

No. PI/NAHEP/ Quot/ 358 of 2019
Office of PI, NAHEP
Deptt. of UCES & EE,
Dr. PDKV, Akola
Date: 06 / 11 / 2019

To,

M/s. _____

Dear Sir,

Subject: INVITATION OF QUOTATION FOR SUPPLY OF PRINTING MATERIALS FOR
NAHEP HCB PROGRAMME DURING FINANCIAL YEAR 2019-20.

1. You are invited to submit your most competitive quotation for the following Services: -

Sr. N.	Brief Description of the services	Specifications*	Quantity**	Delivery Period	Place of Delivery	Installation requirement if any
1.	Brochure (Two pages, two side) with envelope for two event	A4 size photo paper, multicolor, 500 copy each	1000 copies			
2.	Compendium with printing, binding and editing (Approx 200 pages) for two events	A4 size 6 pages in multicolor and others are black and white	200 copies			
3.	Printed Envelope	size 4 1/8" x 9 1/2"	1500 nos.			
4.	Invitation cards with envelope of two events	size 4 1/8" x 7 1/2", 400 copy each	800 nos.			
5.	Invitation cards	A4 size	500 nos.			
6.	Gate display banner with frame and fitting charges	size 20 x 2 ft size 20 x 3 ft	As per need of event			
7.	Banner of event	size 12 x 4.5 ft				
8.	Banner of event	size 16 x 8 ft				
9.	Welcome Flex	size 4 x 3 ft				
10.	Welcome Flex	size 3 x 2 ft				
11.	Souvenir of event (100 pages approx) with printing, binding and editing	A4 Size glossy paper, only cover and last page multicolor	1000 copies			
12.	Souvenir of event (200 pages approx) with printing, binding and editing	A4 Size glossy paper, only cover and last page multicolor	1000 copies			
13.	Preparation and Printing of Teaching notes (each 300 pages Approx) with printing, binding and editing of skill module notes	A4 Size, only cover and last page multicolor	500 copies			
14.	Editing and printing Certificates of events with L-plastic cover	A4 Size Multicolor	1000 copies			
15.	Multicolor Stickers for plastic folder, bag etc.	11" x 3" (inch)	3000 copies			

16.	Coupon Book	1000 coupons of Lunch, dinner and breakfast	3 copy			
17.	Note pad printing and binding 50 pages (only cover page in multicolor)	A5 size portrait	3000 copies			
18.	I-card, with plastic cover and less	Standard size	3000 copies			

** Quantity of work may be varies.

* Where ISI certification marked Services are available in market, procurement should generally be limited to services with those or equivalent marketing only.

2. Government of India has received a financing from the World Bank towards the cost of the National Agricultural Higher Education Project (INAHEP) CBSD in RE, Dr. PDKV, Akola and intends to apply part of the proceeds of this financing to eligible payments under the contract for which this invitation for quotations is issued.

3. Bid Price

- The contract shall be for the full quantity as described above. Corrections, if any, shall be by made by crossing out, initialing, dating and re writing.
- All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- Sales tax in connection with the sale shall be shown separately.
- The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- The prices shall be quoted in Indian Rupees only.

4. Each bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this Quotation.

5. Validity of Quotation

Quotation shall remain valid for a period not less than 30 days after deadline date specified for submission.

6. Evaluation of Quotations

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- Are properly signed; and
- Conform to the terms and conditions, and specifications.

The quotations would be evaluated for all the item together/would be evaluated separately for each item. [Select one of the options].

Sales tax in connection with sale of services shall not be taken into account in evaluation.

7. Award of contract


The purchaser will award the contract to be bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation prices.

7.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process the reject all quotations at any time prior to the award of contract.

7.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order.

8. Part supply of any order will not be accepted and payment will be released only on receipt of complete satisfactory supply of ordered services.

9. The necessary catalogue, leaf lets, operational manual or any other printed material related to material should be provided.
10. Normal commercial warranty/ guarantee shall be applicable to the supplied services.
11. The term and conditions and time required for supply of the equipment should be mentioned clearly. Technical Comparison Sheet according to the specifications mentioned should be enclosed along with the bid.
12. The rates/prices should be FOR, Dr. PDKV, Akola (MS) India. All leakages-breakage and losses in transit including shortages, if any will be borne by the firm/supplier. Offer should clearly mention the locations for which rates are quoted.
13. **The firm should provide proof of GST registration no. / Tin no. / PAN no.**
14. As per notification issued by Govt. of India, Ministry of Finance Department of Revenue vide Notification No. 45/2017-Central Tax (Rate) and No. 47/2017 Integrated Tax (Rate) New Delhi dated 14th November 2017, **GST is applicable @ 5%** on the ordered items being Public Funded Education/ Research Institute. Therefore, all the bidders are requested to quote the rates accordingly.
(<http://www.gstcouncil.gov.in/sites/default/files/gst%20rates/notfctn-47-igst-rate-english.pdf>)
15. In case, any holiday is declared by the Government on the day of opening, the bids will be opened on the next working day at the same time. The Principal Investigator, NAHEP-IG reserves the right to accept or reject any or all the bids.
16. If an authorized stockiest/dealer wants to enter into bidding on behalf of the manufacturer/principal, he should submit an authorization certificate/letter from the manufacturers.
17. In case a firm has been sub authorized by an authorized dealer of a principal, an undertaking/authorization from principal/manufacturer permitting such sub authorization on its behalf shall have to be mandatorily submitted, else such a sub authorization will not be entertained and bid will be rejected.
18. If a bid submitting firm has been authorized by more than one principal firm to participate on their behalf, then the firm has to submit separate bids for each of the principal. Any deviation in this clause shall not be entertained.
19. The bids of firm (s) which have either been black-listed by Dr. PDKV, Akola or any other Govt. organization will not be accepted. In this regards, the firm has to give an undertaking on the enclosed format.
20. You are requested to provide your offer latest by **15.00 hours on or before 20/11/2019 in the name of Principal Investigator, NAHEP-IG, Dr. PDKV, Akola, - 444 104.** The bids will be opened on the last day of submission at the same time. All suppliers/firms are requested to be present in the chamber of undersigned.
21. Envelope should be super scribed as "Quotation for supply of **PRINTING MATERIALS**".
22. We look forward to receiving your quotations and thank you for your interest in this project.



Name: Principal Investigator,
National Agricultural Higher Education Project
Deptt. of UCES&EE, Dr. PDKV, Akola

FORMAT OF QUOTATION FOR SUPPLIER

Sl. No.	Description Services	Specifications	Qty.	Unit	Quoted Unit Rate in Rs.	Total Amount	
						Rupees	
TOTAL		In Figures					
		In Words					
GST							

Gross Total Cost: Rs.

We agree to supply the above services in accordance with the technical specifications for a total contract price of Rs. (Amount in figure) Rs. (Amount in words) within the period specified in the Invitation for Quotation.

We also confirm that the normal commercial warrantee/ guarantee of Months shall apply to the offered services.

We hereby certify that we have neither black-listed by Dr. PDKV, Akola nor any other Govt. organization.

We hereby certify that we have no "Conflict of Interest" with NAHEP, Dr. PDKV, Akola office or staff.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in corrupt, fraudulent, collusive, or obstructive practices (as defined in the prevailing World Bank's sanction procedures) in competing for or in performing the Contract.

Signature of Supplier

*** Supplier should also mention the discount offered.**

