nic.in Website : http://niphm.gov.in
2	a)Name of the Work	Printing & Supply of Booklets, NIPHM Annual Accounts, Annual Reports , Training Schedules, IPM Packages, Brochures, Newsletters, Posters, Calendars
	b)Tender reference	F. No. 4(1) Stores/Printing/2014-15
	c)Place of contract	NIPHM, Rajendranagar, Hyderabad – 500 030. A.P.
	d) Contract Period/validity period of Bids	Bid prices shall remain valid for the period of 90 days after the last date for bid submission. However, the purchaser reserves the right to seek consent for an extension of the period of validity. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive. And the Purchaser reserves the right to increase/decrease the quantity of goods, originally specified in the Schedule of Requirements.
3	Availability of Tender documents	Tender documents can be downloaded from http://niphm.gov.in at free of cost.
4	Earnest Money Deposit (EMD)	Bidders are exempted from Earnest Money Deposit.
5	Due Date, Time and Place of Submission of Tender	Up to 1300 hrs on 20th June,2014 at the address mentioned in (1)
6	Date, Time and Place of Opening of Bidder's Profile- A	On 20th June, 2014 at 1400 hrs at the address mentioned in (1)
7	Other important criteria specified by the Tender Inviting Authority: 1. Eligibility Criteria: a) The firm should have at least 3 years similar work experience as on 31.05.2014. b) The Annual Gross turnover of the printers should be Rs.25.00 lakhs per annum for at least 2 years out of last three financial years. c) The firm should be registered under Income Tax Act. d) The firm should be registered under VAT.	

4. General Instructions:

4.1 The Tenderers are requested to examine the instructions, terms & conditions and specifications given in the tender. Failure to furnish requisite information in all respects may result in rejection of the bid. Tenders received after due date and time shall be rejected.

1. The bid should be invariably sent in sealed cover duly super scribed as “Bid for printing & Supply of brochures , Annual Accounts, Annual Reports, News Letters, Leaflets, Training Calendars etc. quoting our tender enquiry No: 4(1) Stores/Printing/2014-15 date: 05.06.2014 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. Tenders received after due date and time shall be rejected.

4. 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.
5. The material should be delivered at NIPHM Rajendranagar, Hyderabad -500030 Income tax will be deducted as per prevailing rates. The rates quoted should be all inclusive of page design formatting layout, cost of the paper, transport all taxes, duties etc. and nothing will be paid extra.
6. Penalty (minimum %) is liable to be levied on the successful bidder who does not execute quality work and time limit specified in the work order. The material is liable to be rejected if it is not delivered within the stipulated time or does not meet the specifications given.
7. The printers will be fully responsible for any loss in transit and will also be responsible for the safe delivery of material. \
8. The payment will be made within 15 days after receipt of printed material and their final acceptance (Cheque/RTGS/ demand draft will be sent by post only) by the NIPHM.
9. 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.

10. The printer should provide at least two proofs for corrections. The proofs should be delivered at NIPHM at the cost of the printers. Color proof for title page should be given before printing.
11. After printing of the publication the agency should handover the soft copy (PDF & open file) to NIPHM.
12. The work should be completed and the printed publication supplied within 07 days from the receipt of the work order.
13. Please enclose samples of papers for which quotations is submitted. The quality of paper should not vary at the time of printing.

4.2 Clarifications in the Tender

- a) A prospective Tenderer requiring any clarification regarding the Tender may address the Tender Inviting Authority by letter or by Fax up to 48 hrs prior to the last date. NIPHM will respond in writing to any request for clarification in the Tender.
- b) The responses to the clarifications will also be notified on NIPHM's website <http://niphm.gov.in>

4.3 Amendments to the Tender

- a) NIPHM may amend the Tender Conditions up to 2 days prior to the time fixed for receipt of the Tender.
- b) Amendment to the tender, in response to clarifications sought by prospective Tenderers, is solely at the discretion of NIPHM. Such amendments will be notified on NIPHM's website.
- c) NIPHM, at its discretion, may or may not extend the due date and time for the submission of bids on account of amendments. Extension of time will be notified on NIPHM's website.
- d) All the Tenderers are advised to periodically browse NIPHM website <http://niphm.gov.in> for any amendments or corrigenda issued in connection with this Tender. NIPHM will not be responsible for any misinterpretation of the provisions of this tender document on account of the Tenderers' failure to update the bid documents based on changes announced through the website.

