

AO : 2230183,2230858
 Fax : 91-0151-2231213
 Email : nrccamel@nic.in



भा.कृ.अनु.प.–राष्ट्रीय उष्ट्र अनुसंधान केन्द्र

NATIONAL RESEARCH CENTRE ON CAMEL



पोस्ट बैग सं. 07, जोड़बीड़, बीकानेर – 334 001 राजस्थान, भारत
 JORBEER, Post Bag No.07, BIKANER : 334 001, RAJASTHAN, INDIA

File No. NRCC/ADM/P/I(19)P/Printing/2016/

Dated : 10.05.2016

Note:- All communications must be addressed to the Director, by designation, National Research Centre on Camel, Bikaner.

From,

The Director,
 National Research Centre on Camel,
 Bikaner.

To,

M/s _____

Dear Sir,

On behalf of the Secretary I.C.A.R., New Delhi, quotations are invited for the **Rate contract for Printing & Binding of Annual Report, Hindi Patrika Karabh, training Manual, extension leaflet and Technical Bulletin** as indicated below, quotation for which will be opened at 16.00 hrs (**4.00 PM**) on **14.06.2016** and you are invited to submit your most competitive quotation for the same. All the relevant details are given below:-

- | | | | |
|------|--|---|---|
| i) | Description of the goods/services required and the required quantity | : | As enclosed in Annexure-I |
| ii) | Guiding specification and other technical details and Price Format | : | As enclosed in Annexure-II |
| iii) | Terms of delivery | : | Delivery at NRCC, Bikaner. |
| iv) | Delivery period of Printing/Services | : | Within 30 days from the date of submission of final proof to the printer. |

- v) Erection/installation and commissioning (if required, depending on the goods ordered) are to be completed within seven days of delivery of the goods, at NRCC, Bikaner.
- vi) Terms of Inspection (if required): Complete inspection and test of the equipment/item will be carried out at the Institute on delivery and before release of payment of the goods.
- vii) Training of purchaser's operator(s) for operating the goods ordered, as and if necessary is/are to be trained at purchaser's premise for successfully operating the goods purchased. The training shall be completed within reasonable time.
- viii) **Price structure:**
 - a) The quotationer shall quote for the complete requirement of goods & services **Rate contract valid up-to 31.03.2017 for Printing & Binding of Annual Report, Hindi Patrika Karabh, training Manual, extension leaflet and Technical Bulletin** and for the full quantity as shown against a serial number in the List of Requirements in Annexure-I. Unless otherwise specified in Annexure-I, the quotationers 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 Requirement).
 - b) **The rates and prices quoted shall be in Indian Rupees only.**
 - c) All duties, taxes and levies payable by the printer under the contract shall be included in the quoted prices. The purchaser will not pay such duties, taxes and levies separately. However, Sales Taxes/VAT, as legally and contractually livable, may be quoted separately by indicating the nature and the current rate of Sales Tax/VAT, as applicable at the time of quoting. The Sales Tax/VAT will be paid extra at actual at the time of supply provided the transaction of sale is legally liable of Sales Tax and the amount of the Sales Tax/VAT is contractually payable. If the printer in its quotation does not ask for Sales Tax/VAT extra, the same shall not be paid even if it asks for the same at a later date.
 - d) This Centre is entitled for availing of Custom Duty/Excise Duty Exemption in Full. Hence only Ex-Works or Ex-Factory Price whichever is lower and does not include Custom Duty/Excise Duty, should be quoted for goods.
 - e) The rates and prices quoted by the printer 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© above.
- ix) **Receipt of goods & Terms of payment:**
 - a. Payment term for supply of goods/printed material including erection/installation and commissioning (as and if applicable): 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 printer in terms of the contract 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 three working days of issue of the provisional receipt, will issue acceptance certificate (of the goods) to the printer, 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 printer 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 reasonable period but not more than 30 working days of receipt of printer's invoice, purchaser's receipt certificate; and other accompanying documents, provided the same are in order.

