

OFFICE OF THE JOINT DIRECTOR, ANIMAL DISEASE RESEARCH INSTITUTE,  
PHULNAKHARA, CUTTACK

FAX No. – 0671-2356130 / Email–[adri.odisha@gmail.com](mailto:adri.odisha@gmail.com)

Notice No. 1193 /ADRI Dt. 4/6/2016

**TENDER CALL NOTICE FOR PRINTING OF BOOKLETS**

Sealed Tenders are invited from the reputed Printing Press/ Firms / Agencies having valid TIN and income tax clearance certificate / PAN for printing and supply of monthly issue of booklets / bulletins under the project "National Animal Disease Reporting System (NADRS).

The tender papers for the above purpose containing the terms and conditions can be obtained from the Office of the Joint Director, Animal Disease Research Institute, Phulnakhara during office hours on any working day up to 27.06.2016 at 1 P.M. on payment of Rs.636/- (Rupees six hundred thirty six only) towards cost of tender paper Rs.600/- + VAT 6%. The same can be downloaded from the Deptt. Website – [www.odishaahvs.com](http://www.odishaahvs.com) and submitted alongwith a B.D. of Rs.636/- drawn in favour of Joint Director, A.D.R.I. Phulnakhara, Cuttack payable at State Bank of India, Link Road, Cuttack.

The Tender paper complete in all respect alongwith necessary documents may be dropped in the tender box of this office or sent to the Joint Director, ADRI, Phulnakhara, Cuttack by Registered Post / Speed Post / Courier so as to reach on or before 27.06.2016 upto 2.00 P.M.

The Tenders will be opened on 27.06.2016 at 3.00 P.M. in the presence of the bidders or their representatives if any. The Tender received beyond the date and time mentioned above shall not be taken into consideration. Selected printing press will have to deliver the printed booklets within a week of receipt of soft copy every month without fail. The Joint Director, ADRI, Phulnakhara, Cuttack reserves the right to reject / cancel / withdraw any or all the tenders without assigning any reason thereof.

  
4/6/16

JOINT DIRECTOR,  
A.D.R.I., PHULNAKHARA, CUTTACK

Memo No. 1194 ///ADRI Dt. 4/6/16

Copy to the Asst. Director(PR), Directorate of AH & VS, Odisha, Cuttack for information and necessary action with request to upload the Tender Notice in the Departmental Website – [www.odishaahvs.com](http://www.odishaahvs.com) for wide publicity.

  
4/6/16

JOINT DIRECTOR

Memo No. 1195 ///ADRI Dt. 4/6/16

Copy alongwith soft copy of the Tender Adv. submitted to the Deputy Director.(Adv.) Information & Public Relation Deptt, Odisha, Bhubaneswar with a request to publish the tender notice in two prominent Daily Oriya Newspapers. It is to mention that the cost of printing works is expected to be around Rs.37,500/- per month x 12 months. Since ADRI is a fully Govt. Institute, the cost of publication may be borne by I & PR Department.

Encl:- One CD

  
4/6/16

JOINT DIRECTOR

Memo No. 1196 ///ADRI Dt. 4/6/2016

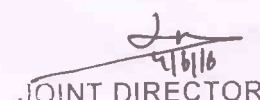
Copy to Notice Board of this Office for wide publicity.

  
4/6/16

JOINT DIRECTOR

Memo No. 1197 ///ADRI Dt. 4/6/2016

Copy submitted to the Director of AH & VS, Odisha, Cuttack for favour of kind information and necessary action.

  
4/6/16

JOINT DIRECTOR

OFFICE OF THE JOINT DIRECTOR, ANIMAL DISEASE RESEARCH INSTITUTE,  
PHULNAKHARA, CUTTACK

FAX No. – 0671-2356130 / Email–[adri.odisha@gmail.com](mailto:adri.odisha@gmail.com)

(Notice No. 1193 /ADRI Dt.04.06.2016)

**TENDER PAPER FOR PRINTING OF BOOKLETS**

Sealed Tenders are invited from reputed Printing Press / Firms / Agencies having valid TIN / Income Tax Clearance Certificate / PAN Card for printing of monthly issue of booklets / bulletins under the project "National Animal Disease Reporting System (NADRS) by the Joint Director, Animal Disease Research Institute, Phulnakhara, Cuttack.

**Size of booklet and specification:**

" ¼ demmy size approximately 28 pages + 4 cover pages, inner paper 115 GSM, Cover 175 GSM – art board with designing and scanning. All pages multicolour printing & center binding.

Total nos. of booklets = 1000 nos. / per month x 12 months

**A. Sale of Tender Paper**

The Tender papers for the above purpose containing the terms and conditions and statutory requirements can be obtained from the Office of the Joint Director, Animal Disease Research Institute, Phulnakhara during office hours on any working day on payment of Rs.636/- (Rupees six hundred thirty six only) towards cost of tender paper Rs.600/- + VAT 6%. The same can be downloaded from the Deptt. Website – [www.odishaahvs.com](http://www.odishaahvs.com) and submitted alongwith a B.D. of Rs.636/- drawn in favour of Joint Director, A.D.R.I. Phulnakhara, Cuttack payable at State Bank of India, Link Road, Cuttack. Cost of tender paper is not at all refundable to any of the tenders/ bidders.

