


STORES AND PURCHASE SECTION

E-mail	spm@niab.org.in		Address
Telephone	+91 40 2304 9404		D. No: 1-121/1, 4 th & 5 th Floors, Axis Clinicals
Telefax	+91 40 2304 2740		Building, Miyapur, Hyderabad, Telangana,
Website	www.niab.org.in		India – 500049

BID DOCUMENT
NOTICE INVITING SEALED TENDERS/QUOTATIONS (SINGLE BID)

Director, NIAB, Hyderabad, invites sealed offers from reputed manufacturers or their authorized agents for the supply of the following items.

SN	Name of item	Qty.	Put this Ref. No. on the top of cover	Bid Type
1	Printing of Diaries & Calendars for the year 2015 <u>Detailed Specification mentioned below</u>	500 Each Nos	NIAB/SP/2014-15/33	<u>SINGLE Bid</u>

TENDER EMD (REFUNDABLE)	Rs Nil /-	Tenders without TENDER FEES / EMD (if applicable) will be rejected.
TENDER FEES (NON - REFUNDABLE)	RS 500 /-	
MODE OF PAYMENT OF EMD/FEES	Cash OR Demand Draft of any nationalized/commercial bank. Demand Draft must be enclosed along with the quotation. Please mention firm name & contact no, tender ref no backside of demand draft.	
DD IN FAVOUR OF	<u>National Institute of Animal Biotechnology</u> payable at Hyderabad.	
TENDERS TO BE SUBMITTED TO	Stores & Purchase Manager National Institute of Animal Biotechnology (NIAB), D. No. 1-121/1, 5 th Floor, Axis Clinical Building, Opp. to Cine Town, Miyapur, Hyderabad, Telangana , India - 500 049	
LAST DATE & TIME FOR SUBMISSION	12-12-2014 up to 14.00 hrs	Please strictly adhere to the dates / times mentioned in this document.
DATE & TIME FOR OPENING OF TENDER	12-12-2014 at 14.30 hrs	
PLACE OF OPENING	Store and Purchase section - NIAB , Hyderabad	
Last year sample available for better idea about requirement of diary and calendars. Vendors can visit NIAB , stores and purchase section on any working day - timing - 10.00 am to 5.00 pm before due date of opening of this tender.		

IMPORTANT POINTS /TERMS AND CONDITIONS TO BE NOTED/COMPLY

Sealed quotations are invited from the reputed venders for supply of printed diaries and calendars for the year 2015. Specification is as follows.

SPECIFICATION

NAME OF ITEM	DIARY	CALENDARS
NO OF COPIES REQUIRED	500 COPIES	500 COPIES
NO OF PAGES	210 (slight variation is possible)	6
SIZE	WIDTH = 7.2 INCHES HEIGHT = 9.5 INCHES	WIDTH = 13.5 INCHES HEIGHT = 18.5 INCHES
PAPER	TITLE /COVER (130 GSM) INNER (90 GSM MALPITHO)	ALL (170 GSM MATT)
BINDING/FINISHING	HARD CASE , GLOSSY LAMINATION AND TITLE SPOT UV, ONLINE AQUA VARNISH MULTICOLOUR OFF SET PRINTING	WIPRO BINDING WITH AQUA COATING
COLOUR	TITLE – MULTI COLOUR INNER- 12 PAGES – MULTICLOUR OTHER - SINGEL COLOUR	ALL - MULTI COLOUR

LAST YEAR SAMPLE AVAILABLE FOR BETTER IDEA ABOUT REQUIREMENT OF DIARY AND CALENDARS.

Soft copy of information, pictures, and data to be inserted will be provided for designing purpose.

General Conditions:

1. The rate quoted must be inclusive of all taxes and charges ie VAT, transportation & other expenses.
2. The rate quoted shall be binding for 6 months from the date of awarding of the work
3. TDS will be deducted as per rule.
4. Printers should have past experience of supply of the printed diaries and Calendars. Proof of the same is required.
5. The following Form should be filled / printed on letter head of the firm and to be submitted along with quotation.
6. Please visit NIAB (if possible) to see last year sample of diary and calendar. The current requirement is in similar line as per old samples. It may give better idea before submitting your quote.

APPLICATION FORM

1	Name of the Organization/ Printer/ Individual/Owner	
2	Address along with landline & Mobile contact number	
3	Status(Whether Company/ Proprietary/ Firm/ Individual)	
4	Sales tax registration Number Permanent Account Number VAT/TIN Number	
5	Past experience in this field & client list of the same item supplied.	
6	Quotation to be submitted on firm letter head. Following details must be mentioned in quotation	

NAME OF ITEM	QTY	RATE PER UNIT	TOTAL COST
DIARY (write specification)	500		
CALENDAR (write Specification)	500		
		TAX	
		TOTAL COST	

I have read and understood the above conditions including that of tender document and quote my above rates.

Name ,Signature, Seal of the Vendor

Checklist

Before sending Tender, Please Check once that you fulfil the following Points.		Point Noted & complied
Sr No	Point	Mark ✓
1	Following things are mentioned on the main (outer) envelope Item Name /Reference No. /Last Date For Submission Of Tender/Date Of Opening Of Tender /Firm's Name & Address	
2	TENDER FEES / EMD if applicable is Enclosed	
3	Demand draft is/are in favour of National Institute of Animal Biotechnology payable at Hyderabad. Firm's Name/Ref. No. Etc. Has Been Mentioned On The Back Side of DDs.	
4	Quotation has been duly signed and stamped by the Authorized & Competent person. All cuttings/over writings have been duly checked, initialled and stamped. (if applicable) date is mentioned on quotation	
7	This full Notice Inviting Tender (NIT) should be printed and hard copy to be submitted along with Technical BID. Tender Document with each page duly signed by the Bidder as token of acceptance. This Notice Inviting Tender (N.I.T) shall form part of the Tender Document. All format mentioned in this document chapter No 5 are to be attached herewith.	

FOR ANY QUERY

Contact Details Of NIAB for this tender

Send email	santosh@niab.org.in spm@niab.org.in
call on	040 – 23049404 (S & P section)

DECLARATION BY BID SUBMITTING FIRM

I/We _____ have read the entire terms and conditions of this Tender document and we are fully agreeable to the terms and conditions mentioned herein.

The decision of competent authority of NIAB with respect to this Tender-Result will be fully agreeable and binding on us.

Please take print of this full tender/BID Document and submit this duly signed & stamped with above declaration and sign wherever mentioned along with your quotation/bid

Competent Authority to sign:
Name, Designation:
Date with stamp & seal of organisation: