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**INDIAN PLYWOOD INDUSTRIES RESEARCH AND TRAINING INSTITUTE
Post Bag No.2273, Tumkur Road, Bangalore – 560 022.**

Quotation No: SS/81/Vol-VIII

Date: 20.12.2021

**QUOTATION FOR PRINTING AND SUPPLY OF ANNUAL REPORT 2020-2021 AT
IPIRTI, BANGALORE**

The bid should be submitted at <https://moefcc.euniwizarde.com>

The registration fee on <https://moefcc.euniwizarde.com> is Rs. 2360 (1 Year)

The quotation processing fees on <https://moefcc.euniwizarde.com> (non-refundable)

Quotation Part I - Specification, Quantity and Price bid

RECEIPT NO.....

DATED:.....

Quotation issued to M/s.

.....

.....

Last date for submission of Quotation: on or before 31.12.2021, 3.00pm

Sd/-
Administrative Officer

INDEX

Sl. No.	Description	Page Nos.
1.	NOTICE INVITING QUOTATION	1-2
2.	UNDERTAKING TO BE GIVEN BY THE TENDERER	3
3.	TERMS AND CONDITIONS OF CONTRACT	4

INDIAN PLYWOOD INDUSTRIES RESEARCH AND TRAINING INSTITUTE

Post Bag No.2273, Tumkur Road, Bangalore - 560 022

Quotation No: SS/81/Vol-VII AR-2019-20/

Date: 20.12.2021

Notice Inviting Quotation

Online Quotations are invited in from the reputed Printers for **PRINTING AND SUPPLY OF ANNUAL REPORT 2020-21 AT IPIRTI, BANGALORE** as per specification.

Quotation Part I (Cover 1) – Should consist of Specification details, work experience, past performance, infrastructure facilities, etc., and Price bid. The eligibility of the tenderer will be based on the following criteria.

Criteria

Preferably should have engaged in Multicolor Printing and work experience.

Text matters include Hindi Fonts. Hence, printers should have facility to print Hindi fonts.

Printer should be capable of designing of background image of internal matter and on wrapper.

Proof reading is to be done at your end and 3 or 4 proof should be submitted for approval.

* Quotation should be valid for min 4 months.

Specification of Printing.

Printing and Supply of Annual Report 2020-2021

Specification

Quantity : 125 Copies/Books ,

Size : 1/4 th size

**Wrapper : 300 GSM Indian Imported Art Board with glossy lamination on outer side
(Cover Page) with 4 colour (Multicolor) Printing on both outer and inner sides.**

Specifications of inner paper of text :

Paper : Imported Art paper of 90 GSM.

**No of pages : Total no of pages is 260 (approx). (1 page = one side of sheet)
printing: 4 colour (in multicolour)**

Binding: Perfect binding

- ** Matter for printing: Text matters (soft copy: running text matters of inner pages and wrapper) will be given in the MS word file format, photos / images will be given in jpg or tif file format.**
- ** 2 or 3 sample of Design/format of printing matter on wrapper and on inner page should be given before proof copy, for selecting any one format.**

Conditions

1. Wrapper with lamination should be printed in 4 colours on both sides, with perfect binding (paste binding).
2. The printed material (quality of papers, printing) should be according to the specification.
3. Matter for printing, format, etc., if necessary may be discussed before sending the quotations.
5. Proof reading is to be done at your end and 3 or 4 proof should be submitted for approval.
6. One proof should be submitted within one week from the date of handing over of Annual Report and Statement of Accounts. **The Booklet duly printed should be handed over in one week (7 days) time after the final approval of the layouts, etc., at the Institute.**
7. The Booklet is for reading purpose, hence taxes, if any, as applicable should be stated clearly in your quotation.
8. If the printed Books does not satisfy the above conditions & specification of printing (w.r.t. Quality of Paper, Quality of Printing etc.) rate will be assessed depending upon the quality of paper and printing.

* Quotation should be valid for min 4 months.

