



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: 0172-2290300
Fax: 0172-4604888

NABI/ 1 (58)/ 12-13/ N-Pur

21st Aug' 2012

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 7th Sep' 2012 on or before 3.30 pm. The Quotations will be opened on the same day at 4 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	88 Pages
3)	Inner Page	100 GSM
4)	Outer Page	300 GSM
5)	Title	UV Spot Lamination

Perfect binding with lamination on Outer Covers
Quantity: 500 Copies (Five Hundred Copies)

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

1)	Size	8.5" x 11"
2)	No. of Pages	88 Pages
3)	Inner Page	100 GSM
4)	Outer Page	300 GSM
5)	Title	UV Spot Lamination

Perfect binding with lamination on Outer Covers
Quantity: 100 Copies (One Hundred Copies)

The quoting firm shall also provide the soft copy of the annual reports in PDF and Coral format.

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., 2010-11 before quoting the rates as in no case the quality of the



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Proposed Annual Report of the Institute for the year 2011-12 should be inferior to the reports of the year 2010-11.

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.

Your firm may send your 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 also clearly bring out the time that you need for printing the Report after the hard and soft copies of the manuscript is made available to you.

Samples of the previous Annual Report 2010-11 can be seen/obtained in NABI on any working days.

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