



भा.कृ.अनु.प.- राष्ट्रीय कृषि उपयोगी सूक्ष्मजीव ब्यूरो  
ICAR-NATIONAL BUREAU OF AGRICULTURALLY IMPORTANT MICROORGANISMS  
पोस्ट व ग्राम - कुशमौर, मऊ (उ.प्र.) २७५१०३



Village & PO : Kushmaur, Mau 275103 (UP)

Tel : (0547) 2530080, FAX : (0547) 2530381, E-Mail: nbaimicar@gmail.com, (Web): www.nbaim.org.in

F.No. 09(06) NBAIM/Store/RC/Printing/

Date: 23.12.2015

### Expression of Interest

The Director, ICAR-National Bureau of Agriculturally Important Microorganism, Mau on behalf of the President, Indian Council of Agricultural Research, New Delhi invites duly filled and sealed tenders from the Registered firms/ Printing Press for the Annual Rate Contract for Printing.

Sr. No.	Name of Printing Work	Qty	Bid Security (in Rs).	Bid System
1.	Annual report of ICAR-NBAIM (English)	As per requirement.	Rs. 30,000	Two Bid system will be followed
2.	Annual report of ICAR-NBAIM (Hindi)			
3.	Annual report of AMAAS (English)			
4.	Annual report of AMAAS (Hindi)			
5.	News letter 08-16 page (English/ Hindi)			
6.	At a glance/ Profile			
7.	Vision document			
8.	Other publications like folder, leaflet, technical bulletin, manuals, final technical report and other institute publications as per need from time to time			
9.	Letter head			
10.	Envelope			

The tender document along with detailed terms and conditions can be downloaded from our website i.e. [www.nbaim.org.in](http://www.nbaim.org.in), [www.mgrportal.org.in](http://www.mgrportal.org.in) & <http://eprocure.gov.in/epublish/app>. The tenders will be accepted by 19.01.2016 up to 02.30 PM. The same will be opened at 03:00 PM on the same day in the presence of bidders or their authorized representatives, if any. A DD of Rs. 500/- as tender fee & Rs. 30000/- as EMD will be required separately, which is payable to The Director, ICAR Unit NBAIM, Mau payable at Maunath Bhanjan.

Tender form should be submitted to The Director, ICAR-National Bureau of Agriculturally Important Microorganism, Kushmaur Mau (U.P.) - 275103 for aforementioned items on the scheduled date and time positively by speed post/courier/ in person. The Director, ICAR-NBAIM, Mau reserves all right to accept or reject any or all the tenders without any reason.

(Ajay Kumar Soni)  
Administrative Officer



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Dated: 23.12.2015

## NOTICE INVITING TENDER FOR TWO BID SYSTEM

**Sub: Annual Rate Contract for Printing - reg.**

Dear Sir,

We have a requirement of above said printing work for which Bid are invited to submit most competitive quotation for the same. The envelope containing the quotations should be super scribed as **"TENDER FOR Annual Rate Contract for Printing"** Tender should reach at The Director, ICAR-National Bureau of Agriculturally Important Microorganisms, Kushmaur Mau (U.P.) - 275103 on **19.01.2016 up to 02.30 PM** which will be opened at **3.00 PM on 19.01.2016**. A DD of Rs. 500/- as tender fee will be required, in favour of "The Director, ICAR Unit NBAIM, Mau" payable at Maunath Bhanjan. All the relevant details are given below:-

- I. Description of the goods required and the required quantity : **(As enclosed in Annexure- III)**
- II Guiding specification and other Technical Details : **(As enclosed in Annexure- I, II, III, IV, IV)**
- III. Terms of delivery (Delivery at site) : **FOR ICAR-NBAIM, MAU**
- IV. Delivery period for goods/service : **Within 30 days from the date of the purchase/work order**
- V. Erection/installation and commissioning (if required, depending on the goods ordered) : **Not required.**
- VI. Terms of Inspection by the purchaser's representative : **Indenting Officer will look the quality of the printing work, whereas pertinent official and financial matter will be decided by ICAR-NBAIM**
- VII. Training of Purchaser's operator(s) for operating the goods ordered, as and if necessary : **Not required.**
- VIII. **Price structure**
  - a. The tenderer 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-III, the tenderer are, however, free not to

quote against all the serial numbers mentioned in the List of Requirements (in case there are more than one serial number in the list of requirements).