- I. Name of work : Printing and Supply of Annual Report 2020-2021 at IPIRTI, Bangalore**
- II. Approximate Amount Estimated: ---**
- III. E.M.D. Amount 2% : Nil**
- IV. Date of submission of Quotation : on or before 3.00 p.m on 31.12.2021**
- V. Date of opening of Quotation : 3 30 p.m. on 31.12.2021**
- VI. Date of completion of of Work : within 1 week after final approval of proof.**

Director
IPIRTI, Bangalore

**** Firms from Bangalore may apply for the Quotation.**

UNDERTAKING TO BE GIVEN BY THE TENDERER
(To be submitted along with Part II)

We, thehaving registered

Office at

.....do hereby declare and affirm the following:

1. We are aware of all statutory and legal requirements of Central and State Governments as well as local regulations applicable to the work. Consequences due to violation of these Acts, Rules and Regulations shall be borne by us and the Employer/Consultant is indemnified from any charge directly or indirectly arising there from.

WITNESS:

Signature of the Tenderer with seal

Terms and Conditions of contract

1. As this Institute is an autonomous body of the Ministry of Environment, Forests, & Climate change Govt. of India, discount applicable should be shown separately.
2. Your rates should be valid at least for a minimum period of **Four months**.
3. Income-tax (TDS), etc. will be deducted at source as per rules.
4. Your bill in triplicate should be submitted along with completion certificate for making payment.
5. The Price is to be quoted in the given format only (Excel file) and the same should be uploaded.
6. No Advance will be made.
7. The decision of the Director, IPIRTI, Bangalore, shall be final conclusive and binding on the supplier/tenderer.
8. All disputes shall be subject to the jurisdiction of the Courts in the City of Bangalore, Karnataka, India.

**** Firms from Bangalore may apply for the Quotation.**

ADDITIONAL INSTRUCTIONS FOR VENDORS

The bidders are required to submit soft copies of their bid electronically on the e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard Portal. For more information, bidders

may visit the Portal (<https://moefcc.euniwizarde.com/>)

1. REGISTRATION PROCESS ON ONLINE PORTAL

a) Bidders to enroll on the e-Procurement module of the portal <https://moefcc.euniwizarde.com/>

by clicking on the link “Bidder Enrolment”.

b) The bidders to choose a unique username and assign a password for their accounts.

Bidders are advised to register their valid email address and mobile numbers as part of the registration process. This would be used for any communication from the e-Wizard Portal.

c) Bidders to register upon enrolment, with their valid Digital Signature Certificate (Class III Certificates with signing and Encryption key) issued by any Certifying Authority recognized by CCA India with their profile.

d) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

e) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.

2. TENDER DOCUMENTS SEARCH

a) Various built-in options are available in the e-Wizard Portal like Department name, Tender category, Estimated value, Date, other keywords, etc. to search for a tender published on the Online Portal.

b) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective ‘Interested tenders’ folder.

c) The bidder should make a note of the unique Tender No assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

3. BID PREPARATION

a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.

c) Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that needs to be submitted. Any deviations from these may lead to rejection of the bid.

d) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLSX/PNG, etc. formats.

4. BID SUBMISSION

a) Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

b) The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.

- c) Bidders to note that they should necessarily submit their financial bids in the prescribed format given by department and no other format is acceptable.
- d) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.
- e) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- f) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- g) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- h) The off-line tender shall not be accepted and no request in this regard will be entertained whatsoever.

5. AMENDMENT OF BID DOCUMENT

At any time prior to the deadline for submission of proposals, the department reserve the right to add/modify/delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who has been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

6. ASSISTANCE TO BIDDERS

- a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- b) Any queries relating to the process of online bid submission or queries relating to e- Wizard Portal, in general, may be directed to the 24x7 e-Wizard Helpdesk. The contact number for the helpdesk is 8448288994/87/89/88/81/90/92/82 011-49606060, 07903269552, 9355030608, 9055030613, 7903810198, 9355030606, 9315620706, 9355030623, 9355030628, 8800526452, 9205898228, 9122643040, 9355030604, eprochelpdesk.01@gmail.com, eprochelpdesk.03@gmail.com, eprochelpdesk.06@gmail.com

7. The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s).

8. The bid should be submitted through e-Wizard portal (<https://moefcc.euniwizarde.com/>) only.