



ICMR–NATIONAL INSTITUTE OF MALARIA RESEARCH

SECTOR 8, DWARKA, NEW DELHI–110077

Phone : 011-25307405
011-25307407

P&I/Misc. Ptg/2015-16/03

March 12, 2019

To

M/s. _____

Subject: Quotation for the Miscellaneous Printing Jobs.

Dear Sir,

The Director, National Institute of Malaria Research invites quotations for Miscellaneous Printing Jobs like **Screen Printing, Digital Printing, Layout Designing, Laser Printouts, Lamination, Binding and Polaroid I.D. Cards** along with *other stationery items* for a two-year period, as per the following schedule:

Last Date and time for receipt of quotations : **30 April, 2019 up to 03:00 PM**

Date and time for **opening** of the quotations : **30 April, 2019 at 03:30 PM**

The documents containing schedule of requirement, detailed terms and conditions and eligibility criteria can be downloaded from NIMR's website www.nimr.org.in or Central Public Procurement Portal <http://eprocure.gov.in./cPPP/>

Yours faithfully,

(.....)
Administrative Officer
For Director

ELIGIBILITY CRITERIA AND TERMS & CONDITIONS

1. Only reputed firms which have vast experience in conceptualizing, designing, formatting, scanning, and printing of documents *etc.* having sound back-up/support system for fast and efficient publication and production of various descriptions/ literature/ documents in black & white and multi- color jobs need to apply.
2. The firm should be registered with Department of Trade and Taxes and other authorities for carrying on the profession, if applicable. (Copies of GST/CST registration certificates and PAN should be enclosed with the quotation)
3. Details of works undertaken during the last 2–3 years should be given with the quotation.
4. The firm should furnish a copy of their profile and brochure along with samples of screen printing (Gloss and Matt/PVC), lamination (Gloss and Matt), Adhesive Binding and I.D. Cards with complete plastic case and *dori* etc. in support of in-house products.
5. The printing firm should have at least one single color and/or one 4-color mini-offset machine or similar machine, in-house stitching, binding unit or screen printing unit.
6. The firm should have full-fledged unit of their own for visual design facility, preparation of art work, proof reading, composing, screen printing etc.
7. Laser/Digital printouts only from original toner cartridges, on quality papers in minimum of 1200 DPI (in format/paper/card prescribed by NIMR) shall be accepted.
8. The rights to postpone/cancel/suspend/terminate the tenders/NIQ or its process at any stage are reserved with the Director, NIMR, New Delhi without giving any reason.
9. Information should be strictly provided in prescribed Forms **A** and **B**.
10. The rates shall remain valid for the duration of the Contract.
11. After issue of work order, any increase in quantity of any item will be paid at the approved rates only.
12. The firm should ensure that the printing is done and printed items are supplied within the given time frame.
13. The firm shall be responsible for collection/pick up of work orders/material for the printing from NIMR, Sector 8, Dwarka, New Delhi-110077 and will have to deliver the final product in this office. No extra charges will be admissible for this purpose.
14. The firm has to ensure that proof and samples of material to be used for printing are shown and approved before final printing. In case, the printing is done without getting the proofs approved and there is any error in the printing, the Institute will not accept such work and no payment will be made for such work.
15. All the items to be received from Printer/firm will be checked by NIMR official to ensure that the ordered job confirmed to the approved specifications/quality.
16. Payment will be released after receipt of Bill/Invoice supported with the copy of work order and upon certifying that the jobs completed by the Printer/firm were as per the approved rates/specifications.

17. The rates quoted would be inclusive of cost of stationery material, layout setting and formatting, proof-reading and other works necessary for printing of stationery.
18. The printer will be liable to re-print the materials as a whole or in part in case of mistakes or printing not found as per prescribed specifications within the initial agreed rates.
19. The NIMR reserves the rights to verify/inspect the basic set up of selected printer for satisfactory execution of the job at any point of time during the contract period.
20. Incomplete quotations and received after 30 April, 2019 (03:00 PM) shall not be entertained.
21. In case of dispute, the decision of the Director, NIMR would be final and binding.
22. The quotations received for Printing Job work will be opened at NIMR, Sector 8, Dwarka, New Delhi-110077 on **30 April, 2019 at 03:30 PM**, in presence of the firms who wish to be represented.