- b. **The firm should essentially attach specimen of papers.**
- 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. However, VAT/S.T., as legally and contractually leviable, will be quoted separately by indicating the nature and the current rate of VAT/Sales Tax, as applicable at the time of quoting. The sales tax will be paid extra at actual at the time of supply provided the transaction of sale is legally liable to sales tax and the amount of the sales tax is contractually payable. If the supplier in its quotation does not ask for sales tax extra, the same shall not be paid even if asks for the same at the later date.
- d. The rates and prices quoted by the supplier 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. However, sales tax will be paid extra as per provision under Clause viii (c) above.

**ix) Receipt of goods and Terms of Payment:**

- a. Payment terms for supply of goods, Immediately on receiving the goods at site, the purchaser will verify the quantities of the items supplied as specified in the delivery challan of the supplier and also check for any superficial damage etc. in the goods so supplied and issue a provisional receipt accordingly. If the goods supplied do not require erection/ installation and commissioning at site, the purchaser, within two working days of issue of the provisional receipt, will issue acceptance certificate(of the goods) to the supplier, provided the goods supplied are acceptable in terms of the contract. However, if the goods supplied also need erection/ installation and commissioning, the purchaser will issue acceptance certificate within two working days, after successful erection/ installation and commissioning. The supplier will then send its invoice along with the purchaser's acceptance certificate and other accompanying documents to the paying authority for payment. The paying authority will release the full payment to the supplier as due in terms of the contract, within fifteen working days of receipt of supplier's invoice, purchaser's receipt certificate and other accompanying documents, provided the same are in order.

**x) Paying Authority: The Assistant Finance & Accounts Officer, on behalf of the Director, ICAR-NBAIM.**

**xi) Liquidated Damage Clause:** The purchaser reserves all right to accept or deny the extension of delivery period. If any time during the performance of the contract, the supplier encounters conditions hindering timely delivery of the goods, the supplier shall promptly inform the purchaser in writing the fact of the delay and the likely duration of the same. After receipt of supplier's communication, the purchaser shall decide as to whether to cancel the contract for the un-supplied portion after the existing delivery period, or to extend the delivery period suitably by issuing an amendment to the contract. 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 determined by the purchaser) and the purchaser extends the delivery period, the purchaser will also deduct from 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 or performance. The maximum limit of such deduction will, however, be 10% (ten per cent) of the contract price of the delayed goods or services, after which the order will be treated, cancelled. The liquidated damage will also include damage due to delay in supply, installation and training. 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 the benefit of any decrease in price and cost 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 other concerned) extending the delivery period will be subject to the above conditions.

**xii) Warranty Clause: Manufacturer's standard warranty clause is acceptable.**

**xiii) Dispute Resolution Mechanism:** If any dispute or difference arises between the purchaser and the supplier relating to any matter connected with the contract, the parties shall make every effort to resolve the same amicably by mutual discussions. However, if the parties fail to resolve the dispute or difference by such 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. The arbitration shall commence thereafter. The arbitration shall be conducted by a sole arbitrator, who will be appointed by the Secretary, ICAR and the procedure to be followed in this respect will be 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. Bidder 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 and services as specified in the List of Requirements, without any change in the unit price or other terms and conditions.
- b. Please furnish a certified copy of Bidder latest ITCC (Income Tax Clearance Certificate) or relevant supporting documents.
- c. Please indicate if Bidder is currently registered with any Govt. Organization and if registered, furnish all relevant details.
- d. Please states whether business dealings with Bidder firm 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. No pooling should be done in association with any other supplier.