4.4 The tender should be addressed to

The Registrar,
National Institute of Plant Health Management,
Rajendranagar, **HYDERABAD – 500 030. A.P.**
Phone No. 24015346/043/374 Tele Fax No. 24015346
Email : niphm@nic.in ; registrarniphm@nic.in ;
Website : <http://niphm.gov.in>

4.5 Any offer made in response to this tender when accepted by NIPHM will constitute a contract between the parties.

4.6 The agency shall not transfer or assign sub-contract to any other party.

4.7 Corrections, if any, must be **attested**. All amounts shall be indicated both in words as well as in figures. Where there is difference between the amount quoted in words and figures, amount quoted in words shall prevail.

4.8 The Price should be quoted only in Indian Rupees.

4.10 Corrupt or Fraudulent Practices: Bidders should observe the highest standard of ethics during the procurement and execution of such contracts.

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of public official in the procurement process or in contract execution, and

“Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Purchaser and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.

NIPHM will reject a proposal for award if it is found that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

5) **ELIGIBILITY CRITERIA:-**

The Tenderers should meet the following Eligibility Criteria for quoting the tender and the proof for the Eligibility should be provided in the Technical Bid.

Sl. No	Minimum Eligibility Criteria	Proof to be submitted for fulfilling the Eligibility	Page No. (s)
1	The firm should have at least 3 years experience in printing works as on 31.05.2014.	Documents (i.e. work orders) to prove their experience has to be submitted.	
2	The Annual Gross Turnover of the printers should be Rs.25.00 lakhs per annum at least 2 years out of last 3 financial years. (Turnover not applicable to registered suppliers with NIPHM/DGS&D /Crida-ICAR units/MANAGE/NIRD	Copy of Annual Accounts duly signed and attested by a Chartered accountant.	
3	The firm should be income tax assessee at least for a period of last three years.	Self attested copies of the acknowledgments of Income tax returns or PAN Card of the firm should be enclosed.	
4	The firm should be registered under VAT.	Self attested copy of the certificate.	
5.	Earnest Money Deposit	Bidders are exempted from Earnest Money Deposit.	

6.SUBMISSION OF TENDER:

Submission of Tender: Two-cover system will be followed:

6.1 General Instructions:

- The Tender proposes two stage tender systems viz. **(1) Technical Bid** and **(2) Price Bid**.
- The bids should be submitted in two envelopes viz.
Envelope-A: Bidder Profile / PART – A (Annexure I)
Envelope-B: Price Bid/Price Bids / PART – B (Annexure A to I)
- Both the covers must be sealed separately and super scribed with Tender number, due date and Name of the Envelope on the respective covers. These two covers should be enclosed in a separate cover and addressed to the Inviting Authority i.e., Registrar, NIPHM, Rajendranagar, Hyderabad – 500 030.

6.2 Details to be furnished in the Envelope-A Technical Bid:

- a) Profile of the Company – stating whether the firm is partnership/registered under the Companies Act along with its necessary enclosures
- b) Details regarding eligibility criteria
- c) Authorization letter and Undertaking (as per Annexure IV And V) from the Competent Authority of the Company to sign this Tender document. Documents received without such authorization will not be considered for further processing. This is not applicable if the proprietor signs himself as competent authority.
- d) The Tenderers should furnish the location with addresses and license details of the firm.
- e) The Tenderers shall furnish as part of the bid, documents establishing the Tenderers eligibility to bid and its qualifications to perform the Contract if their tender is accepted.

The documentary evidence of the Tenderer's qualifications shall be established to the satisfaction of NIPHM. However, the decision of Director General, NIPHM will be final in this regard.

