



# राष्ट्रीय अंगूर अनुसंधान केन्द्र

(भारतीय कृषि अनुसंधान परिषद)

डाक पेटी नं. 3, मांजरी फार्म डाकघर, सोलापूर रोड, पुणे – 412307, भारत

**NATIONAL RESEARCH CENTRE FOR GRAPES**

(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)

P.B. NO. 3, MANJRI FARM POST, SOLAPUR ROAD, PUNE - 412 307, INDIA

Tel: +91-20-26956000 (EPABX), Fax: +91-20-26956099

E-Mail: [dirnrcg@icar.org.in](mailto:dirnrcg@icar.org.in) Website: <http://nrcgrapes.nic.in>



F. No. NRCG / 5(102) / 2012 – Pur.

Date: 07.09.2012

To,

## Sub:- Printing of Publications per Rate Contract Basis.

Dear Sir,

We have a requirement of the goods & services as indicated below, tender for which will be opened at \_\_\_\_\_=\_\_\_\_\_ hrs on **03.10.2012** (date) and you are invited to submit your most competitive quotation for the same. All the relevant details are given below:

- a. As enclosed in annexure – 1.
- b. As enclosed in annexure – 2.
- a. The rates and Prices quoted shall be in Indian Rupees only.
- b. 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.
- c. 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.
  - a. Further, during such delayed period of supply and / or performance, the contractor shall not be entitled to any increase in price and cost, whatsoever, on any ground.
- ii. You are also required to fulfill the following conditions and furnish the details as indicated in subsequent paragraphs.
  - a. Please furnish a certified copy of your latest ITCC (Income Tax Clearance Certificate).
  - b. Please indicate if you are currently registered with any Govt. organization and if registered, furnish all relevant details.
  - c. A supplier shall not submit more than one quotation for the same set of goods.
  - d. 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.
  - e. The contract shall be governed by the laws of India and interpreted in accordance with such laws.
  - f. The quotation / offer shall remain valid for acceptance for a period **not less than 180 days** after the specified date of opening of the offers.
1. The quotations 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 03.10.2012** \* ..... (\* 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, all its choice, send the tender by registered 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.

2. The tenders, which are received on time (as per Para 3 above), will be opened at purchaser's office at \_\_\_\_\_ hours on \_\_\_\_\_ (date). The purchaser will open the tenders in the presence of the Tenderers duly authorized representatives, who choose to attend the tender opening.
3. The purchaser will evaluate and compare the quotations, which are substantially responsive, i.e. which are properly prepared & 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 price.
4. Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation or annul the tendering process and reject all quotations at any time prior to award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected tenderer or Tenderers.
5. Please submit your quotation accordingly. You shall sign all the pages of your quotation. Your price quotation may be furnished in the format enclosed as Annexure – 3. You are also required to return this original tender enquiry (all the pages), as it is, duly signed by you on every page, for our record. You may retain a photocopy of this tender enquiry for your record.
  - a. Enclosure: Annexure 1, 2 & 3

.....  
(Signature of the Purchaser)

Name: Administrative Officer  
Address: National Research Centre for Grapes, Pune  
Tel: +91-20-26956000 (EPABX), Fax: +91-20-26956099

**LIST OF REQUIREMENTS**

<b>Sr. No.</b>	<b>Description of goods and allied services</b>	<b>Qty.</b>	<b>Accounting Unit</b>
	Sub:- Rate contract for Printing of Publications:-	--	--
<b>1.</b>	<b>Annual Report</b> Size : A4 ( 22 x 28 cm ) Paper : 120 GSM Indian Art Paper Colour : 4 colours pages Cover page : 4 colour on 250 GSM Indian Art paper Colour Photographs No. of copies : 400 Binding : Perfect.		
<b>2.</b>	<b>Grape News</b> Size : 28.5 x 21 cm 4 colours 4 page on 120 GSM Indian Art Paper Colour photographs, No. of copies : 300		
<b>3.</b>	<b>Technical Bulletin</b> Size : 17.5 x 23.5 cm Paper : 170 or 120 GSM Indian Art Paper B/w as well as 4 colours pages Colour photographs No. of copies : 250 ( English ) 500 ( Marathi ) Binding : Pin Binding		
<b>4.</b>	<b>Extension Bulletin</b> Size : 14 x 22 cm Paper : 120 or 170 GSM Indian Art Paper B/w as well as colour pages Colour photographs No. of copies : 500 Binding : Pin Binding		
<b>5.</b>	<b>Technical / Extension Folder</b> Size : 36 x 22 cm with two folds to give final size of approx. 12 x 22 cm 2 page 4 colours on 120 GSM art paper. No. of copies : 500		
<b>6.</b>	<b>Extension Folder</b> Size : 36 x 22 cm with two folds to give final size of approx. 12 x 22 cm 2 page on ordinary paper 4 colour / Black & white No. of copies : 1000 Language : Marathi / English		
<b>7.</b>	<b>Vision Document</b> Size – 16 x 24 cm Paper - 120 or 170 GSM Indian art paper Black and White as well as color pages No. of Copies - 500, Binding : Pin Binding		
<b>8.</b>	<b>Poster:-</b> Size 2'.6" x 4' and 3' x 4' - 4 color printing (Rate may be quoted for each)		

**Special Instructions (if any):-**

**SPECIFICATIONS & OTHER TECHNICAL DETAILS  
OF THE ITEMS AND SERVICES (SHOWN IN ANNEXURE – 1)**

**Format of Price Quotation**

Sr. No.	Description of Goods & Allied Services	Specifications	Accounting Unit	Quantity	Quoted Unit Price in Rupees		Total Amount in Rupees
					In Figures	In Words	

**Grand Total Cost: Rs.** \_\_\_\_\_