- f. The supplier shall at all be responsible, at no cost to the purchaser, against all third party claims of infringement of patent, trademark or 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. Correction or over-writing in the tender document is not permissible. The quotation(s) as well as the contract shall be written in English language. All correspondence and other documents pertaining to the quotation(s) and the contract, which the parties exchange, shall also be written in English. The quotation and all correspondence and documents relating to the quotation Exchanged between the bidder and the purchaser may also be written in Hindi language provided that the same is accompanied by an English translation, in which case, for the purpose of interpretation of the quotation, the English translation shall govern.
  - h. The contract shall be governed by the laws of India and interpreted in accordance with such laws.
  - 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.
  - j. A DD as Earnest Money in favour of “**The Director, ICAR Unit NBAIM, Mau payable at Maunath Bhanjan**” is to be enclosed along with the quotation. No quotation shall be considered without the earnest money deposit (EMD).
  - k. In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded for whatsoever reason(s), to honour the contract, the EMD/Performance Security deposited would be forfeited.
  - l. **The firm to whom the tender will be awarded, will have to deposit the security money of Rs. 75,000/- till such time the period of contract expires. If the supply/services are not found to be satisfactory, the performance security is liable to be forfeited.**
  - m. PAN No./ TIN No. and other details should be provided in Annexure-IV.
  - n. Mere declaration that specification is according to indenter’s requirement would not be sufficient, unless & until supported by proper manufactures brochures.
3. The quotation shall be sealed in an envelope. The envelope shall be addressed to the purchaser and it should also bear the "Tender enquiry no. and the words "**DO NOT OPEN BEFORE 3.00 PM ON 19.01.2016** (The time and date of opening of the tenders)". This envelope should then be put inside another envelope, 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), duly sealed as above, reaches the purchaser at least one hour before the time and date of opening of tenders. The supplier may, at its choice, send the tender by regd. post or by speed post. Alternatively, the supplier may also hand deliver the tender to the purchaser in which case the purchaser shall give the supplier a receipt, indicating the time & date of receipt of the tender.
4. The tenders, which are received late by the purchaser 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.
5. The tenders, which are received on time (as per para 3 above), will be opened at ICAR-NBAIM Office, Mau at **3.00 PM ON 19.01.2016** (date). The purchaser will open the tenders in the presence of the tender's duly authorized representatives, who choose to attend the tender opening.

6. The purchaser will evaluate and compare the quotations which are substantially responsive i.e. which are properly prepared and signed and meet the required terms, conditions, specifications etc. The purchaser will award the contract to the supplier whose quotation will be determined to be responsive and offering the best evaluated deal.
7. The Institute will not be held responsible for any sort of postal of delay any tender form received after stipulated date & time as specified above shall be deemed as summarily rejected. Tenders forms so received will be opened on the stipulated date & time in the presence of tenders or their authorized agents. The tender should be valid for a period of one year/contract period. The purchaser reserves the right to accept or reject any or all quotations at any time prior to or after supply order, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected tenderer or tenders.
8. ***Please submit Bidder quotation accordingly. Bidder shall sign all the pages of Bid quotation. Bid price quotation may be furnished in the format enclosed as Annexure-VI. Bidder are also required to return this original tender enquiry (all the pages), as it is, duly signed by Bidder on every page, for our record. Bidder may retain a photocopy of this tender enquiry for Bidder records.***
9. The larger outer cover/ envelope should indicate Tender Number, Name of the item and opening date on the top of the right hand corner.
10. If the Institute feels at any time that any job is being delayed by the press for whatsoever reason, it will have the right to withdraw the same and entrust the same to any other press for urgent execution.
11. The successful bidder will have to sign an agreement with ICAR-NBAIM within **7(Seven)** days of receipt of acceptance of tender failing which the contract will stand withdrawn.
12. Other terms and conditions:

#### **SUBMISSION OF BID**

The Bidding Process shall be in two parts, viz.

Part-I: Qualifying documents and Technical Bid

Part- II: Financial Bid

#### **SUBMISSION OF BIDS:**

The proposal must consist of two separate envelopes as follows:

#### **“Qualifying documents and Technical Bid”**

The First envelope must enclose the following documents and should be marked in bold letters as **“Qualifying documents and Technical Bid”**.

1. A brief description of the firm and an outline of recent experience in assignments of a similar nature
2. Proof of registration central or State Govt. or equivalent
3. Proof of Sales Tax Registration, PAN Card Details
4. Copy of Income tax & sales tax return
5. Firm / Companies has to give an undertaking, that his/ her firm/ company is not barred or black listed & also declare that his company is having no legal case by any department or institute

6. A DD of Rs. 500/- as tender fee & Rs. 30000/- as EMD will be required separately, which is payable to The Director, ICAR Unit NBAIM, Mau payable at Maunath Bhanjan.
7. Dully filled **Annexure - I, II, III, IV** i/r/o Technical Bid.

**“FINANCIAL BID”** - The second envelope must enclose Financial Bids envelope super scribing “FINANCIAL BID”. Both the bids will be sealed in a bigger envelope and super scribed as “Tender for.....”. The bid document should be properly numbered and signed on each page by the authorized signatory of the company under company seal and submitted in proper manner.

Bids with all the relative annexure and the detailed proposal of the bidders solicited herewith in this document should be submitted to stipulate date of Submission of Bid.

### **Evaluation of Technical Bid**

The Technical bid will be examined by ICAR-NBAIM which may call for clarifications/additional information from the bidders.

### **Validity of Proposal**

Financial Bid of the bidders who have been short-listed by the Evaluation Committee will only be opened. The price quoted in Financial Bid should be inclusive of all taxes, duties, transportation and any other charges. No price escalation on any ground whatsoever will be entertained during the period of validity of the rates.

## **INSTRUCTIONS TO THE BIDDER**

### **General Terms & Conditions of the Quotation**

- Any incomplete or ambiguous terms/conditions/quotes will be declared as disqualify.
- ICAR-NBAIM reserves the right to accept/ reject any or all Proposal/s without assigning any reason thereof.
- ICAR-NBAIM reserves the right to stop the process at any stage and go in for fresh bidding without assigning any reasons thereof.
- Bidder should provide details of their Fax, email and full address(s) to ensure that replies to Bids could be conveyed promptly.
- Please read the terms & conditions laid down in this document carefully.
- Please fill in the relevant information in the blanks provided.
- Please sign in full by the Authorized Signatory (ies) with company seal in all the relevant Annexure and return the complete set in sealed cover.
- Bids not fulfilling any or all of the conditions prescribed or which are incomplete are liable to be rejected.
- No consideration will be given to bids received after the time stipulated above. Any extension of time shall be sole discretion of ICAR-NBAIM.
- The firm should not have been black listed by any Govt. Bodies/ PSUs etc.

**Encl: Annexure - I, II, III, IV, V, VI**

(Ajay Kumar Soni)  
Administrative Officer

**TENDER FOR ANNUAL RATE CONTRACT FOR PRINTING WORKS OF  
ICAR-NATIONAL BUREAU OF AGRICULTURALLY IMPORTANT MICROORGANISMS, MAU.**

From:

Full Name of the tenderer	
Address:-	
Telephone No.	
Email ID:	

To

**The Director,**  
ICAR-NATIONAL BUREAU OF AGRICULTURALLY IMPORTANT MICROORGANISMS,  
Kushmaur, Mau (U.P.) 275103.

Sir,

I/we have read all the particulars regarding the general information and other terms and conditions for Annual Rate / Work Contract for Printing Works of **ICAR-NATIONAL BUREAU OF AGRICULTURALLY IMPORTANT MICROORGANISMS** and agree to provide the services as detailed in schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in **Annexure - V** attached to this tender and I/we agree to hold this offer open till 90 days. I/ we shall be bound by a communication/ acceptance dispatched within the prescribed time.

1. I/we have understood the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
2. The following pages have been added to and form a part of this tender\_\_\_\_\_. The **Annexure - I, II, III, IV, V, VI** accompany this tender are at page Nos.\_\_\_\_\_.
3. Every page so attached with this tender bears my signature and the official seal.
4. Demand Draft No.\_\_\_\_\_ of ₹ \_\_\_\_\_ drawn in favour of ICAR Unit-NBAIM, MAU and payable at Mau is enclosed as earnest money as required.

Signature &amp; Seal of Tenderer with date\_\_\_\_\_

Address\_\_\_\_\_

Name &amp; Signature of witness\_\_\_\_\_

Address\_\_\_\_\_



**DETAILS OF EQUIPMENT & MANPOWER FOR OFFSET PRINTING FIRM***(in case the space is less in the form, attach separate sheet duly signed and stamped)*

01	Computing Facility					Yes / No
	<b>Machines</b>	<b>Year of Manufacture</b>	<b>No. of Machines</b>			
(a)	Computers (PCs or Mac) (Pentium IV & above)					
(b)	Image Setter					
(c)	Colour Laser Printers					
(d)	B/ W Laser Printers					
02	<b>Staff Availability</b>					Yes / No
(a)	Number of Laser typesetting operator					
(b)	Number of Proof readers					
03	<b>Processing Facility</b>					Yes / No
	<b>Name &amp; Model / Type</b>	<b>Size</b>	<b>Number</b>			
(a)	Drum Scanner					
(b)	Flat bed Scanner					
(c)	Any other equipment					
04	<b>CTP (Computer to Plate Unit) Facility</b>					Yes / No
		<b>Name &amp; Model / Type</b>	<b>Size</b>			
(a)	CtP Machine					
05	<b>Plate Making Facility</b>					Yes / No
(a)	No. of Printing Down Frames					
(b)	Other equipment, if any					
06	<b>Offset Machine Facility</b>					Yes / No
(a)	<b>Details of Offset Machine</b>					
	<b>Name / Make</b>	<b>Year of Manufacture</b>	<b>Size</b>	<b>No. of Machines</b>	<b>No. of Units</b>	
a)						
b)						
c)						
d)						
e)						
f)						
07	<b>Publication in last 1 year (Attach minimum 2 best publications)</b>					Attached / Not Attached

