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ICAR- NATIONAL BUREAU OF SOIL SURVEY AND LAND USE PLANNING
Regional Centre, Hebbal, Bangalore - 560 024

No. Stores/Sujala/2019-20/

11.12.2019

INVITATION OF QUOTATIONS FOR SUPPLY OF GOODS UNDER NATIONAL SHOPPING PROCEDURES

To,

INSTITUTE WEBSITE

Dear Sir,

Sub: Invitation of quotations for the Printing of Watershed reports in A4 size under Sujala-III Project-reg.

1. Sealed competitive quotations are invited by the undersigned for the supply of Printing of Watershed reports in A4 size so as to reach this office on 20.12.2019 upto 3.00PM.

Sl. No	Brief description of the goods	Specifications	Qty	Delivery Period	Place of Delivery
1.	Printing of Watershed reports in A4 size	As per enclosed Sheet	Details enclosed	10 days from date of supply order	ICAR-NBSS & LUP, Regional Centre, Hebbal, Bangalore-560024.

2. Government of India has received a credit from the World Bank in various currencies equivalent to SDR 39.6 towards the cost of Karnataka Watershed Development Project-II (Sujala- III) and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations is issued.
3. Quoted Price:
 - a) The bidder may quote for one or more items in the format of quotation attached.
 - b) All duties, taxes and other levies payable by the bidder (other than sales tax/VAT/GST on the finished goods) shall be included in the item rate. Sales tax/VAT/GST if any should be quoted separately.
 - c) The rates quoted for each item shall be fixed for the duration of the contract and shall not be subject to adjustment.
 - d) Rates for partial quantity of an item is not acceptable.

- e) Corrections if any shall be made by crossing out, initialing, dating and rewriting.
- f) Telex or Facsimile quotations are not acceptable.

4. Each bidder shall submit only one quotation.

5. Validity of quotation:

The quotation shall remain valid for a period not less than 10 days after the deadline fixed for submission of quotation.

6. Evaluation of Quotations:

The purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which are properly signed, and confirm to the terms and conditions and specifications in the following manner:

- a) The evaluation will be done excluding the sales tax/VAT/GST. If the bidder has included the sales tax/VAT/GST in his quotation for the item and has not specified the rate of sales tax/VAT/GST which he has taken in the all inclusive rate, it will be treated as though it is exclusive of the sales tax and no down loading of sales tax/VAT/GST will be made;
- b) The evaluation would be made for each item separately. The bidder who has offered his quotation for partial quantity would be treated as non-responsive.
- c) Purchaser will award the contract for each item separately to the lowest responsive bidder of that item.

7. Award of contract:

- a) The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest price as per para 6(b) above.
- b) The Purchaser reserves the right at the time of contract award to increase or decrease the quantities of items indicated in para 1 above by 25% without any change in the unit price or any other terms and conditions.
- c) The Purchaser prior to the expiration of the quotation validity period will notify the bidder whose quotation is accepted of the award of contract. The terms of the accepted offer shall be incorporated in the Purchase order.
- d) Normal commercial warranty/guarantee shall be applicable to the supplied goods.
- e) Payment shall be made within 1 week after the delivery of the goods and their acceptance.
- f) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

8. Last date and time of receipt of quotations:

You are requested to submit the sealed quotations super scribed on the envelope as **“Quotations for the Printing of watershed reports in A4 size with due date on 20.12.2019”**

We look forward to receiving your quotations and thank you for your interest in this project.

Yours Sincerely,



(Purchaser)

Name: Assistant Administrative Officer

Address : ICAR -NBSS & LUP,

Regional Centre, Hebbal,

Bangalore – 560 024

Tel.No. : 080-23412242

Fax No. : 080-23510350

अधिकां एवं सवितरण अधिकारी / सहायक प्रशासनिक अधिकारी
Disbursing Officer / Asstt. Admin. Office
इ. बी. एस. ए. ए. नि. ब्यूरो / N.B.S.S. & L.U.P.
हेबबल बंगलोर / Hebbal, Bangalore - 560 024

Attachment-11
FORMAT OF QUOTATION

Sl. No	Description of goods/equipment	Brief Specifications	Qty	Unit	Unit rate(Rs)in figures excluding Sales tax /VAT	Unit rate (Rs.) in words	Total amount in figures (Rs) Excluding Sales tax/ Vat (col 5*7)	Total amount in words (Rs.) excluding Sales tax/ VAT	Amount of Sales Tax/ VAT
1	2	3	4	5	6	7	8	9	10
1									

We agree to supply the above items of goods/equipment in accordance with the technical specifications for the total price indicated in the format above as terms and conditions contained in the Invitation for Quotations.

We also confirm that the normal commercial warranty/guarantee ofmonths shall apply to the offered goods.

(Bidder)

Name.....

Signature:

Date:

Office of.....

.....

Date:

OFFICE OF.....

.....

Specifications/Description of work for printing LRI reports (in English) in A4 size

Sl. No.	Particulars	Specifications
1.	Size	A4 size
2.	Inside pages contents	Text, maps, graphs, photos and titles readily kept available in soft (pdf) format for printing.
3.	Print type	Multi/mono colour quality digital laser prints
4.	Inside pages paper thickness	Not less than 70 gsm (normal paper)
5.	Cover page	To be designed and printed digitally on matte laminated Board with thickness 220 gsm
6.	No. of inner pages to be printed on both the sides of sheet in single report/book	Approx 180-200 pages per book/report (front and back-both sides included) (Approx 100 sheets per book)
7.	(i) No. of reports	200
	(ii) No. of copies of report	3
	(iii) Total No. of reports to be printed in English	200 X 3 = 600
	(iv) Total No. of Cover pages to be printed on single side in English on 220 gsm thickness Board with matte lamination	200 X 3 = 600
8.	Binding type	Perfect binding
9.	Book thickness	Thickness based on number of pages
10.	Language	English
11.	Editing, formatting and alignment	To be carried out at service providers place/location
12.	Fonts	Times New Roman, Century Gothic, Tahoma, Arial.
13.	Delivery schedule	Within 10 days from the date of placing order.
14.	Delivery location	ICAR-NBSS&LUP, Regional Centre, Hebbal, Bangalore – 560 024.
15.	GST	As applicable
16.	Payment schedule	Payment shall be made in two parts : 1st part payment: 50% of total amount shall be released after completion and delivery of 50% of total reports (Above mentioned total number of reports) with satisfactory submission.
		2nd and final balance payment: Balance amount shall be released after completion and delivery of satisfactory submission of all reports (Above mentioned total number of reports)
17.	Other Conditions	1. Quotations have to be on book/report basis, not to be quoted on per page basis.