6.3 Signing of Bids

Individual signing the tender or other documents connected with contract must Specify whether he signs as:

i) A “Sole proprietor” of the concern or constituted attorney of such sole proprietor;

ii) A partner of the firm, if it is a partnership firm in which case he must have authority to execute on behalf of the firm.

iii) Director or a Principal Officer duly authorized by the Board of Directors of the Company, if it is a Company.

- a) The bids shall be typed or written in indelible ink and shall be signed by the Tenderer or a person or persons duly authorized to bind the Tenderer to the Contract. **Tenderers are requested to sign each and every page of the tender document including Annexure(s) attached thereto.**
- b) Any alterations, erasures shall be treated valid only if they are authenticated by full signature by the person or persons authorized to sign the bid. Tender documents should be free from over writing.

6.4 Details to be furnished in the Envelope-B i.e., Price Bid

Prices must be quoted only in the Price Bid Form (Please see the “**PART-B- PRICE BID – ANNEXURE III A &B.**”).

6.5 Mode of Submission:

- a) Both the Envelopes viz. **Envelope-A** and **Envelope-B** must be put in a single cover, sealed and must be super scribed “**Tender for Printing & Supply of Booklets, NIPHM Annual Accounts, Annual Reports , Training Schedules, IPM Packages, Brochures, Newsletters, Posters, Calendars etc.** It shall be addressed to The Registrar, National Institute of Plant Health Management, Rajendranagar, Hyderabad – 500 030. A.P.
- b) The Tender may be dropped in the Tender box kept at NIPHM office.
- c) Alternatively, the Tenders must reach NIPHM on or before the due date and time by registered post/courier. NIPHM will not be liable or responsible for Postal/Courier delay, if any.
- d) The Tenders received after Due Date and Time or Unsealed or incomplete shape or Tenders submitted by Facsimiles (FAX) or by Electronic mail will be summarily **rejected**.
- e) A Tender once submitted shall not be permitted to be altered or amended.

7. OPENING OF TENDERS

Tender Opening:

- a) Tenders will be opened at the prescribed date and time in the presence of Tenderers or their representatives who choose to be present. The representatives of Tenderers must bring the authorization letter from the bidding companies for attending the Tender opening. Not more than two representatives for each Tenderer would be allowed to take part during the bid opening process.
- b) **Envelope-A** containing Technical Bid would be opened first. Eligibility Criteria such as pre-qualification conditions will be checked and the supporting documents would be cross checked wherever required.
- c) Only the Technical Bid will be opened on the due date.
- d) The date, time and venue of opening the Price Bid will be intimated separately. The price bids will be opened at the appointed time in the presence of bidders who choose to be present.

- e) Tenders non compliant with any of the tender terms will **not** be considered for the next stage i.e. for opening of the Price Bid.

8. TENDER EVALUATION CRITERIA:

The evaluation of Tenders will be done by NIPHM as detailed below:

8.1. Technical Bid evaluation:

Tenderers will be eligible for further processing only if they fulfill the following criteria

- a) Compliance with the eligibility Criteria.

NIPHM will prepare a list of Tenderers whose bids are substantially responsive with the technical and capacity requirements as given in Tender form. The Tenderers who do not match eligibility criteria or which do not conform to the Technical Specifications shall be rejected. The Eligible Tenderers alone will be considered for further evaluation.

8.2 PRICE BID EVALUATION:

Opening of Envelope-B Price Bid:

Tenderers who are qualified in Technical Bid (Envelope-A) only will be called for Price Bid opening. The technically qualified Tenderers alone will be informed about the date and time of opening of the Price Bid and their Price Bids alone will be opened on the due date and time in the presence of the Tenderers or their authorized representatives who choose to be present. The contract will be entrusted to the Tenderer, whose bid has been determined as L1. L1 will be arrived after considering base price, taxes and other charges, if any. In case the L1 agency who has been awarded the tender fails to execute the contract, NIPHM will have the right to choose L2 and shall recover the excess cost from L1 as penalty for backing out after award of contract. NIPHM further reserves the right to take legal action to get such firms black listed.