08	<b>Binding Facility</b>				<b>Yes / No</b>
		<b>Name &amp; Model</b>	<b>Size</b>	<b>No. of Machine</b>	
(a)	Programme Paper Cutting Machine				
(b)	Manual Paper Cutting Machine				
(c)	Stitching Machine				
(d)	Perforating Machine				
(e)	Punching Machine				
(f)	Hand Numbering Machine				
(g)	U.V. Curing Machine				
(h)	Plastic Lamination Machine				
(i)	Any other bindery equipment				
09	<b>Other Equipments, If any</b> (Not falling under any of the previous headings)				

**Signature and Seal of the Firm**

### List of requirement

Sr. No.	Name of printing work	Qty
1.	Annual report of ICAR-NBAIM (English)	300 copies
2.	Annual report of ICAR-NBAIM (Hindi)	300 copies
3.	Annual report of AMAAS (English)	300 copies
4.	Annual report of AMAAS (Hindi)	300 copies
5.	News letter 08-16 page (English/ Hindi)	300 copies
6.	At a glance/ profile	300 copies
7.	Vision documents	300 copies
8.	Other publications like folder, leaflet, technical bulletin, final technical report, manuals and other institute publications as per need from time to time	As per requirement
9.	Letter head	
10.	Envelope	

Note: The ICAR-NBAIM, Mau reserves the right to increase or decrease the item and quantity.



(Ajay Kumar Soni)  
Administrative Officer

**Annexure - IV**

**Name of the firm** : -----

**Registered/Postal Address** : -----  
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<b>1.</b>	<b>Phone number/Mobile number</b>	
<b>2.</b>	<b>E-mail Address</b>	
<b>3.</b>	<b>PAN No</b>	
<b>4.</b>	<b>VAT/TIN no., if applicable</b>	
<b>5.</b>	<b>Bank Details:</b> <b>Bank Name:</b> <b>Branch Address with Phone No.</b> <b>Account No.:</b> <b>Type of account (Current/Saving):</b>	
<b>6.</b>	<b>RTGS/IFSC code &amp; Branch</b>	

**Note:** Kindly furnish the following information along with Bidder quotation:

The envelope shall be addressed to the purchaser and it should also bear the “Tender enquiry no. and the words “**Do not open before 3.00 PM on 18.01.2016** (The time and date of opening of the tenders)”.

**(Signature of the Proprietor /representative of the firm)**

(Printed on letter head of firm)

**TO WHOM IT MAY CONCERN**

We hereby certify that our firm

.....

has not been black listed by any Government, or semi Government department in India.

**(Signature of the Firm with Seal)**

# Financial Bid

## FORMAT OF PRICE QUOTATION

### ANNUAL REPOR/ OTHER REPORT

Quantity : 300 copies  
 Size : A-4  
 No. of pages : 160 (approx) ( 100 pages Multi Colour and 60 pages bi-colour)  
 Paper :  
 a) Cover : 300 gsm matt.  
 b) Inner : 130 gsm matt.

Sl. No.	Items	Qty.	Rate	Total
1.a)	Bicolor offset Printing	Per 04 pages		
1.b)	Bicolour processing scanning, planning, designing & text setting	Per 04 pages		
2.a)	Multi colour offset printing	Per 04 pages		
2.b)	Multicolor offset processing, Scanning, Planning, designing & Text setting	Per 04 pages		
3	Cover page printing multicolor with processing	Per 04 pages		
4	Cover paper cost	300 copies		
5	Inner paper cost	300 copies		
6	Cover lamination Matt. Finish (One side only)	300 copies		
7	Binding (section sewing/Jeu stitching)	300 copies		
<b>GRAND TOTAL AMOUNT FOR 300 COPIES</b>				

**Total in words:** .....

- We confirm that our above said offer will remain valid or acceptance for 60 days after the date of opening of tenders.

(Sign & Seal of the tendering firm with address)

**Note. – Printing charges upto 1000 copies will be same rate and No. of pages are indicative and payment will be made as per actual page only.**

**FOLDER/LEAFLETS**

- i) Size : 1/8 demy  
 ii) No. of pages : 4/6/8  
 iii) Printing : Multicolour/Bicolor/Single colour  
 iv) Paper : 220 gsm/300 gsm/130gsm art (imported quality)  
 v) No. of copies : 300 (approx)

Sl. No.	Items	Qty. reqd.	Rate	Total
1	Multicolor printing	Per 04 pages		
2	Multicolor processing, text setting, scanning, planning.	Per 04 pages		
3	Bi-colour printing	Per 04 pages		
4	Bi-colour processing, text setting, scanning, planning,	Per 04 pages		
5	Single colour printing	Per 04 pages		
6	Single colour processing, scanning, planning & designing,	Per 04 pages		
7	Lamination & creasing	Per 04 pages		
		Per 06 pages		
		Per 08 Pages		
8.a)	Cost of paper: 130 gsm	Per 04 pages		
		Per 06 pages		
		Per 08 Pages		
b)	Cost of paper: 220 gsm	Per 04 pages		
		Per 06 pages		
		Per 08 Pages		
c)	Cost of paper: 300 gsm	Per 04 pages		
		Per 06 pages		
		Per 08 Pages		
<b>GRAND TOTAL AMOUNT FOR 300 COPIES</b>				

**Total in words:** .....

- We confirm that our above said offer will remain valid or acceptance for 60 days after the date of opening of tenders.

(Sign & Seal of the tendering firm with address)

**Note. – Printing charges upto 1000 copies will be same rate and No. of pages are indicative and payment will be made as per actual page only.**

**FOLDER/LEAFLETS**

- i) Size : 1/4 crown  
 ii) No. of pages : 4/6/8  
 iii) Printing : Multicolor/Bicolor/Single colour  
 iv) Paper : 220 gsm/300 gsm/130gsm art (imported quality)  
 v) No. of copies : 300 (approx.)

Sl. No.	Items	Qty. reqd.	Rate	Total
1	Multicolor printing	Per 04 pages		
2	Multicolor processing, text setting, scanning, planning.	Per 04 pages		
3	Bi-colour printing	Per 04 pages		
4	Bi-colour processing, text setting, scanning, planning,	Per 04 pages		
5	Single colour printing	Per 04 pages		
6	Single colour processing, scanning, planning & designing,	Per 04 pages		
7	Lamination & creasing	Per 04 pages		
		Per 06 pages		
		Per 08 Pages		
8.a)	Cost of paper: 130 gsm	Per 04 pages		
		Per 06 pages		
		Per 08 Pages		
b)	Cost of paper: 220 gsm	Per 04 pages		
		Per 06 pages		
		Per 08 Pages		
c)	Cost of paper: 300 gsm	Per 04 pages		
		Per 06 pages		
		Per 08 Pages		
<b>GRAND TOTAL AMOUNT FOR 300 COPIES</b>				

**Total in words:** .....

- We confirm that our above said offer will remain valid or acceptance for 60 days after the date of opening of tenders.

(Sign & Seal of the tendering firm with address)

**Note. – Printing charges upto 1000 copies will be same rate and No. of pages are indicative and payment will be made as per actual page only.**



**NEWSLETTER**

- i) Size : 1/4demy(12 pages & 16 pages)  
 ii) Paper : 130gsm art paper(Imported quality)  
 iii) Printing : Multicolour with scanning & processing  
 iv) Stitching : Stapler Binding  
 v) No. of copies: 300 copies.

**A. Cost of Newsletter with 12 pages**

Sl. No.	Items	Qty. reqd.	Rate	Total
1	Multicolor printing	Per 04 pages		
2	Multicolor text setting + processing, Scanning	Per 04 pages		
3	Cost of Paper(300 copies)	Per 12 pages		
4	Staple Binding	300 copies.		
Total cost :				

**Total in words:** .....

- We confirm that our above said offer will remain valid or acceptance for 60 days after the date of opening of tenders.

