



Indian Institute of Integrative Medicine

(Formerly known as Regional Research Laboratory)

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TENDER No: 06(184)/19-P Date 31.10.2019

TENDER DOCUMENT

FOR

Printing of CSIR-IIIM, Jammu Annual Report (2018-19)

INVITATION TO BID

File No. 06(184)/19-P

Date 31.10.2019

Dear Sirs/Madams

Sub: Quotation for supply of "**Printing of CSIR-IIIM, Jammu Annual Report (2018-19)**"

Ref: Our Enquiry No. 06(184)/19-P dated: 31.10.2019

Director, CSIR – Indian Institute of Integrative Medicine herein after called as the '**Purchaser**' is interested in the purchase of below mentioned material (s). Kindly send your quotation so as to reach us on or before **12.11.2019 by 3.00 PM hrs. (IST)**.

Sr. NO.	Description of Item(S)	Quantity
1.	Printing of CSIR-IIIM, Jammu Annual Report (2018-19) Pages: 180 pages Specification: Paper Size: 210x297mm or 8.5"x11" for inside pages. GSM: 130 Inside Paper Type: For Title Cover 300 GSM Art Card with Gloss Lamination Quality of Printing: Offset 4 Colour and any other details thereof: Binding Section Sewing & Perfect Binding;	200 Nos.

Last Date for submission : 12.11. 2019 up to 3.00PM. hrs. (IST)

Date of Opening : 13.11. 2019 at 3.00PM hrs. (IST)

TERMS & CONDITIONS

1. The quotation must be in the form furnished by the Purchaser and should be free from corrections/erasures. In case there is any unavoidable correction it should be properly attested. If not the quotation will not be considered. Hand written Quotations will not be considered.
2. It may kindly be noted that your bid should
 - A) be in **Single part bidding**
 - B) accompany No Bid Security
3. Each quotation must be sent electronically in single cover through e-procurement portal (etenders.gov.in)
4. The acceptance of the quotation will rest with the competent authority of Indian Institute Of Integrative Medicine Jammu, who does not bind himself to accept the lowest quotation and reserves the right to himself to reject, or partially accept any or all the quotations received without assigning any reason.
5. Price quoted should be net and valid for a minimum period of 120 days from the date of opening of the quotation.
6. The bidder must submit the applicable Price Schedule Form as Annexed to the tender document available on the website.
7. **Complete specification with manufacturer's name and address should be given while quoting. Literature/Pamphlets should also be enclosed wherever applicable.**
8. Prices are required to be quoted in units indicated in the enquiry. When quotations are given in terms of other units, relationship between two sets of units should be furnished. Quantity discounts, if any should also be indicated. The items should be quoted indicating the serial No. of our RFQ.
10. In cases of agents quoting on behalf of their foreign manufacturers, one agent cannot represent two manufacturers or quote on their behalf in a particular tender enquiry. One manufacturer can also authorize only one agent/dealer. There can be only one bid from the following:
 1. The foreign manufacturer directly or through one Indian agent on his behalf; or
 2. Indian/foreign agent on behalf of only one principal.
11. Please indicate the name and address of the agents in India if any, the details of service to be rendered by them & the percentage of commission payable to them. **Agency commission payable to the Indian Agent should be clearly indicated.** The Agency commission would be payable only in Indian Rupees after acceptance.
12. This lab/Instt Is registered with Dept. of Scientific & Industrial Research, Govt. of India and concessional customs duty and GST & IGST are leviable vide notification no. 54/2002-Customs on all imports covered under notification No.51/96-Customs dated 23.07.1996,

Notification No.47/2017-Integrated Tax (Rate) and Notification No.45/2017-Central Tax (Rate) both dated 14th November, 2017.

13. The mode of dispatch/transportation of the items must be by **Air/Sea/Rail/Road only.**
(Retain one only).
14. In case the items in the enquiry are covered by any rate contract or running contract finalized by any other state or central Government, it should be specified in your quotation and accepted contract rates should also be mentioned.
15. Delivery period required for supplying the material should be invariably specified in the quotation. The offered delivery period shall have to be strictly adhered to in case an order is placed.
16. Liquidated Damages Clause for delays: The applicable rate is 0.5% per week and maximum deduction is 10% of the contract price.
17. If the deliveries are not maintained and due to that account the purchaser is forced to buy the material at your risk and cost from elsewhere, the loss or damage that may be sustained there by will be recovered from the defaulting supplier.
18. All supplies are subject to inspection and approval before acceptance. Manufacturer warranty certificates and manufacturer/Government approved lab test certificate shall be furnished along with the supply, wherever applicable.
19. TDS would be recovered as per rules in case of Fabrication/ Servicing/ Maintenance jobs/Installation charges etc.
20. Kindly furnish your PAN & GST Number etc. in your quotation for our records.
21. Our normal payment terms are 100% (hundred percent) within 30 (thirty) days on receipt and acceptance of material at our site in good condition. Please inform your Bank details for RTGS payment.
22. All disputes shall be settled in the courts of Jammu (J&K) Jurisdiction only.
23. Tender conditions (printed on the reverse), if any, or otherwise sent along with the tender shall not be binding on us.
24. All the above instructions and our standard terms and conditions must be complied failing which your offer may be liable for rejection.
25. As per Govt. of India procurement policies,

- a. The purchaser intends to give purchase preference to local suppliers* in case the cost of procurement is in the range of more than Rs 5.00 lakhs and up to Rs. 50.00 lakhs.
- b. There is no restriction on the eligibility of the suppliers. (***retain any one only***)
- c. The procuring entity intends to give purchase preference to products/goods manufactured by micro, small and medium enterprises.

*"Local supplier" means a supplier or service provider whose product or service offered for procurement meets the minimum local content as prescribed in DIPP Order No.P-45021/2/2017-PP (BE-II) dated 28th May, 2018 or by the competent Ministries/Departments in pursuance of this order.

'Local content' means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the items procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent.

26. Instructions to Bidders, General Conditions of Contract applicable to limited tenders originating from S&P Division along with different formats can be viewed on our website <http://www.iiim.res.in> under the heading tenders.

Yours faithfully,

Sd/-

Store & Purchase Officer