

## **National Institute of Plant Genome Research**

(An Autonomous Institute of the Department of Biotechnology, Ministry of Science and Technology, Government of India)  
Aruna Asaf Ali Marg, New Delhi-110067

**No. 11-7/2018-19/NIPGR/S&P**

**August 3, 2018**

### TENDER NOTICE FOR PRINTING ANNUAL REPORT, FLYERS, BOOKLETS & NORMAL STATIONERY 2018-19 at NIPGR

On behalf of Director, NIPGR – New Delhi, sealed item rate tenders are invited from the offset printers empaneled as “A” class printers by Directorate of Printing, Ministry of Urban Development or “A” class printers confirmed by DAVP, Ministry of Information & Broadcasting **(in two bid system)**.

**Last date & time for submission of Tenders : 24/08/2018 upto 2.00 p.m.**

**Date/Time for opening of Technical bids : 24/08/2018 at 3.30.p.m.**

The cost of EMD of ₹ 16,000/- must be submitted in the form of demand draft/pay order in favour of “Director, National Institute of Plant Genome Research, payable at New Delhi”, otherwise the tender will summarily be rejected. Please write the name of Company (Printing Press) with complete address on the reverse side of the Demand Draft/Pay order.

The bids will be accepted in respect of those vendors who have successfully completed one similar work costing not less than ₹ 6,40,000/- or two similar works each costing not less than ₹ 4,00,000/- or three similar works each costing not less than ₹ 3,20,000/- 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.

The Technical bids will be opened in the presence of representatives of the tender Submitters, if any of them present there. If the date of opening happens to be a holiday, the bids shall be opened next working day at the same time. Requests for postponement will not be entertained. Fax/email bids or late/delayed tenders shall not be considered.

Director, NIPGR reserves the right to accept any or all tenders either in part or in full without assigning any reasons thereof.

Purchase cum Stores Officer

## **Special Terms and Conditions of Contract**

### **1. Design and Layout of Annual Report:**

NIPGR authorities will decide design and layout of the Reports and use of them for NIPGR Reports is bounding on the printer. All Rights of reproduction, design, editing, publicity and future use shall rests with NIPGR.

### **2. Eligibility Criteria/ Work Schedule:**

1. The tenderer must be a registered firm engaged in printing and publishing with minimum experience of 03 (THREE) Years. The tenderer should have sufficient infrastructure and technical expertise to undertake the work.
2. Primary works like Page layout, proof correction, designing should be done with in house press only. Professional and experienced staff of printer must be prepared layout design (Layout design decided by NIPGR) and proof read versions unless and until there is corrections along with NIPGR authorities.
3. The entire printing works Plate making, Printing, Lamination and Binding should be done with in house press only.

Design, typesetting and submission of proof material: within 5 days of issuance of work order. Soft copy of Report submitted and first proof should be ready within 8 days. Unless and until correction takes place printer should correct the versions. Final Proof must be EPSON Proof printed without any extra cost by the printer.

1. Printing, binding and delivery of Annual report: within 10 days of final approval of the proof.
2. Soft copy of final report (in PDF format) is to be provided without any extra cost along with printed report.
3. The payment will be release after completion of work and satisfactory submission of Reports.

## **Description of Work**

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

1.	Size	8.5” x 11”
2.	No. of Pages	250 (approx.)
3.	Colour	04 colours throughout
4.	No. of Pictures	07 (Seven) approximately plus cover pages
5.	Paper	Pinhead Enhance White 130 GSM for inside pages & Sand Grain Enhance White 300 GSM for Cover
6.	Fabrication	Perfect binding
7.	Quantity	100 copies (One hundred copies only)

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

1.	Size	8.5” x 11”
2.	No. of Pages	250 (approx.)
3.	Colour	04 colours throughout
4.	No. of Pictures	07 (Seven) approximately plus cover pages
5.	Paper	Pinhead Enhance White 130 GSM for inside pages & Sand Grain Enhance White 300 GSM for Cover
6.	Fabrication	Perfect binding
7.	Quantity	100 copies (One hundred copies only)

### **III. Annual Report Detailed – English**

1.	Size	8.5” x 11”
2.	No. of Pages	300 (approx.)
3.	Colour	04 colours throughout
4.	No. of Pictures	90 (Ninety) approximately plus cover pages
5.	Paper	Pinhead Enhance White 130 GSM for inside pages & Sand Grain Enhance White 300 GSM for Cover
6.	Fabrication	Perfect binding
7.	Quantity	200 copies (Two hundred copies only)

**(B) ± papers on pro-rata basis**

**IV. (a) Flyers (2 fold size with six pages - Matt Finish)**

1.	Size	9" x 7"
2.	Paper	Prestige White impressive Absolute White 250 GSM
3.	Colour	4 Colours
5.	Quantity	100 Nos

**(b) Flyers (2 fold size with six pages - Gloss Finish)**

1.	Size	9" x 7"
2.	Paper	Prestige White impressive Absolute White 250 GSM
3.	Colour	4 Colours
4.	Quantity	100 Nos

**V. (a) Booklets (with Lamination on all pages)**

1.	Size	14" x 12"
2.	No. of Pages	10 Sheets both side printing + Cover page extra
3.	Colour	06 colour
4.	Quantity	100 Nos.
5.	Paper	Arte Ultra White 300 GSM for Outer Paper & Arte Ultra White 190 GSM for Inner Paper