(Sign & Seal of the tendering firm with address)

**B. Cost of Newsletter with 16 pages**

Sl. No.	Items	Qty. reqd.	Rate	Total
1	Multicolor printing	Per 04 pages		
2	Multicolor text setting + processing, Scanning	Per 04 pages		
3	Cost of Paper(300 copies)	Per 16 pages		
4	Staple Binding	300 copies.		
Total cost :				

**Total in words:** .....

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(Sign & Seal of the tendering firm with address)

**Note. – Printing charges upto 1000 copies will be same rate and No. of pages are indicative and payment will be made as per actual page only.**

**LETTER HEADS**

- i) Size : A-4
- ii) Paper : Bond paper
- iii) Printing : Offset Printing/Screen printing

Sl. No.	Items	Qty. reqd.	Rate	Total
1	Offset Printing of A-4 size letter heads	1000 copies		
2	Screen printing and binding of A-4 size letter heads.	100 Copies		
<b>GRAND TOTAL</b>				

**Total in words:** .....

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**LETTER HEADS**

- i) Size : A-5
- ii) Paper : Bond paper
- iii) Printing : Offset Printing/Screen printing

Sl. No.	Items	Qty. reqd.	Rate	Total
1	Offset printing & binding of A-5 size letter Heads.	1000 copies		
2	Screen printing and binding of A-5 size letter heads.	100 copies		
<b>GRAND TOTAL</b>				

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**BULLETIN/BOOK**

- i) Size : 1/4 crown  
 ii) Paper : Inner-130 gsm Sinar art paper  
 Cover 220gsm art board  
 iii) Printing : Multicolour, Bicolour & single colour with scanning & processing  
 iv) Binding : Centre stitching /Jeu stitching with laminated cover  
 v) No. of copies : 300  
 vi) Total No. of pages : 40

Sl. No.	Items	Qty. reqd.	Rate	Total
1	Single colour printing, processing, Scanning & text setting	Per 04 pages		
2	Bicolor printing and processing, scanning & text setting	Per 04 pages		
3	Multicolor printing, processing, scanning, planning, designing & text setting	Per 04 pages		
4	Cover pages multicolor printing/Process	Per two pages Inner side blank		
5	Inner paper cost	300 copies		
6	Cover paper cost	300 copies		
7	Lamination of cover page	Two sides only		
8	Staple binding	300 copies		
9	Jeu stitching			
<b>GRAND TOTAL AMOUNT FOR 300 COPIES</b>				

**Total in words:** .....

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**Note. – Printing charges upto 1000 copies will be same rate and No. of pages are indicative and payment will be made as per actual page only.**

**FOLDER/LEAFLETS**

- i) Size : 1/4 demy  
 ii) No. of pages : 4/6/8  
 iii) Printing : Multicolor/Bicolor/Single colour  
 iv) Paper : 220 gsm/300 gsm/130gsm art (imported quality)  
 v) No. of copies: 300 (approx.)

Sl. No.	Items	Qty. reqd.	Rate	Total
1	Multicolor printing	Per 04 pages		
2	Multicolor processing, text setting, scanning, planning.	Per 04 pages		
3	Bi-colour printing	Per 04 pages		
4	Bi-colour processing, text setting, scanning, planning,	Per 04 pages		
5	Single colour printing	Per 04 pages		
6	Single colour processing, scanning, planning & designing,	Per 04 pages		
7	Lamination & creasing	Per 04 pages		
		Per 06 pages		
		Per 08 Pages		
8.a)	Cost of paper: 130 gsm	Per 04 pages		
		Per 06 pages		
		Per 08 Pages		
b)	Cost of paper: 220 gsm	Per 04 pages		
		Per 06 pages		
		Per 08 Pages		
c)	Cost of paper: 300 gsm	Per 04 pages		
		Per 06 pages		
		Per 08 Pages		
<b>GRAND TOTAL AMOUNT FOR 300 COPIES</b>				

**Total in words:** .....

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**Date:**

**Place:**

(Sign & Seal of the tendering firm with address)

**Note. – Printing charges upto 1000 copies will be same rate and No. of pages are indicative and payment will be made as per actual page only.**

**Envelope**

Sr. No.	Multi colour Printing of Envelope	Rate
1	Executive size on 130-180 gsm map litho paper	Rs. /1000 pcs. (Including paper and Printing)
2	A4 size Laminated from inside on 250 gsm map litho paper	Rs. /1000 pcs. (Including paper and Printing)

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**Date:**

**Place:**

(Sign & Seal of the tendering firm with address)