While claiming reimbursement for Sales Tax/VAT the printer shall furnish the following certificate duly dated and signed on its bill :

"Certified that the goods on which Sales Tax/VAT has been charged have not been exempted under the Central Sales Tax Act or State Sales Tax Act or the rules made there under and the charges on account of Sales Tax on these goods are correct under the provisions of the Act or the Rules made thereunder. Certified further that we are registered as dealers for the purpose of Sales Tax/VAT in the State ofunder registration numberWe further confirm that the amount of Sales Tax/VAT shown in the bill against this contract is correct in terms of above proviso".

b. Payment for training of purchaser's operator(s), if applicable.

After release of payment to the supplier as per sub-para (a) above and after successfully completion of training of the operator(s) in terms of the contract, the purchaser will immediately issue a certificate to this effect to the printer. The printer will thereafter send its invoice for training charges, along with the above certificate to the paying authority. The paying authority will release the payment to the printer in terms of the contract within reasonable period but not more than 30 working days of receipt of supplier's invoice provided the invoice and accompanying documents are in order.

x) Paying Authority: The Director, National Research Centre on Camel, Bikaner.

xi) Liquidated Damage Clause : If any time during the performance of the contract, the printer encounters conditions hindering timely delivery of the goods, the printer shall promptly inform the purchaser in writing the fact of the delay and the likely duration of the same. After receipt of printer's communication, the purchaser shall decide as the 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 printers fails to deliver the goods and/or perform the services within the contractual delivery period for reasons other than circumstances beyond printer'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.

Further, during such delayed period of supply and/or performance, the printers 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 extending the delivery period will be subject to the above conditions.

xii) Warranty Clause (If applicable) : This warranty shall remain valid for 12 (twelve) months after the goods or any portion thereof as the case may be, have been delivered to the final destination and installed and commissioned at the final destination and accepted by the purchaser in terms of the contract OR for 18 (eighteen) months from the date of dispatch from the supplier's works, whichever is earlier.

xiii) **Dispute Resolution Mechanism**

If any dispute or difference arises between the purchaser and the printer 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 printer 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. You 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 & services as specified in the List of Requirements, without any change in the unit price or other terms & conditions.
 - b) Please furnish a certified copy of your latest Permanent Account Number (PAN) of Income Tax and VAT Registration Certificate.
 - c) Please indicate if you are currently registered with any Govt. organization and if registered, furnish all relevant details.
 - d) Please state whether business dealings with you presently stand banned by and Government organization and, if so, furnish relevant details.
 - e) A printer shall not submit more than one quotation for the same set of goods.
 - f) The supplier shall at all times indemnify the purchaser, 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) 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 shall remain valid for acceptance for a period not less than 90 days after the specified date of opening of the offers and the accepted rate would remain valid for Printing & Binding of Annual Report, Hindi Patrika Karabh, training Manual, extension leaflet and Technical Bulletin till 31.03.2017.**
- 3) The quotation shall be sealed in an envelope. The envelope shall be addressed to the purchaser and it should also bear the quotation enquiry no. and the words **"Quotation for Printing of" Annual Report etc."**. This envelope should then be put inside another envelope, which will also be duly sealed.

The Printer must ensure that its quotation (i.e. quotation), duly sealed as above, reaches the purchaser at least one Hour before the time and date of opening i.e. upto

3.00 PM on 14.06.2016 of quotations. The printers may, at its choice, send the quotation by regd. Post or by Speed post, however, NRCC will not be responsible for any postal delay. Alternatively, the printer may also hand deliver the quotation in to the quotation box available in the office of the Centre.

