

NATIONAL INSTITUTE OF IMMUNOLOGY
NEW DELHI

NOTICE INVITING TENDER

Notice No. NII/IISF-2018/Tender/2018

DATED: 25.05.2018

To,

SUB: QUOTATIONS FOR LAYOUT, DESIGNING, PRINTING & SUPPLY OF BOOKLET OF INDIA INTERNATIONAL SCIENCE FESTIVAL 2018 AT LUCKNOW (IISF 2018)

Dear Sir/Madam,

Please find enclosed herewith tender document for Layout, Designing, Printing & Supply of Booklets. You are requested to submit your lowest quotation for the above job. The detailed specifications, terms & conditions of the job order are enumerated hereunder:

1.0 SPECIFICATIONS OF JOB

- (i) Lay-out, designing, printing & supply Booklets for Students Science Village IISF 2018

Colour : four colour (4+4)
Size : A-4 International
No. of pages : 08 + Cover
Language : Bilingual (English & Hindi Separate Books)
Paper : **Cover:**300 GSM Imported Art Card
Text:170 GSM Imported Art Paper
Quantity : 1000 in English and 500 in Hindi
Binding : Centre stitch binding with cover laminated and spot lamination
Content : Text and photographs. Photographs to be scanned properly for sharp printing.

Also quote for \pm 4 pages

- (ii) The text matter (in English & Hindi) and photographs will be supplied by DBT. You will have to supply printed folders within **Seven Days** of giving okay print order by DBT on **“F.O.R., Department of Biotechnology (PR Department), Delhi basis”** in bundles by wrapping 100 copies in each bundle using thick khaki paper.

2.0 SUBMISSION OF TENDERS

- 2.1 No oral, telephonic or telegraphic tenders will be entertained.
2.2 Tenderers are requested to scrutinize the terms and conditions of the tenders thoroughly along with the general terms and conditions.
2.3 Tenders should be filled in legibly devoid of any over-writing/cutting etc.

- 2.4 No amendment to the tender would be admissible under any circumstances whatsoever after the closing date and time of receipt of tenders.

3.0 PAYMENT TERMS

The payment will be made within 30 days after receipt of bill on satisfactory completion of work as per the job specifications and in case any deviation is observed at a later date, you will be liable for suitable recovery that will become due. Income tax, if applicable shall be recoverable from you as per provisions of the Income Tax Act/Rules, in force. Income Tax, if applicable shall be recoverable from you as per provisions of the Income Tax Act/Rules, in force.

4.0 QUALITY

The printing should be of high quality without any mistakes. In case of mistakes, and/or faulty printing, DBT reserves the right to reject the lot. However, in case of minor mistakes, DBT may accept the same after imposing deducting a reasonable amount as penalty to be decided by DBT. The decision of DBT regarding rejection/ penalty shall be final and binding.

5.0 PENALTY

In case of delay, penalty @ 2 ½% per day of total value of job order or part thereof shall be applicable. In case of any spoilage, or damage/shortage of supply recovery towards the same will be made from your bill for the cost involved.

6.0 DELIVERY PERIOD

“Time” is the essence of the job. The job is to be completed within **Seven Days** time from the date of issuance of Job Order including **Four days** time from the date of Okay Print Order.

7.0 JURISDICTION

All actions at law of suits arising out of or in connection with this contract or the subject matter thereof shall be instituted in a Court of competent jurisdiction in the NCT of Delhi.

8.0 ARBITRATION

“Except where otherwise provided in the contract all matters, questions, disputes or differences whatsoever, which shall at any time arise between the parties hereto, touching the construction, meaning, operation or effect of the contract, or out of the matters relating to the contract or breach thereof, or the respective rights or liabilities of the parties, whether during or after completion

of works or whether before or after termination shall after written notice by either party to the contract be referred to the arbitration of GM (HR), Department of Biotechnology or his/her nominee.

The Arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996 or any statutory modification or re-enactment thereof and the rules made there under.

The contractor hereby agrees that he/she shall have no objection if the arbitrator so appointed is an employee of DBT and he/she had to deal with the matter to which the contract relates and that in the course of his/her duties as such he/she has expressed his views on all or any of the matter in dispute or differences.

If the arbitrator to whom matter is referred, vacates his/her office by any reason whatsoever then the next arbitrator so appointed by the authority referred above may start the proceedings from where his predecessor left or at any such stage he may deem fit.”

“It is agreed by and between the parties that in case a reference is made to the Arbitrator or the Arbitral Tribunal for the purpose of resolving the disputes/differences arising out of the contract by and between the parties hereto, the Arbitrator or the Arbitral Tribunal shall not award interest on the awarded amount more than the rate SBI PLR/Base Rate applicable to DBT on the date of award of contract.

9.0 PRICE

Price may be quoted as per the proforma given in Annexure-I in the tender document both in words and figures. Income Tax will be deducted as per Income Tax Act.

DBT reserves the right to reject/split the job order at its sole discretion without assigning any reason thereof.

Your quotation addressed to Director, National Institute of Immunology, Aruna Asaf Ali Marg, New Delhi complete in all respects, must reach latest by 11.06.2018 by 11:00 AM by putting it in the tender box at the reception of NII.

The sealed quotations containing all the required documents with quoted rates in the prescribed Proforma must be kept in the envelop mentioning on the top "**Quotations for Layout, Designing, printing & supply of booklet of INDIA INTERNATIONAL SCIENCE FESTIVAL 2018 AT LUCKNOW (IISF 2018)**

TERMS & CONDITIONS DULY SIGNED & STAMPED ALONG WITH PERFORMA FOR QUOTING RATES (ANNEXURE-I) NEEDS TO BE SUBMITTED IN AN ENVELOP.

The tenders, so received, shall be opened on **15.06.2018 at 4.00 PM in the Room No. 503, Block-3, 5th Floor, Department of Biotechnology, Lodhi Road, New Delhi-110003.** in the presence of the tenderers, who may wish to be present on the occasion.

THOSE WHO HAVE ALREADY QUOTED NEED NOT TO BE QUOTE AGAIN.

PROFORMA FOR QUOTING RATES OF LAYOUT, DESIGNING, PRINTING & SUPPLY OF BOOKLET

Particulars	Amount (Rs.)
1. Lump sum rate of printing of No. Booklets of Chairman's Address as per specification given in tender document, including layout designing	_(In Figures) Rupees _____ _____ only(In Words)
2. GST @ _____	_(In Figures) Rupees _____ _____ only (In Words)
3. Total (S. No 1 + S. No. 2)	_(In Figures) Rupees _____ _____ only (In Words)
4. ± 4 pages	_____ (In Figures) Rupees _____ _____ only (In Words)

Note :The successful tenderer will be paid on prorata basis as per the rate quoted above for Printing & Designing + four pages in Booklets as per specification given in tender document. (In case, if required)

Dated: _____

Signature _____

Name & Address (In full)