9. ACCEPTANCE OF TENDER

- a) The final acceptance of the Tender is entirely vested with NIPHM which reserves the right to accept or reject any or all of the Tenders in full or in part.
- b) After acceptance of the Tender by NIPHM, the Tenderer shall have no right to withdraw his Tender and **Prices payable to the Supplier as stated in the Contract shall be firm and not subject to any adjustment during performance of the Contract.**
- c) The Tender accepting authority may also reject all the Tenders for reasons such as changes in the scope of work, lack of anticipated financial resources, court orders, accidents or calamities and other unforeseen circumstances.
- d) After acceptance of the Tender, NIPHM would issue Letter of Acceptance (LOA)/award the purchase order only to the Successful Tenderer. NIPHM also reserve the right to issue Purchase Orders to more than one Tenderer (who are willing to match L1) under rate contract. The letter of acceptance will include the details along with terms and conditions of the tender.

10. **Rejection of Tender:**

NIPHM also reserves the right to reject/cancel the tender without assigning any reason thereof.

11. **Terms of Payment:**

Payment will be released within 15 days after supply of the material and issue of final certificate by the officer to that effect.

The Supplier/firm should submit the invoice in triplicate. The invoice should contain the Sales tax/VAT registration number and there should not be any overwriting/cuttings/corrections. An advance stamped receipt should be enclosed along with invoice.

14. Bidder's Profile- PART-A:-**PRINTING & SUPPLY OF BOOKLETS, ANNUAL ACCOUNTS, ANNUAL REPORTS, NEWS LETTERS, TRAINING SCHEDULES, IPM PACKAGES, NIPHM CALENDARS, BROCHURES POSTERS, ETC.**

2. THE FIRM a) Name b) Regd. Address c) Address for correspondence d) <u>Contact Person's</u> i) Name & Designation ii) Address iii) Tel. No. Landline & mobile iv) Email ID	
2. Please mention PAN/GIR NO. & date & year of Registration. (please enclose photocopy)	
3. Please mention the Sales Tax/VAT registration details & year of Registration (please enclose photocopy)	
4. The annual gross turnover of the firm should be mentioned clearly. (Pl. enclose copies of ITR/Audited balance sheet and P&L account etc.)	
5. The firm should be income tax assessee at least for a period of last three years. Enclose copies	
6. Experience (in Years) as on 31.05.2014	

Signature of authorised signatory

Name : _____

Designation _____

Seal :

TECHNICAL SPECIFICATIONS**Annexure-II****Technical specifications for printing & supply of Booklets with 130/100 GSM Indian art paper (Inner pages) & 250 GSM Indian art card (for title /cover page)-16 Pages(± 4 Pages) Booklet.**

SL NO	Technical specifications of Booklets
1. A	Booklet Size: 11 X8.5 “ (closed) & Open Size: 22X8.5” OR 10X8.5” (Closed) & Open Size:20X8.5”
	Type of paper: 130/100 GSM Indian art paper (Inner pages) & 250 GSM Indian art card (Coverpage).
	Pages per Booklet: 16 pages : (± 4 Pages), (12 inner pages + 04 cover Pages) The quoted cost (inner pages) will be considered for 12 pages & for every extra/lesser 04 pages, the amount will be paid by NIPHM proportionately based on cost given for 12 Pages. For example quoted rate for 12 (inner pages) is Y, then cost for every extra/ lesser 4 pages will be treated as Y/3.
	The quote shall include providing Paper, Plate making, Multi Colour Designing, Printing & Processing, Lamination (Glossy), pinning, Creasing /folding etc

Technical specifications for printing & supply of Booklets with 100 GSM Maplitho paper (Inner pages) & 220 GSM art paper (for title /cover page)-16 Pages(± 4 Pages) Booklet.

