



भा. कृ. अनु. प.- केन्द्रीय कपास प्रौद्योगिकी अनुसंधान संस्थान
ICAR- CENTRAL INSTITUTE FOR RESEARCH ON COTTON TECHNOLOGY
(भारतीय कृषि अनुसंधान परिषद)
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)



एडनवाला रोड, माटुंगा, मुंबई- 400 019

ADENWALA ROAD, MATUNGA, MUMBAI – 400 019

दूरभाष/TEL.: 24127273, 24127276, 24157238, 24184274/75 फॅक्स/FAX 2413083, 24157239 E-MAIL PURCHASES.CIRCOT@GMAIL.COM

File No. :- 2-34/CB Adv/Admn V/19-20 | 1143

Date: - 04/01/2020
06

14 addresses list

Subject :- Quotations for Designing and Printing of A4 & Legal size Office Letter Head

Sir,

Sealed Quotations are invited for work details of which are given under ANNEXURE II hereunder. The detailed specifications of the work to be done are available with Admn V Section, ICAR-CIRCOT, Matunga, Mumbai - 400 019 and may be inspected any time during the normal working hours of this Institute from 10:00 am to 5:00 pm. The quotations should reach us on before 20/01/2020 up to 03:00 P.M duly superscribing the work "Quotations for Designing and Printing of A4 & Legal size Office Letter Head " on top of cover.

Terms & Conditions of Contact for Submission of Quotation

1. Sealed Quotation should be clearly superscribed as "Quotations for Designing and Printing of A4 & Legal size Office Letter Head ". The Quotation document should be accompanied by Annexures I,II & III duly filled.
2. Late receipt of Quotation i.e after due date and time will not considered.
3. EMD of Rs 5,000/- (Rupees Five Thousand Only) must be deposited, if quoted prices (Total of all items including taxes) is more than one lakh rupees with limited quotation in form of Demand Draft/ Banker's Cheque /Pay Order issued from Bank and payable to "Director CIRCOT, Mumbai" failing which their offer will not be considered. The EMD of the unsuccessful bidder shall be refunded after completion of the satisfactory work. If the successful bidder fails to furnish the required material within the specified period the EMD will be forfeited. (EMD /NSIC certificate (any one) to submitted in Bid Envelope) .
4. The design, production and printing should be of first grade. The printing schedule for final delivery of the printed copies excluding the time taken by the Department for vetting the draft will be strictly adhered to by the Printer as detailed below:
 - a) First Proof:- Should be supplied within 4 days from the date of print order and handing over of manuscript/material complete in all respects.
 - b) 2nd & Final Proof:- Should be supplied within 4 day after the first proof reading is completed.
 - c) First lot of Printed Copies:- Should be supplied in the next days of approval of the final proof. The remaining copies to be delivered within next three days.

5. Each page of the quotation document should be signed by the bidder and duly stamped.
6. The bidder should provide certificate for GST and PAN number details.
7. Details of experience if any on supply of printing items to any Govt. Office/ PS along with copies of supply order should be enclosed with the quotation.
8. Two sample copies of Office Letter Head , printed by the firm.
9. The bid would be valid for 90 days from the date of opening of the quotation. In the case of successful quotation rates quoted shall be valid till the supplies are completed .
10. The Institute reserves the right to accept or reject any quotation or part thereof without assigning any reasons.
11. The bidder is advised to see the sample and quality of Office Letter Heads previously printed by the Institute available at the Institute.
12. The quoted rate shall include cost of material, labour, transport, taxes & duties, royalties and other local taxes or levies etc. if any.
13. TDS and statutory taxes will be deducted as applicable.
14. The Institute may make any variation of the quantity & quality or any part thereof that may in its opinion be necessary for that purpose as mentioned below:-
 - A. Increase or decrease of the quantities as mentioned in the schedule.
 - B. Omit any such item if found necessary after issue of Purchase Order, if required
 - C. Additional requirement or any item required may be supplied by the bidder.
15. The bidder should supply the Office Letter Heads as per the sample. In case of any variation and low quality the material supplied shall be rejected.
16. **In case the printer fails to cope with the workload and does not complete the work as per schedule give in para 4 above, the Institute reserves the right to recover a sum equal to 0.5% of the total cost as penalty for each day's delay. Subject to maximum 10% of the total cost.**
17. The payment will be released only after successful completion of entire supply. No advance payment will be released. The delivery will be made as per the supply order and deviation if any may attract penalty.
18. Institute reserves the right to visit their place for verifying their printing facilities available with them before awarding the work order

Yours faithfully


(Suhil Kumar)
Sr. Administrative Officer

Enclosed As above :- Annexure I , II and III

Copy to:-

1) I/C AKMU for publishing in ICAR- CIRCOT website



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Annexure-I

Bidders Information

Sr. No	Description	Details
1.	Name of the Proprietor in case Proprietary Company/ Firm	
2.	Registration Details	
3.	Address with Telephone No. & E-mail	
4.	Contact Person	
5.	The number of Years of experience for printing work in Govt. Department (list of Customers including Govt. Organizations, etc.)	
6.	PAN No	
7.	GST No	
8.	Two sample documents printed by the firm	

Declaration:-

I hereby certify that the information furnished above is full and correct to the best of our/my knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not be allowed to have any dealing with Institute in future.

(Signature of authorized signatory with company seal)



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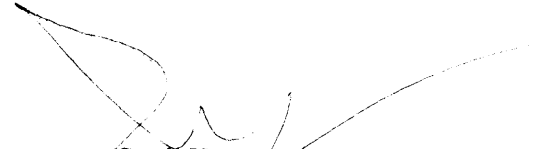


ANNEXURE:-II

Bill of Quantity

Sr. No	Size of Letter Head	Specification	Required quantity	Amount
1.	A4 size	1. Multi colour printing & designing of letter head 2. 100 gsm Smooth finish paper 3. Office letter head are printed A4 in size (210 mm X 297mm) (21cm X 29.5cm)	200 pads Letter Head (100 pages each pad)	
2.	Leagal Size	4. Multi colour printing & designing of letter head 5. 100 gsm Smooth finish paper 6. Office letter head are printed A4 in size (215 mm X 355mm) (21.5cm X 34.5cm)	100 pads Letter Head (100 pages each pad)	
	DTP Charges			
	CGST@-----%			
	SGST@-----%			
	Total			

(Authorized Signatory of the firm with seal)


(Sunil Kumar)
Sr. Administrative Officer



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Annexure-III

Check list and the order in which the documents are to be submitted for the quotation

Sr. No	Documents	Yes/ No
1.	Certificates for proof of experience	
2.	GST Number (Copies)	
3.	PAN Number (Copies)	
4.	Two sample documents printed by the firm	
5.	Mail address	

(Signature of authorized signatory with company seal)