- 4) The quotations, which are received late by the purchaser will be ignored. Further, the purchaser does not accept any liability and responsibility for the quotations in case the same are not properly sealed & marked and/or sent as above.
- 5) **The quotations (i.e. quotations) which are received on time (as per para 3 above), will be opened at purchaser's office at 16.00 hrs (4.00 PM) on 14.06.2016 (date). The purchaser will open the quotations in the presence of the authorized representatives of the firm, who choose to attend the quotation opening.**
- 6) 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 individual contract to the printer whose quotation will be determined to be responsive and offering the best evaluated price for each item to be printed.
- 7) Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation or annul the quotationing 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 quotationer or quotationer(s).
- 8) **Please submit your quotation (i.e. quotation) accordingly. You shall sign all the pages of your quotation. Your price quotation be furnished in the format enclosed as Annexure-II and as per Para-03- of this bid document (i.e. quotation/quotation) alongwith quotation fee, bid security, sample of paper and other desired document. You are also required to return this original quotation enquiry (all the pages), alongwith your Bid (i.e. quotation/quotation) as it is, duly signed by you on every page, for our record. You may retain a photocopy of this quotation enquiry for your record.**

Encl.: Annexures I and II.

Administrative Officer

Annexure-I**SPECIFICATIONS AND OTHER TECHNICAL DETAILS OF
REQUIREMENTS AND SERVICES**

S. No	Item	Details	Quantity
1.	Printing of Annual Report (2015-2016) Hindi & English	Size-21 cm X 28 cm. Number of Pages- 70-100 (Approximate) per report <u>Covering Page Printing</u> - Four colour – 270 gsm high quality art sheet with lamination with Scanning, designing, setting of text, photographs planning etc. <u>Text Matter Printing</u> - Four Colour – on gsm high quality art paper with Scanning, designing, setting of text, photographs etc. Binding – Stitching in book shape	350 copies Each of Hindi and English
2	Printing of KARABH (2016)	Size – 21 x 28 cm. <u>Title Cover</u> – Four colour printing with lamination on High quality card 270 G.S.M. <u>Text Matter</u> – In Four colour Printing on High quality paper 130 G.S.M. Side thread binding Total copies 400, Page – 90-110 (Approximate)	400 copies (Hindi)
3.	Training Manual under TSP	Size – 18 x 24 cm. <u>Title Cover</u> – Four colour printing with lamination on High quality card 270 G.S.M. with scanning, designing, setting of text, photographs planning etc. <u>Text Matter</u> – In black & white on High quality paper 90 G.S.M. Side thread binding Total copies 1000, Page – 100-150 (Approximate)	1000 copies (Hindi)
4.	Technical Bulletin	Size: 155 X 240 mm, <u>Cover Page</u> printing 270 gsm, high quality art sheet with lamination with scanning, designing <u>Text Matter Printing</u> : Four Colour, Setting of Text, figures, photographs and tables in columns, Paper: 130 gsm, <u>Binding</u> Total Copies: 500 Pages: 20-30,	500 Copies
5.	Extension leaflets	Size: 115 mm X 245 mm, Pages: Six Pages in three folders Paper: 170 GSM Art Text Matter Printing : Four Colour, Setting Text, Figures, Photographs and Tables in Columns.	1000 Copies per leaflet
6.	Extension leaflets	Size: 85 mm X 115 mm, Paper: 130 gsm, Pages: Ten Pages in four folders, Text Matter Printing: Four Colour, Setting of Text, figures, photographs and tables in columns.	500 Copies per leaflet

Special instruction (if any)

1. Interested bidder/printer should have to submit **Quotation fee amounting of Rs.500/- (Non-refundable) and Bid Security of Rs. 10,000.00** along with the quotation in the Shape of Demand Draft or FDR/STDR/BG in favour of "ICAR Unit NRCC" Bikaner.
2. The successfully bidder/printer will have to submit the **Performance Security Rs. 10,000.00** of in the shape of Demand Draft or FDR/STDR/Bank Guarantee in favour of "ICAR Unit NRCC", which will be returned only after completing term of Rate Contract or completing all orders of Printing of **Annual Report, Hindi Patrika Karabh, training Manual, extension leaflet and Technical Bulletin** from NRCC, whichever is later.
3. Any clarification/doubt regarding Printing of the material by the printer should be clarified before hand so as to avoid any sort of confusion of discrepancy during the printing process.
4. Rates should be quoted including all charges for the supply up to NRCC Office, Bikaner including transportation, if any.

Other Terms & Conditions**Preliminary**

1. The Printer should quote the rate in the format of Price Quotation for Printing Job-Annexure II, only. Rate quoted other than this format will not be accepted by the Centre.
2. The Printer should quote the rates including cost of papers.
3. The Printer should attach the Sample of Art Paper/Sheet along with the quotation.
4. The Printing material will be provided to printer in CD/Pen Drive and Hard Copy by the Institute.
5. Rates must be including of all charges on account of designing, setting, figure and graph setting, planning, scanning, etc.
6. The printer shall print only such number of copies as are specifically mentioned in the order.
7. The printer shall not print any of the Report/Bulletins/Books etc. or part thereof without the written consent of the Director, NRCC. If any printer prints any of the **Annual Report, Hindi Patrika Karabh, training Manual, extension leaflet and Technical Bulletin** etc., not allowed to him or in any other printer without the instructions from the NRCC the number of copies of the **Annual Report, Hindi Patrika Karabh, training Manual, extension leaflet and Technical Bulletin** etc., printed will be forfeited by the Director without any compensation to any body and he shall be debarred from future allotment of printing of Report/Bulletins of the NRCC and also he would be liable for prosecution for breach of contract. If Reports/Bulletins so printed are sold in the market directly by the printer and if such stock is not recoverable for forfeiture to the NRCC the printer will be liable for imposition of penalty on this account as per the ICAR rules.
8. Printing may be done as per the matter provided by the Centre in CD/Pen Drive/Hard Copy. The clarity should be very sharp.
9. **Minimum three proofs** of each publication should be given to the Centre for suggestions and the final proof should be given in colour or other print as per requirement of NRCC.

10. **The Printer or his representative has to visit the Centre in person to finalize corrections suggested (one day each time with each proof).**
11. The text matter with photographs and some photos stored in CD/Pen Drive will be provided. Necessary scanning, editing, inserting title, setting and corrections etc. have to be carried over by the Printer.
12. The soft copy of the Annual Report (both English and Hindi) compatible for uploading on Centre's website, should be provided to NRCC along with hard copies of annual report.

Time Limit for Printing

1. The printer should ensure the composition and furnishing of three advance copies of galley proofs of ordered **Annual Report, Hindi Patrika Karabh, training Manual, extension leaflet and Technical Bulletin** within a period of 45 days from the date of agreement. The Director, NRCC, Bikaner would ensure the scrutiny of the advance copies and return to the printer for necessary correction, with a period of ten days from the receipt of each Galley proof copy. The period for execution of final printing work (including binding etc.) and supply of specified number of copies shall be completed by the printer within 30 days from the date of submission of final (Illrd) proof (approved by the Director, NRCC) to the printer.
2. The printer shall arrange to send galley proofs at his own cost. The printer shall maintain record of all such proofs.

Printing Mistakes

1. The printing of the text matter of the **Annual Report, Hindi Patrika Karabh, training Manual, extension leaflet and Technical Bulletin** and the matter on the cover will be strictly according to the manuscript or the printed press copy supplied by us or subsequent instruction, if any, given by the Director, NRCC with the final print order.
2. The final printed copies shall be got compared with reference to the corrected copy of specimen. If on comparison, it is found that the printing mistakes and defects pointed out in the specimen copy have not been removed in the final printed copies or any other printed **Annual Report, Hindi Patrika Karabh, training Manual, extension leaflet and Technical Bulletin** taken at random or any new mistake and discrepancies are committed, the following action may be taken :
The Director, NRCC may order the printer not to dispatch the Report/Bulletins and to remove the defects therein, in whatever manner it deems fit at the printer's cost and without any extension in time-limit and may further impose penalty accordingly to the nature of mistakes and defects.

Short and Late Supply of Report

1. In the event of non-fulfillment of the terms and conditions of Work Order, the Director, NRCC have the right to cancel the order and get the Report printed from any other printer at the cost of the constricting party.
2. If any time during the performance of the contract, the printer's encounters conditions hindering timely delivery of the goods, the printer shall promptly inform the purchaser in writing the fact of the delay and the likely duration of the same. After receipt of printer's communication, the purchaser shall decide as the 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 printer fails to deliver the goods and/or perform the services within the contractual delivery period for reasons other than circumstances beyond printer'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.