SL NO	Technical specifications of Booklets
1. B	Booklet Size: 11 X8.5 “ (closed) & Open Size: 22X8.5” OR 10X8.5” (Closed) & Open Size:20X8.5”
	Type of paper: 100 GSM Maplitho paper (Inner pages) & 220 GSM art paper (for title /cover page).
	Pages per Booklet: 16 pages : (± 4 Pages), (12 inner pages + 04 cover Pages) The quoted cost (inner pages) will be considered for 12 pages & for every extra/lesser 04 pages, the amount will be paid by NIPHM proportionately based on cost given for 12 Pages. For example quoted rate for 12 (inner pages) is Y, then cost for every extra/ lesser 4 pages will be treated as Y/3.
	The quote shall include providing Paper, Plate making, Black & White (Inner Page) and Multi color (Cover Page) Designing, Printing and Processing, pinning, Creasing /folding etc

Technical specifications for printing & supply of Booklets (Annual Accounts Books) with 80 GSM Maplitho paper (Inner pages) & 250 GSM art card (for title /cover page)-72 Pages(± 4 Pages) Booklet.

SL NO	Technical specifications of Booklets
2 A	Booklet Size: ¼ Demy 8.5 X 11 “ (closed) & Open Size: 8.5X22”
	Type of paper: 80 GSM Maplitho paper (Inner pages) & 250 GSM art Card (for title /cover page).
	Pages per Booklet: 72 pages : (± 4 Pages), (68 inner pages + 04 cover Pages) The quoted cost (inner pages) will be considered for 68 pages & for every extra/lesser 04 pages, the amount will be paid by NIPHM proportionately based on cost given for 68 Pages. For example quoted rate for 68 (inner pages) is Y, then cost for every extra/ lesser 4 pages will be treated as Y/17. The quantity of above said booklet are approximately 200-300 copies
	The quote shall include providing Paper, Plate making, Black & White (Inner Page) and Multi color (Cover Page) Designing , Printing & Processing, pinning, Creasing /folding etc

Technical specifications for printing & supply of Booklets (Annual Reports) with 130 GSM Art paper (Inner pages) & 300 GSM art card (for title /cover page)-100 Pages(± 4 Pages) Booklet.

SL NO	Technical specifications of Booklets
2. B	<u>Booklet Size:</u> ¼ Demy 8.5 X 11 “ (closed) & Open Size: 8.5X22”
	Type of paper: 130 GSM art paper (Inner pages) & 300 GSM art Card (for title /cover page).
	Pages per Booklet: 100 pages : (± 4 Pages), (96 inner pages + 04 cover Pages) The quoted cost (inner pages) will be considered for 96 pages & for every extra/lesser 04 pages, the amount will be paid by NIPHM proportionately based on cost given for 96 Pages. For example quoted rate for 96 (inner pages) is Y, then cost for every extra/ lesser 4 pages will be treated as Y/24. The quantity of above said booklet are approximately 200-300 copies
	The quote shall include providing Paper, Plate making, Multi Colour Designing, Printing & Processing, Lamination (Glossy)-Cover Page, Perfect binding etc

Detailed Technical specifications of News Letters:

3.	<u>News Letter Size:</u> ¼ Demy size
	Type of paper : 130 GSM Indian art paper
	News Letter Pages: 12 pages : (± 4 Pages) The quoted cost will be considered for 12 pages & for every extra/lesser 04 pages, the amount will be paid by NIPHM proportionately based on cost given for 12 Pages. For example quoted rate for 12 is Y, then cost for every extra/ lesser 4 pages will be treated as Y/3.
	The quote shall include providing Paper ,Plate making, Multi Colour Designing, Printing & Processing, pinning, Creasing /folding scanning of photos etc

Detailed Technical specifications of Training Schedules/Training Calendars:

4	<u>Training Schedule Size:</u> 1/8 th Demy
	Type of paper : 130/170 GSM Indian art paper
	Training Schedule Pages: 12 pages : (± 4 Pages) The quoted cost will be considered for 12 pages & for every extra/lesser 04 pages, the amount will be paid by NIPHM proportionately based on cost given for 12 Pages. For example quoted rate for 12 is Y, then cost for every extra/ lesser 4 pages will be treated as Y/3.
	The quote shall include providing Paper, Plate making, Multi Colour Designing, Printing & Processing, pinning, Creasing /folding etc

Technical specifications for printing & supply of Booklets (IPM Packages) with 100 GSM art paper (Inner pages) & 250 GSM art Card (for title /cover page)-40 Pages(± 4 Pages) Booklet.

