

NATIONAL INSTITUTE OF MALARIA RESEARCH (ICMR)
Sector-8, Dwarka, New Delhi -110077

NIMR/P&I/Misc-Ptg/2015-16/02

November 05, 2015

TENDER NOTICE

Sub: Invitation of Quotations for the miscellaneous printing jobs of NIMR

Sealed quotations are invited from registered/reputed and authorized firms for award of two-year contract, for the Institute's miscellaneous printing job works like *Screen printing, Digital printing, Layout-designing, Laser printouts, Lamination, Binding & Polaroid I.D. Cards* along with *other stationery items*.

Interested firms are requested to quote the rates for the same. The competitive rates should be quoted in **Proforma** enclosed (**Annexure-I**) along with Sales Tax, VAT or other charges (if applicable) and in accord with the **term & conditions** stipulated in **Annexure-II**.

The quotation (duly filled and signed proforma of rates) should be addressed to the **Director, National Institute of Malaria Research, Sector-8, Dwarka, New Delhi- 110 077**, and dropped in **Drop Box** placed in **Room No. 405**, (Store Section) of the institute by **December 09, 2015** up to 01.00 pm. The sealed quotations will be opened on **December 09, 2015** at **3.00 pm**.

The prospective firms/agency should also furnish a copy of their profile and brochure, along with **samples** of screen printing (Gloss & Matt/PVC), lamination (Gloss & Matt), adhesive binding & I.D. Cards with complete plastic case and *dori* etc. in support of in-house products.

For details refer to Tenders section of the NIMR's website: www.nimr.org.in or Central Public Procurement Portal: <http://eprocure.gov.in/cppp/>

Yours faithfully,

(C.S. Namboodiri)
Administrative Officer
For Director

National Institute of Malaria Research (ICMR)
Sector 8, Dwarka, New Delhi-110 077

PROFORMA OF RATES

PRINTING JOBS

A. SCREEN PRINTING

	Letter Heads		Visiting Cards
	A-4	A-5	
1. Processing (Positive) per colour per 100	Rs.....	Rs.....	Rs.....
2. Printing PVC (Matt) per 100 per impression alongwith paper	Rs.....	Rs.....	Rs.....
3. Printing (Gloss) per 100 per impression	Rs.....	Rs.....	Rs.....
4. Letter Head Fancy pad making (100 leaves)	Rs.....	Rs.....	Rs.....
5. German D.O. 100 GSM paper (A-4) size per 100 sheets	Rs.....		
6. Visiting cards 300 GSM per 100 cards			
Handmade	Rs.....		
Ivory	Rs.....		
Plastic	Rs.....		
7. Ivory Invitation Card $5 \frac{3}{8}'' \times 7 \frac{7}{8}''$ 300 GSM/100 sheets	Rs.....		
8. Envelopes $5 \frac{1}{2}'' \times 8.0''$ (120 GSM) per 100	Rs.....		

B. LAYOUT DESIGNING A-4 Rs..... A-5 Rs..... Visiting cards Rs.....
 (Pre-press)

C. PERFECT/ADHESIVE BINDING Loose sheets of cover (front & back) + text pages (minimum 200)

Text up to 16 pages (per copy) @ Rs.....	Text up to 32 pages (per copy) @ Rs.....	Text up to 64 pages (per copy) @ Rs.....
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D. DIGITAL PRINTING (Multicoloured) A-3 A-4 A-5 ID/V. card/100

On Art card (300 GSM) per 10 sheets Rs..... Rs..... Rs..... Rs.....

Art paper (120 GSM) per 10 sheets Rs..... Rs..... Rs..... Rs.....

contd...

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E. LAMINATION per sheet (Gloss) Rs..... Rs..... Rs..... Rs.....
(Matt) Rs..... Rs..... Rs..... Rs.....
(Thermal) Rs..... Rs..... Rs..... Rs.....
 (both side)

F. BINDING PER COPY **A-4 Spiral** Rs..... **Spico** Rs..... **Wiro** Rs.....
 A-5 Spiral Rs..... **Spico** Rs..... **Wiro** Rs.....

G. PHOTO ID CARDS

Cost of high quality processing and supply of coloured polaroid identity card
 (Front side—coloured with light colour background and Institute’s symbol &
 Back side—single colour) along with plastic cover with two clips provision
 for hanging quality ribbon printing with Institute’s bilingual name horizontally
 or vertically along with special provision for strong holding/gripping of the
 Polaroid Card within the case @ per piece

Rs.....

Sales Tax/VAT (If any) Rs.....

IProp. have gone through the terms
 & conditions of the job contract for Job work—Screen Printing, Designing, Laser Printouts, Lamination, Binding
 and Photo Identity Cards, Visiting cards, Certificates, etc. and shall abide by all the conditions during the period.

Encls.: Number of (house product) specimens-

(Name of the Proprietor)
 Signature with stamp of Firm with full address

Date: Phone (O).....
Mobile.....
 Place: Email:

National Institute of Malaria Research (ICMR), New Delhi

TERMS & CONDITIONS

Printing Job Works

1. The collection of material from office (NIMR) and delivery of final product in office shall be the responsibility of the Tenderer.
2. It will be the sole responsibility of the firm to ensure quality of printing and paper/card being engaged, resulting a quality product. Substandard supply shall be rejected on the cost of the Tenderer.
3. The rates and contract would be valid/applicable for period of two years.
4. The rates of Sales Tax and VAT (if applicable) should be clearly indicated wherever chargeable.
5. Institute reserves the right to withdraw any part or the whole of it at any stage even after acceptance of rates/finalization of arrangement and arrangement of job/jobs without assigning any reason therefore. The decision of the Director, National Institute of Malaria Research in all these matters shall be final and binding.
6. Laser/Digital printouts only from original toner cartridges, on quality opaque papers in minimum of 1200 DPI (in format/paper/card prescribed by the Institute) shall be accepted.
7. Each quotation is to be enclosed in double cover/envelope. The inner cover should be SEALED with WAX and superscribed, “**Quotations for miscellaneous printing jobs of NIMR**, Ref. No. _____ Date _____ and Date of opening _____”. The outer cover should bear only address of the office without any indication that there is a quotation within.
8. As most of the assignment would be of urgent and time bound nature, there completion and supply in stipulated time frame shall be the responsibility of the Tenderer.
9. Payment will be made within 30 days only after receipt of bill and on timely receipt of complete supply of material/product in good condition.
10. The acceptance of the quotation rests with the Director, NIMR who does not bind herself to accept the lowest quotation and reserves the right to reject, or partially accept any or all the quotations received without assigning any reason.
11. Copies of Sales Tax/Income Tax clearance certificate etc, should be enclosed with the quotations wherever applicable.

The quotations are liable to be rejected if any of the above conditions is not complied with.

Admn. Officer
for Director