Agreement

1. The printer to whom Rate Contract for Printing Job work is allotted will have to execute an agreement in the prescribed form with the Director, NRCC within allowed period from the date of intimation of allotment. However, the Director, NRCC, Bikaner shall free not to award and Job Work for printing of any document during the currency of the contract and shall not be liable to pay any cost etc. on account of non-printing of any document.

General

1. Any relationship or business connection that may exist between the printer and any official or member of the ICAR should be declared.
2. Once the quotation is delivered to the Office of the Director, NRCC no amendments, addition or alternations in the quotation will be permitted.

(Signature of Quotationer with Seal)

Annexure II**FORMAT OF PRICE QUOTATION FOR RATE CONTRACT**

Sr. No.	Description of goods & allied services	Specifications	Qty.	Quoted Unit Price in Rs.		Total amount in Rs.
				In Figures	In Words	
1.	Printing of Annual Report (2015-2016) Hindi & English	Size-21 cm X 28 cm. Quantity-350 copies each. Number of Pages- 70-100 in each (Approximate) Covering Page Printing - Four colour – 270 gsm high quality art sheet with lamination with Scanning, designing, setting of text, photographs, planning etc. Text Matter Printing - Four Colour – on 130 gsm high quality art paper with Scanning, designing, setting of text, photographs etc. Binding – Stitching in book shape	Per Cover Per page Per Copy	--	--	--
2.	Printing of KARABH (2015)	Size – 21 x 28 cm. Title Cover – Four colour printing with lamination on High quality card 270 G.S.M. with scanning, designing, setting of text, photographs, planning etc. Text Matter – In Four colour Printing on High quality paper 130 G.S.M. Side thread binding Total copies 400, Page – 90 – 110 (Approximate)	Per cover Per page Per copy			
3.	Training Manual under TSP	Size – 18 x 24 cm. Title Cover – Four colour printing with lamination on High quality card 270 G.S.M. with scanning, designing, setting of text, photographs planning etc. Text Matter – In black & white on High quality paper 90 G.S.M. Side thread binding Total copies 1000, Page – 100-150 (Approximate)	Per cover Per page Per copy			
4.	Technical Bulletin	Size: 155 X 240 mm, Cover Page printing 270 gsm, high quality art sheet with lamination with scanning, designing Text Matter Printing: Four Colour, Setting of Text, figures, photographs and tables in columns, Paper: 130 gsm, Binding Total Copies: 500 Pages: 20-30,	Per cover Per page Per copy			
5.	Extension leaflet	Size – 115 mm x 245 mm, Pages: Six Pages in three folders, Paper: 170 GSM Art Text Matter Printing: Four Colour, Setting text, Figures, Photographs and Tables in Columns, Copies: 1000 per leaflet	Per copy			
6.	Extension leaflets	Size: 85 mm X 115 mm, Paper: 130 gsm, Pages: Ten Pages in four folders, Text Matter Printing: Four Colour, Setting of Text, figures, Photographs and tables in columns, Copies: 500 per leaflet	Per copy			

Grand total Cost Rs.

Details of applicable Sales Tax to be paid extra and the current rate of the same:

We agree to print the above Report/Bulletin/Book etc., & allied services. We confirm that the same will meet the description, specification and other technical details as required in the quotation enquiry.

We confirm that we agree to all other terms & conditions of your quotation enquiry including the terms of delivery, period of delivery and warranty provision.

We have furnished all the information, as required in the quotation enquiry and attached the relevant documents. *(In case a quotationer desires to put some additional/modified stipulations, terms & conditions etc. the same may be clearly indicated.*

We confirm that our offer will remain valid for acceptance for 90 days after the date of opening of quotations.

(Signature, name and designation of the authorized executive of the quotationing firm)

For and on behalf of

(Name and address of the quotationing firm

.....(Seal of the quotationing firm)/Date