SL NO	Technical specifications of Booklets
5	<u>Booklet Size:</u> 1/8 Demy
	<u>Type of paper:</u> 100 GSM art paper (Inner pages) & 250 GSM art paper (for title /cover page)
	Pages per Booklet: 40 pages : (± 4 Pages), (36 inner pages + 04 cover Pages) The quoted cost (inner pages) will be considered for 36 pages & for every extra/lesser 04 pages, the amount will be paid by NIPHM proportionately based on cost given for 36 Pages. For example quoted rate for 36 (inner pages) is Y, then cost for every extra/ lesser 4 pages will be treated as Y/9.
	The quote shall include providing Paper, Plate making, Multi Colour Designing and Printing & Processing, Perfect Binding etc

Detailed Technical specifications for NIPHM Calendars:

6	<u>NIPHM Calender Size: A2 Size</u>
	A2 size Type of paper : 130/170 GSM Indian art paper
	NIPHM Calender Pages: 7 pages : (6+1 Pages) B/B printing
	The quote shall include providing Paper, Plate making, Multi Colour Designing, Printing & Processing, Wire Binding etc

Detailed Technical specifications for printing & supply of Brochures with 100/130 GSM Indian Art paper.

7	<u>Brochure (multifold)</u> The quote shall include providing Paper, Plate making, Multi Colour Designing and Printing & Processing, folding, Creasing etc	<u>A4 Size</u> <u>Open</u> <u>size</u>	<u>A3 Size</u> <u>Open Size</u>	<u>22X</u> <u>8.5”</u> <u>Open</u> <u>Size</u>
	<u>100 GSM Indian Art Paper</u>			
	<u>130 GSM Indian Art Paper</u>			

Detailed Technical specifications for printing & supply of Posters with 100/130 GSM Indian Art Paper

8	<u>Posters</u> The quote shall include providing Paper, Plate making, Multi Colour Designing and Printing & Processing, folding, Creasing etc	<u>A4 Size</u>	<u>A3 Size</u>	<u>A2 Size</u>
	<u>100 GSM Indian Art Paper</u>			
	<u>130 GSM Indian Art Paper</u>			

Note:

Paper sample should be provided along with Technical Bid (indicating the GSM on the Paper) along with the Stamp & Sign of your firm.

FINANCIAL BID- PART- B

Financial Bid Annexure-A:Booklets

Name of the Work: “ Printing & Supply of Booklets” as per specifications mentioned at Annexure: II .
The quotation should include Charges for Paper Cost, Plate making, designing, printing & Processing, folding/creasing and Pinning/Binding etc.

Tech Spec s refer ence	Item Description	Tent ative Quan tity (in No's)	Price for Cover Pages printing (In Rs) (a)	Price for Inner Pages printing (In Rs) (b)	Price for Booklet printing (In Rs) (a+b)	Sale s Tax/ VA T (c)	Total Price (Incl. Taxes) (In Rs) (a+b+c+d)
1A.i	Printing of Booklet (size:11X8.5") Pages 16 pages-(04 cover pages+ 12 Inner Pages) with 100 GSM art paper (inner pages) & 250 GSM Art card (cover page Lamination- Glossy). (Cover Page- Multi Colour & Inner Pages-Multi Colour)	1000					
		2000					
		3000					
		4000					
		5000					
1A.ii	Printing of Booklet (size:11X8.5") Pages 16 pages-(04 cover pages+ 12 Inner Pages) with 130 GSM art paper (inner pages) & 250 GSM Art card (cover page Lamination- Glossy). (Cover Page- Multi Colour & Inner Pages-Multi Colour)	1000					
		2000					
		3000					
		4000					
		5000					
1.B	Printing of Booklet (size:11X8.5") Pages 16 pages-(04 cover pages+ 12 Inner Pages) with 100 GSM Map litho paper (inner pages) & 220 GSM Art card (cover page). (Cover Page- Multi Colour & Inner Pages-B/W)	1000					
		2000					
		3000					
		4000					
		5000					

Financial Bid Annexure-B: Annual Accounts

Name of the Work: “ Printing & Supply of Annual Accounts Books” as per specifications mentioned at Annexure: II . The quotation should include Charges for Paper Cost, Plate making, designing, printing & Processing, folding/creasing and Pinning/Binding etc.

