



भारत सरकार / Government of India

मानव संसाधन विकास मंत्रालय / Ministry of Human Resource Development

उच्चतर शिक्षा विभाग / Department of Higher Education

भारतीय भाषा संस्थान / Central Institute of Indian Languages

मानसगंगोत्री, हुणसूर रोड, मैसूर – 570006 / Manasagangotri, Hunsur Road, MYSORE- 570006

No. F. 3-11/2020-2021/PP

Dated: 29/11/2020

Invitation of quotation for Providing Book and Leaflet Printing Services

Sealed competitive quotations are invited by the undersigned for printing of a book in 17 different languages in good quality and with the specifications as noted below:

1. A4 Size, Approx. 88 Pages for each language
2. Leaflet design with a separate cover for another set of approx 10 pages
3. Black and White Printing (with CTP Plates) (with one page having a color illustration in the book)
4. Paper Quality: 130 GSM Art Paper
5. Multi-Color Wrapper printed on 300 GSM Art Card
6. Lamination with Perfect Binding for the book and good folder design and print for the leaflets

All of these materials need to be printed in 205 copies (total page size approx 205*17*98=3,41,530/ pages).

TERMS AND CONDITIONS

- Delivery : Within 7 days from the date of PO issued at the
Institute Campus
- Prices : All applicable taxes inclusive

2. Quoted Price:

- a) The tenderer shall quote for items in the format of quotation attached;
- b) All duties, taxes and other levies payable by the tenderer (including Sales tax on the finished goods) shall be included in the item rate.
- c) The rates quoted for each item shall be fixed for the duration of the contract and shall not be subject to any adjustment.
- d) Rates for supply of partial quantity of an item is not acceptable.
- e) Corrections, if any, shall be made by crossing out, initialling with date and rewriting.

3. Each tenderer must submit only one quotation

4. Validity of quotations:

The quotation shall remain valid for a period not less than 30 days after the deadline fixed for submission of quotations.

5. Evaluation of quotations:

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

- (a) The evaluation will be done including all the taxes. If the tenderer has not included the taxes in his quotation for the item rate, and has also not indicated the rate of tax applicable, the quoted rate will be treated as though it is inclusive of the Sales tax and no extra payment for Sales tax will be made;
- (b) The evaluation would be done for all the items put together. The items for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly. The tenderer who has quoted for partial quantity of any one or more item(s) would be treated as non-responsive. Purchaser will award the contract to the responsive tenderer, whose total cost for all the items put together is the lowest.

6. Award of contract:


- (a) The Purchaser will award the contract to the tenderer whose quotation has been determined to be substantially responsive and who has offered the lowest price as per para 5 above.
- (b) The Purchaser reserves the right at the time of contract award to increase or decrease the quantities of any or all of the 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 tenderer whose quotation is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the Purchase order.
- (d) Payment shall be made after the delivery of the goods and their acceptance.
- (e) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the quotation process and reject all quotations at any time prior to the award of the contract.

7. Last date and time of receipt of quotations:

You are requested to submit the sealed quotations superscribed on the envelope as "**Quotations for the Printing of Books and Leaflets**" Due on 2/12/2020 latest by 17:00 hours. The quotations may also be sent to the email of the undersigned at **ada-ciilmys@gov.in**

We look forward to receiving your quotations.

Yours faithfully,


(Dr. Narayan Choudhary)
Asst. Director (Admin) i/c

FORMAT OF QUOTATION

Sl. No.	Particulars as against specifications	Rate	Qty	Total Amount (inclusive of All applicable taxes)
1.				

Gross Total Cost: Rs (in words.....).

1. We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. (in figures) (Rs..... (in words), within the period specified in the Invitation for Quotations.

2. We also confirm that the warranty/guarantee of months shall apply to the offered goods.

(Tenderer)

Name:

Signature:

Date:.....

