


Autonomous Institute of the Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India

STORES AND PURCHASE SECTION

E-mail	spm@niab.org.in		Address
Telephone	+91 40 2304 9404		D. No: 1-121/1, 4 th & 5 th Floors, Axis Clinicals Building,
Telefax	+91 40 2304 2740		Miyapur, Hyderabad, Telangana,
Website	www.niab.org.in		India – 500049

BID DOCUMENT

NOTICE INVITATING SEALED TENDERS/QUOTATIONS (SINGLE BID)

Director, NIAB, Hyderabad, invites sealed offers from reputed manufacturers or their authorized agents for the supply of the following items.

SN	Name of item	Qty.	Put this Ref. No. on the top of cover	Bid Type
1	Designing ,Printing and supply of Annual report 2015-16 (Details as per specification) <u>Detailed Specification mentioned below</u>	As per specification Nos	NIAB/SP/2016-17/01 dt 18-06-2016	<u>SINGLE Bid</u>

TENDER EMD (REFUNDABLE)	Rs Nil /-	Tenders without TENDER FEES / EMD (if applicable) will be rejected.
TENDER FEES (NON - REFUNDABLE)	RS 500 /-	
MODE OF PAYMENT OF EMD/FEES	Cash Or Demand Draft of any nationalized/commercial bank. Demand Draft must be enclosed along with the quotation. Please mention firm name & contact no, tender ref no backside of demand draft. Cash can be paid to finance section of NIAB.	
DD IN FAVOUR OF	<u>National Institute of Animal Biotechnology</u> payable at Hyderabad.	
TENDERS TO BE SUBMITTED TO	Stores & Purchase Manager National Institute of Animal Biotechnology (NIAB), D. No. 1-121/1, 5 th Floor, Axis Clinical Building, Opp. to Cine Town, Miyapur, Hyderabad, Telangana , India - 500 049	
LAST DATE & TIME FOR SUBMISSION	11-07-2016 up to 14.00 hrs	Please strictly adhere to the dates / times mentioned in this document.
DATE & TIME FOR OPENING OF TENDER	11-07-2016 at 14.30 hrs	
PLACE OF OPENING	Store and Purchase section - NIAB , Hyderabad	

Last year sample available for better idea about requirement this Annual report. Vendors can visit NIAB, stores and purchase section on any working day - timing - 10.00 am to 5.00 pm before due date of opening of this tender.

IMPORTANT POINTS /TERMS AND CONDITIONS TO BE NOTED/COMPLY

1	The Bidder is expected to quote for all the requirements as per the enquiry. Bidders should have past experience of printing and supply of the Annual report. Proof of the same is required. Please visit NIAB (if possible) to see last year sample. The current requirement is in similar line as per old samples. It may give better idea before submitting your quote.
2	In the event of the Bidder submits quote for partial work, NIAB may or may not consider to award the contract on items wise lowest Agency.
3	The price quoted should be up to NIAB Stores inclusive of all charges. The rate quoted must be inclusive of all taxes and charges i.e. VAT, transportation & other expenses.
4	For Administrative convince NIAB may consider awarding the order on overall lowest evaluated Bidder.
5	Payment Terms: Our rules do not permit any advance payment either direct or through a bank. However payment of your bill will be made within 30 working days after acceptance of the material delivered in good condition, by crossed "Account Payee" cheque or direct transfer to your account.
6	NIAB does not bind itself to accept the lowest or any other tender and reserves the authority to reject any or all tenders without assigning any reason. All the tenders, in which any of the prescribed conditions are not fulfilled or incomplete, in any respect, are liable to be rejected.
7	Delivery Time: within 3 weeks from the date of final approval of the draft matter.
8	The delivery schedule should be strictly followed otherwise liquidity damages/charges will be levied as per purchase order.
9	Validity of the quotation: The rate quoted shall be binding for 6 months from the date of awarding of the work.
10	Taxes: Please indicate VAT/CST or any other taxes that are applicable clearly in the quote. TDS will be deducted as per rule.
11	This enquiry cannot be endorsed to any other vendor. In case you're Principal / distributor is quoting for the enquiry on your behalf, please provide an authorization letter for the same.
12	Non adherence or deviation to any of the above condition shall make the offer liable for rejection. The Quotation should be addressed to the DIRECTOR, NIAB, and Hyderabad.
13	All Disputes are subject to Hyderabad jurisdiction only.

The following details should be filled / printed on letter head of the firm and to be submitted along with quotation.

1	Name of the Firm/ Printer	
2	Address along with landline & Mobile contact number ,name of person to be contacted	
3	Status(Whether Company/ Proprietary/ Firm/ Individual)	
4	Sales tax registration Number Permanent Account Number VAT/TIN Number	
5	Past experience in this field & client list of the same item supplied. (Attach copies of Po)	

SPECIFICATION

SN	Description	Details of pages	Qty
1	Designing, Printing & Supply of ANNUAL REPORT 2015-16 in <u>English without Finance & Accounts pages.</u>	(Approx. Total page No/sides = 96 sides Total 48 pages if count on all both sides)	300 Nos
2	Designing, Printing & Supply of ANNUAL REPORT 2015-16 in <u>English with Finance & Accounts pages.</u>	(Approx. Total page No/sides = 124 sides Total 62 pages if count on all both sides)	100 Nos
3	Designing, Printing & Supply of ANNUAL REPORT 2015-16 in <u>Hindi with Finance & Accounts pages.</u>	(Approx. Total page No/sides = 124 sides Total 62 pages if count on all both sides)	100 Nos

Size -8.5 x 11 inches , Title Paper: 300 gsm, art card Title Printing: 4+4 color printing , Inside Paper: 130 gsm, art paper, Inside printing : 4+4 color Printing ,Finishing: Title Lamination and Spot UV Online Aqua Varnish, perfect binding. The cover page will be in multi-colour on thick, high quality glossy / matt paper with provisions for spot lamination, embossing etc. The inner pages will be on glossy paper in multi-colour / black & white with both side printing The word copy / softcopy will be provided for designing purpose comprising of mandate & Director's message (bilingual), services and research activities, publications, HRD activities, visitors, important events, committees, photo gallery and Finance & Accounts etc.

Last year sample available for better idea about requirement this Annual report. Vendors can visit NIAB, stores and purchase section on any working day - timing - 10.00 am to 5.00 pm before due date of opening of this tender.

Scope of work:-

- Please note that the approximate number of pages are indicated in the enquiry and the actual pages may vary depending on the final output. The no of pages mentioned above are total sides of pages and can be converted in to half to arrive actual pages. Please mention total cost as per the pages given in this document. Variation of 5 % at lower and higher end of page no. may be possible. Indicate clearly the charges for extra colour and black and white page/side. The final payment can be made as per this details if there is major variations in pages of final reports. The price quoted should include all the expenses designing, printing, actual report and draft copy, delivery, taxes etc till final delivery of product.**
- The Vendor will be expected to work in close co-ordination with the Indenting Officer (and/or any other Official as may be nominated by the competent authority) for timely and error free printing of the Annual Report. There should be no restriction from the vendor to submit proofs of chapters (either in colour or black and white) as many times as needed. Usually, it has been observed that 3 sets of proof reading is done in Black & White and almost an equal number (or at times even more) in colour, before the final printing commences.
- Timeline:** The final printed Annual Reports (all 3 versions) would be needed in NIAB latest by third week of Aug 2016.
- The vendor must provide crease stitching and perfect binding in the Annual Report. Each Annual Report must be packed suitably and delivered at NIAB, Hyderabad in good quality carton boxes.
- Final printing will take place only after approval of the draft printing matter.
- Interested vendors may please go through the sample NIAB Annual Reports which are available on NIAB website and may also inspect the Hard Copy available at Stores Section during working hours.

Checklist

Before sending Tender, Please Check once that you fulfil the following Points.		Point Noted & complied
Sr No	Point	Mark ✓
1	Following things are mentioned on the main (outer) envelope Item Name /Reference No. /Last Date For Submission Of Tender/Date Of Opening Of Tender /Firm's Name & Address	
2	TENDER FEES / EMD if applicable is Enclosed	
3	Demand draft is/are in favour of National Institute of Animal Biotechnology payable at Hyderabad. Firm's Name/Ref. No. Etc. Has Been Mentioned On The Back Side of DDs.	
4	Quotation has been duly signed and stamped by the Authorized & Competent person. All cuttings/over writings have been duly checked, initialled and stamped. (if applicable) date is mentioned on quotation	
5	This full Notice Inviting Tender (NIT) should be printed and hard copy to be submitted along with Technical BID. Tender Document with each page duly signed by the Bidder as token of acceptance. This Notice Inviting Tender (N.I.T) shall form part of the Tender Document. All format mentioned in this document chapter No 5 are to be attached herewith.	

FOR ANY QUERY Contact Details Of NIAB for this tender	
Send email	santosh@niab.org.in spm@niab.org.in
call on	040 – 23049404 (S & P section)

DECLARATION BY BID SUBMITTING FIRM

I/We _____ have read the entire terms and conditions of this Tender document and we are fully agreeable to the terms and conditions mentioned herein.

The decision of competent authority of NIAB with respect to this Tender-Result will be fully agreeable and binding on us.

Competent Authority to sign:
Name, Designation:
Date with stamp & seal of organisation:

Please take print of this full tender/BID Document and submit this duly signed & stamped with above declaration and sign wherever mentioned along with your quotation/bid

Sd-
Manager (S&P) ,
For Director –in-Charge , NIAB ,Hyderabad