Tech Spec s reference	Item Description	Tent ative Quan tity (in No's)	Price for Cover Pages printin g (In Rs) (a)	Price for Inner Pages printing (In Rs) (b)	Price for Bookle t printin g (In Rs) (a+b)	Sales Tax/ VAT (c)	Total Price (Incl. Taxes) (In Rs) (a+b+c+d)
2A	Printing of Annual Accounts Books (size:8.5X11”) Pages 72 pages-(04 cover pages+ 68 Inner Pages) with 80 GSM Map litho paper (inner pages) & 250 GSM Art card (cover page). (Cover Page- Multi Colour & Inner Pages-B/W)	200					
		300					

Financial Bid Annexure-C: Annual Reports

Name of the Work: “ Printing & Supply of Annual Report Books” as per specifications mentioned at Annexure: II . The quotation should include Charges for Paper Cost, Plate making, designing, printing & Processing, folding/creasing and Pinning/Binding etc.

Tech Spec s reference	Item Description	Tent ative Quan tity (in No's)	Price for Cover Pages printing (In Rs) (a)	Price for Inner Pages printing (In Rs) (b)	Price for Booklet printing (In Rs) (a+b)	Sale s Tax/ VA T (c)	Total Price (Incl. Taxes) (In Rs) (a+b+c+d)
2B	Printing of Annual Report Books (size:8.5X11”) Pages 100 pages- (04 cover pages+96 Inner Pages) with 130 GSM Art paper (inner pages) & 300 GSM Art card (cover page). (Cover Page- Multi Colour & Inner Pages-Multi Colour) { Lamination-Cover Page-Glossy }	200					
		300					

Financial Bid Annexure-D: News Letters

Name of the Work: “ Printing & Supply of News Letters” as per specifications mentioned at Annexure: II . The quotation should include Charges for Paper Cost, Plate making, designing, printing & Processing, folding/creasing and Pinning/Binding etc.

Tech Spec s refer ence	Item Description	Tentativ e Quantity (in No's)	Price for printing (In Rs) (a)	Sales Tax/ VAT (b)	Total Price (Incl. Taxes) (In Rs) (a+b)
3	Printing & supply of News Letters with Indian art paper 130 GSM (1/4 Demy size) 12 pages. Multi Colour Designing & Printing, Pinning, Creasing/Folding	1000			
		2000			
		3000			
		4000			
		5000			

Financial Bid Annexure-E: Training Schedules

Name of the Work: “ Printing & Supply of Training Shedules/Calenders” as per specifications mentioned at Annexure: II . The quotation should include Charges for Paper Cost, Plate making, designing, printing & Processing, folding/creasing and Pinning/Binding etc.

Tech Spec s refer ence	Item Description	Tentativ e Quantity (in No's)	Price for printing (In Rs) (a)	Sales Tax/ VAT (b)	Total Price (Incl. Taxes) (In Rs) (a+b)
4.i	Printing & Supply of training Schedules (Booklets) with 130 GSM Indian Art paper (1/8 Demy Size) 12 Pages. Multi Colour design & Printing , pinning Creasing /folding	1000			
		2000			
		3000			
		4000			
		5000			
4.ii	Printing & Supply of training Schedules (Booklets) with 170 GSM Indian Art paper (1/8 Demy Size) 12 Pages Multi Colour design & Printing , pinning Creasing /folding	1000			
		2000			
		3000			
		4000			
		5000			

Financial Bid Annexure-F: IPM Packages

Name of the Work: “ Printing & Supply of IPM Packages” as per specifications mentioned at Annexure: II . The quotation should include Charges for Paper Cost, Plate making, designing, printing & Processing, folding/creasing and Pinning/Binding etc.