Forms **A** and **B** for submitting the quotations are enclosed separately.

If above terms, conditions are agreeable to you, submit your quotations as per the forms A and B, complete in all respects with all supporting documents on or before the due date *i.e.* **30 April, 2019 (03:00 PM)** in drop box placed in **Room No. 405 (Store Section), ICMR–National Institute of Malaria Research, Sector 8, Dwarka, New Delhi–110 077.**

Yours faithfully,

(.....)
Administrative Officer
For Director

Application form for miscellaneous printing jobs of NIMR

S.No.	Details of Printer/Firm/Company	
1	Name of Printer/Firm/Company	
2	Address: Registered Office Telephone No. Mobile No.	
3	Date of Incorporation/ Establishment	
4	Name of Proprietor/ Partners/ Directors	
5	PAN No. (Attach Copy)	
6	TIN No. (Attach Copy)	
7	GSTIN Number (Attach Copy)	
8	Provide details of Clients for whom Printing Job/s carried out for the last three years (Attach Certificates/Work Orders)	
9	Turnover Year 2015–16 Year 2016–17 Year 2017–18	
10	Experience in dealing with Central/State Government Departments/ Autonomous Bodies of Govt. of India/ Reputed Public/ Private organizations	
11	Any other Information	

I/We certify that the facts stated above are true and undertake to submit any other testimonial certificates whenever called for in support of our statement.

Date _____

Signature and Seal of Tenderer/Firm

Format for submitting rates

Printing Jobs		<i>(Rates in Indian Rupees ₹)</i>		
S.No.	Particulars	Letter heads		Visiting Cards
		A-4	A-5	
A	Screen Printing			
1	Processing (Positive) per colour per 100 paper			
2	Printing PVC (Matt) per 100 per impression			
3	Printing (Gloss) per 100 per impression			
4	Letter Head Fancy pad making (100 leaves)			
5	German D.O. 100 GSM paper (A-4) size per 100 sheets			
6	Visiting cards 300 GSM per 100 Cards Handmade Ivory Plastic			
7	Ivory Invitation Card 5 ³ / ₈ " x 7 ⁷ / ₈ " 300 GSM per 100 sheets			
8	Envelopes 5 ¹ / ₂ " x 8.0" 120 GSM per 100			
B	Layout Designing (Pre-Press)	A-4	A-5	Visiting Cards
C	Perfect/Adhesive Binding Loose sheets of cover (front & back) + text pages (minimum 100)			
	Text up to 16 pages (per copy)			
	Text up to 32 pages (per copy)			
	Text up to 64 pages (per copy)			
D	Digital Printing (Multi-coloured)	A-3	A-4	A-5
	On Art card (300 GSM) per 10 sheets			
	Art Paper (120 GSM) per 10 sheets			
E	Lamination per sheet			
	Gloss			
	Matt			
	Thermal (both side)			
F	Binding per copy	A-4	A-5	
	Spiral			
	Spico			
	Wiro			

G	Photo ID Cards	
	Cost of high quality processing and supply of coloured Polaroid identity card (<i>Front side</i> – multi-coloured with light colour background, watermark and Institute’s symbol and <i>Back side</i> – multi-coloured) along with plastic cover and case for strong holding/gripping of the Polaroid Card with two clips provision of hanging quality ribbon printing with Institute’s bilingual name horizontally or vertically @ per piece	₹

GST or other taxes should be clearly indicated, if applicable extra

I/We _____ Prop./Partner/Director _____
 have gone through the terms and conditions of the job contract of Job work – Screen Printing, Designing, Laser Printouts, Lamination, Binding and Photo Identity Cards, Visiting Cards, Certificates etc. and shall abide by all conditions during the period.

Encl: Number of in-house product specimens:

Name of the Proprietor/Partner/Director
 Signature with stamp of Firm with Full address

Phone (O) _____

Date:

Mobile _____

Place:

E-mail: _____