



# National Agri-Food Biotechnology Institute

Department of Biotechnology, Government of India  
C-127, Industrial Area, Phase VIII, S.A.S. Nagar,  
Mohali-160071 Punjab, INDIA

Ph: 0172-4990145/146

Fax: 0172-4604888

Ref. No: NABI/1(128)/15-16/N-PUR

22nd July 2015

## NOTICE INVITING QUOTATION

Dear Sirs,

Sealed Quotations are invited on behalf of Executive Director NABI, Mohali for the printing of Annual Reports (English & Hindi) so as to reach latest by **12<sup>th</sup> August 2015 on or before 12.00 Noon**. The Quotations will be opened on the same day at 2.30 pm in the presence of tenderers, if any:

1) Aesthetic Design, Typesetting, Multi colour Printing of Annual Report - English

1)	Size	8.5" x 11"
2)	No. of Pages	160 Pages
3)	Inner Page	100 GSM
4)	Outer Page	300 GSM
5)	Title	UV Spot Lamination

Perfect binding with lamination on Outer Covers

**Quantity: 200 Copies (Two hundred copies)**

2) Aesthetic Design, Typesetting, Multi colour Printing of Annual Report - Hindi

1)	Size	8.5" x 11"
2)	No. of Pages	160 Pages
3)	Inner Page	100 GSM
4)	Outer Page	300 GSM
5)	Title	UV Spot Lamination

Perfect binding with lamination on Outer Covers.

For the printing of Hindi Annual Reports, NABI will provide the necessary contents in English. The bid winning firm shall have to get the English Contents translated to Hindi (without losing original scientific content and convey the exact meaning as per the English content) on his own and submit the proof to NABI before printing the same.

**Quantity: 100 Copies (One Hundred Copies)**

The duration for the submission of final proof and printing of Annual Reports are as follows:

Sr. No	Particulars	Duration
1	Aesthetic Designing and submission of proof of English Annual Reports to NABI	15 days from the date of the submission of contents provided to your firm
2	Translation of English Contents to Hindi for Hindi Annual Reports and typing of same	15 days from the date of the submission of English Contents provided by NABI
3	Aesthetic Designing and submission of final proof of Hindi Annual Reports to NABI	10 days from the date of approved Hindi Manuscript/contents by NABI
4	Printing of English and Hindi Annual Reports	10 days from the date of approval of final proof for printing by NABI



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The quoting firm (bid winning firm) shall also provide the soft copy of the annual reports in PDF and Coral format at the time of completion of work.

**The quoting firm shall follow the terms and conditions mentioned below:**

Inquiry will be sent by UPC/Courier/Speed post /E-mail and NABI will not be liable for any kind of postal delay.

The Quotation Should be addressed to the Executive Director NABI, Mohali invariably giving on the envelop Reference No. With date and due date with time.

**The quoting firm was advised to see/obtain the copy as sample of the Annual Report of this Institute for the previous year i.e., 2013-14/2012-13 before quoting the rates as in no case the quality of the Proposed Annual Report of the Institute for the year 2014-15 should be inferior to the reports of the year 2013-14/2012-13.**

You may kindly clearly indicate in your letter whether the rate quoted is inclusive or exclusive of sales tax/VAT. In case sales tax/VAT is to be levied over and above the rate quoted by you, the rate at which sales tax/VAT is to be levied must be specified.

**The quoting firm should have its works/office at the tricity viz Chandigarh, Mohali or Panchkula. (No deviation)**

**The quoting firm may send the quotations on the basis of cover pages plus text pages, you may kindly quote rates for each additional page (in case the number of text pages eventually exceeds or decrease).**

**The quoting firm should have done atleast one work of Designing and Printing of annual report in any Government Organisations/Autonomous bodies during the past three years (proof of Purchase Order/Work order copy should be submitted along with the quotation)**

**LIQUIDATED DAMAGES:** Being a Research and Development Organization, time is the essence of the order. The date of delivery mentioned above should be strictly adhered to. Otherwise the institute reserves the right to not accept the delivery in part or full. The Liquidated damages @ 1 % per week subject to a maximum of 10% of the value of the order can be imposed for every delay in the any stage of process mentioned above.

Samples of the previous Annual Report 2013-14/2012-13 can be seen in NABI on any working days before the closing date of submission of bids.

**The firm should quote the rates as per the price bid format enclosed. (Annexure "A")**

NABI reserves the right to increase or decrease the number of printed copies at its sole discretion.

NABI has the right to reject to your quotations and to split up the requirements or relay any or all the above conditions without assigning any reason is reserved.

Yours faithfully,

-sd-

(S. Krishnan)

Stores and Purchase Officer



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## ANNEXURE "A"

### PRICE BID

Ref. No: NABI/1(128)/15-16/N-PUR

22nd July 2015

Sub: Aesthetic Designing, Typesetting and Printing of Annual Reports – English & Hindi

Sr. No	Particulars	Qty	Rate	Tax	Value
1	Aesthetic Designing and Multicolour Printing of Annual Reports of English (Specs: As per NIQ)	200 Nos			
2	Aesthetic Designing and submission of final proof of Hindi Annual Reports to NABI (Specs: As per NIQ) and Translation of English Contents to Hindi for Hindi Annual Reports and typing of same	100 Nos			
3	Rates for each additional page (in case the number of text pages eventually exceeds or decrease) for Hindi Annual Reports	Per page			
4	Rates for each additional page (in case the number of text pages eventually exceeds or decrease) for English Annual Reports	Per Page			

Seal and Signature of the bidder