Tech Spec reference	Item Description	Tentative Quantity (in No's)	Price for Cover Pages printing (In Rs) (a)	Price for Inner Pages printing (In Rs) (b)	Price for Booklet printing (In Rs) (a+b)	Sales Tax/ VAT (c)	Total Price (Incl. Taxes) (In Rs) (a+b+c+d)
5	Printing of Booklet (IPM Packages) (Size:1/8 Demy) Pages 40 pages-(04 cover pages+36 Inner Pages) with 100 GSM art paper (inner pages) & 250 GSM Art card (Cover Page- Multi Colour & Inner Pages- Multi Colour),Perfect Binding	1000					
		2000					
		3000					
		4000					
		5000					

Financial Bid Annexure-G: NIPHM Calenders

Name of the Work: “ Printing & Supply of NIPHM Calenders” as per specifications mentioned at Annexure: II . The quotation should include Charges for Paper Cost, Plate making, designing, printing & Processing, folding/creasing and Pinning/Binding etc.

Tech Spec reference	Item Description	Tentative Quantity (in No's)	Price for printing (In Rs) (a)	Sales Tax/ VAT (b)	Total Price (Incl. Taxes) (In Rs) (a+b)
6.i	Printing & Supply of NIPHM Calendars With 130 GSM India Art Paper (A2 Size) Multi Colour design & Printing, Wire Binding (7 Pages (6+1) B/B Printing)	1000			
		2000			
		3000			
		4000			
		5000			
6.ii	Printing & Supply of NIPHM Calendars With 170 GSM India Art Paper (A2 Size) Multi Colour design & Printing, Wire Binding (7 Pages (6+1) B/B Printing)	1000			
		2000			
		3000			
		4000			
		5000			

Financial Bid Annexure-H: Brochures

Name of the Work: “ Printing & Supply of Brochures (multifold)” as per specifications mentioned at Annexure: II . The quotation should include Charges for Paper Cost, Plate making, designing, printing & Processing, folding/creasing and Pinning/Binding etc.

Printing of Brochures (multifold)-B/B Printing				
Specifications	Quantity (In no's)	A4 Size	A3 Size	22X8.5”
100 GSM Art Paper	1000			
	2000			
	3000			
	4000			
	5000			
130 GSM Art Paper	1000			
	2000			
	3000			
	4000			
	5000			
Rate of Sales Tax/VAT applicable on above rate (Plz indicate percentage)				

Financial Bid Annexure-I: Posters

Name of the Work: “ Printing & Supply of Posters” as per specifications mentioned at Annexure: II . The quotation should include Charges for Paper Cost, Plate making, designing, printing & Processing, folding/creasing and Pinning/Binding etc.

Printing of Posters				
Specifications	Quantity (In no's)	A4 Size	A3 Size	A2 Size
100 GSM Art Paper	1000			
	2000			
	3000			
	4000			
	5000			
130 GSM Art Paper	1000			
	2000			
	3000			
	4000			
	5000			
Rate of Sales Tax/VAT applicable on above rate (Plz indicate percentage)				

- Note:** 1. Items should be delivered at NIPHM
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 NIPHM.

Signature of authorized official
(With seal and stamp)
Name & Designation:

17. **FORMAT FOR AUTHORISATION LETTER**

To

The Registrar,
National Institute of Plant Health Management,
Rajendranagar,
HYDERABAD – 500030.
Andhra Pradesh.

Sir,

We hereby authorize _____ to submit a Bid and subsequently participate and sign the contract submitted against the Ref.: _____ . We hereby accept his decision taken, if any, in this regard.

(Signature for and on behalf of the Company)

Place:

Date :

UNDERTAKING

- 1. I/We undertake that I/We have carefully studied all the terms and conditions and understood the parameters of the proposed supplies of the NIPHM and shall abide by them.*
- 2. I/We further undertake that the information given in this tender is true and correct in all respect and we hold the responsibility for the same.*

Dated at

(Dated signature of Tenderer with stamp of the firm)