**(b) Booklets (without Lamination)**

1.	Size	14" x 12"
2.	No. of Pages	10 Sheets both side printing + Cover page extra
3.	Colour	06 colour
4.	Quantity	100 Nos.
5.	Paper	Arte Ultra White 300 GSM for Outer Paper & Arte Ultra White 190 GSM for Inner Paper

(c) **Booklets (with Lamination on cover page only)**

1.	Size	14" x 12"
2.	No. of Pages	10 Sheets both side printing + Cover page extra
3.	Colour	06 colour
4.	Quantity	100 Nos.
5.	Paper	Arte Ultra White 300 GSM for Outer Paper & Arte Ultra White 190 GSM for Inner Paper

**VI. Normal Stationery**

S. No.	Description	Qty. to be printed one time
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 (in four colours)	100 cards (Bilingual)
G	Rubber / Self inking Stamps	Per piece

**Terms & Conditions**

1. 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.
2. The Successful bidder shall have to provide a printed copy of annual report in both the forms (i.e. Matt as well as Gloss as final draft). After finalizing the required type, the order shall be placed for printing the same as per the approved format/rates.
3. You may kindly clearly indicate in your letter whether the rate quoted is inclusive or exclusive of GST. In case GST is to be levied over and above the rate quoted by you, the rate at which GST is to be levied must be specified.

4. 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).
5. You should also clearly bring out the time that is needed for printing the report after the hard and soft copies of the manuscript is made available to you.
6. An earnest money of ₹ 16,000/- (Rupees Sixteen 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.
7. 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.
8. Samples of the paper to be used may be sent along with your quotations.
9. Samples of the previous Annual Report 2015-2016 & 2016-2017 can be seen / obtained at NIPGR on any working days.
10. No separate charges shall be paid for delivery of goods at NIPGR.
11. NIPGR reserves the right to award the work in parts and increase or decrease the number of printed copies at its discretion.
12. 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.
13. NIPGR will have full authority to reject any/all offer(s) without assigning any reason thereof.
14. The rates quoted in the tender shall remain valid for a period of **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.
15. The notice inviting tender, will form part of the contract agreement to be executed by the successful tenderer with the NIPGR.
16. The validity of the contract can be extended further subject to performance of the company & upon mutual consent from both sides.

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, Flyers, Booklets & Normal Stationery”** so as to reach the undersigned latest by **24/08/2018 (2.00 PM)** the same shall be opened on same day at **3.30 PM**

**(Purchase cum Stores Officer)**

**TENDER NOTICE FOR PRINTING ANNUAL REPORT, FLYERS, BOOKLETS & NORMAL STATIONERY 2018-19 at NIPGR**

**Financial Bid**

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

<b>Sl. No.</b>	<b>Description</b>		<b>Unit Rate</b>	<b>Amount</b>
1.	Size	8.5” x 11”		
2.	No. of Pages	250 (approx.)		
3.	Colour	04 colours throughout		
4.	No. of Pictures	07 (Seven) approximately plus cover pages		
5.	Paper	Pinhead Enhance White 130 GSM for inside pages & Sand Grain Enhance White 300 GSM for Cover		
6.	Fabrication	Perfect binding		
7.	Quantity	100 copies (One hundred copies only)		

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

1.	Size	8.5” x 11”		
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3.	Colour	04 colours throughout		
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**(B) ± papers on pro-rata basis**

**IV. (a) Flyers (2 fold size with six pages - Matt Finish)**

1.	Size	9" x 7"		
2.	Paper	Prestige White impressive Absolute White 250 GSM		
3.	Colour	4 Colours		
5.	Quantity	100 Nos		

**(b) Flyers (2 fold size with six pages - Gloss Finish)**

1.	Size	9" x 7"		
2.	Paper	Prestige White impressive Absolute White 250 GSM		
3.	Colour	4 Colours		
4.	Quantity	100 Nos		

**V. (a) Booklets (with Lamination on all pages)**

1.	Size	14" x 12"		
2.	No. of Pages	10 Sheets both side printing + Cover page extra		
3.	Colour	06 colour		
4.	Quantity	100 Nos.		
5.	Paper	Arte Ultra White 300 GSM for Outer Paper & Arte Ultra White 190 GSM for Inner Paper		

**(b) Booklets (without Lamination)**

1.	Size	14" x 12"		
2.	No. of Pages	10 Sheets both side printing + Cover page extra		
3.	Colour	06 colour		
4.	Quantity	100 Nos.		
5.	Paper	Arte Ultra White 300 GSM for Outer Paper & Arte Ultra White 190 GSM for Inner Paper		

**(c) Booklets (with Lamination on cover page only)**

1.	Size	14" x 12"		
2.	No. of Pages	10 Sheets both side printing + Cover page extra		
3.	Colour	06 colour		
4.	Quantity	100 Nos.		
5.	Paper	Arte Ultra White 300 GSM for Outer Paper & Arte Ultra White 190 GSM for Inner Paper		

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F	Printing of Visiting Cards (in four Colours)	100 cards (Bilingual)		
G	Rubber / Self inking Stamps	Per piece		

**Signature and Stamp of the tenderer**