The Date and time for opening of the offer document shall be as per the following schedule –

Last date & time for sale of tender paper	27.06.2016 upto 1 P.M.
Last date & time for receipt of tender	27.06.2016 at 2 P.M.
Date and time of opening of tender	Tech Bid-27.06.2016 at 3.00 P.M. Financial bid 27.06.2016 at 4.30 P.M. Venue – Office of Joint Director, ADRI, Phulnakhara

**B. Terms and conditions:-**

1. Publication pattern – Monthly. No. of copies to be printed per month – 1000 nos. copies
2. The firm should quote the price for printed booklet of 1000 nos. of copies of aforesaid specifications mentioning all taxes.
3. Period of publication – Upto One year on monthly basis
4. The soft copy of the bulletin will be submitted 1<sup>st</sup> week of every month and the printing work should be completed within five days.
5. The sealed quotation should reach the Joint Director, A.D.R.I., Phulnakhara, Cuttack up to 27.06.20016 at 2 P.M. by speed post/courier/in person (to be dropped in the sealed tender box of this office).
6. The quotation will be opened on the scheduled date and time in presence of the quotationer or their authorised representatives if any. No separate intimation will be given to tenders to attend the quotation opening.
7. The approved firm will deliver the bulletin of the Office of Joint Director, ADRI within 1 week of issue of soft copy / printing order every month positively.
8. The approved price will remain valid up to 12 monthly issues from the month of approval.
9. The undersigned reserves the right to reject any or all quotations without assigning any reason thereof.

10. Incomplete quotations/quotations received after the scheduled date and time will not be entertained.
11. The tenderer has to deposit EMD of Rs.4000/- (Rupees four thousand only) in shape of BD from any Nationalised bank drawn in favour of Joint Director, Animal Disease Research Institute, Phulnakhara, Cuttack payable at SBI Link Road Branch, Cuttack.
12. EMD of unsuccessful bidders will be refunded back after the tender process is over. However in case of successful bidders the EMD will be retained till the contract period is over. The EMD will be forfeited in case the tenderer fails to execute the printing order in time throughout the year (tender validity period).

**C. For submission of Tender**

Sealed covers containing the tender in the prescribed form should be in two sealed covers Cover – A (Technical Bid) and Cover – B (Price Bid) as indicated below. Both the covers should be put into a third cover, which should be super scribed as “Tender for Printing of Booklets”.

**Technical Bid (Cover –A)**

1. Tender documents containing tender form duely signed by the bidder with seal in each page.
2. Refundable earnest money deposit (EMD) in shape of D.D. drawn in any Nationalized Bank in favour of Joint Director, Animal Disease Research Institute, Phulnakhara, Cuttack.
3. BD / M.R. towards cost of tender papers are to be enclosed with the tender documents.
4. Copy of VAT Clearance Certificate in Forms – 612
5. Copy of PAN Card / Last year IT return
6. Documents/ Printing orders of any other Govt./Semi Govt. organizations to assess the previous printing experience.

Original certificate of above mentioned documents must be presented during verification.

**Price Bid (Cover-B)**

The tenderer should quote the price and specification of printing items in separate sealed cover in the prescribed format as enclosed vide Annexure – I.

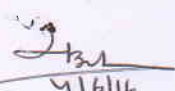
If the tenderer does not qualify himself in the Technical Bid, the Price Bid will not be entertained though he might have offered lowest rate.

**D. TENDERERS UNDERSTANDING OF THE TENDER DOCUMENT**

The tenderer shall carefully go through the Tender Paper / Documents and fully acquaint himself to all the terms and conditions contained therein before submission of the Tender. If the Tenderer found discrepancies or omission or should be in doubt as to the meaning relating to Tender Papers / Documents, he should at once inform the Joint Director, Animal Disease Research Institute, Phulnakhara, Cuttack – 754001 and obtain clarification in writing prior to submission of his Tender. Verbal clarification or information given by the Joint Director or the employees working under him or his representatives shall not be taken in to account.

**E. NO CLAIM OF COMPENSATION FOR SUBMISSION OF TENDER**

No tenderer shall be entitled to claim any cost, charges, expenses etc. incurred by him or incidental there in connection with submission of this Tender even though the Joint Director may elect to withdraw the invitation of Tender, without notice and without assigning any reason whatsoever.

  
4/6/16  
**Joint Director,  
A.D.R.I., Phulnakhara, Cuttack**

**TENDER FORM**

From

M/s .....  
.....  
.....

To

**The Joint Director,  
A.D.R.I., Phulnakhara, Cuttack**

Sub : Tender Notice No. .... Dated .....

Dear Sir,

In response to your Tender Notice No. .... Dated ..... for printing and supply of monthly bulletins / booklets for the year 2016-17, I/We, ..... a Company / a Partnership / Firm / Sole proprietor ..... carrying on business at ..... hereby tender to supply the items as per the tender schedule.

2. I/ We agree that this offer shall remain valid till 1 Yr. or till publication of the next approved list whichever is earlier and, if the offer is withdrawn before the said date, I/we shall be liable for damages to the extent of the percent or my/our Tendered value & pay you the same forthwith on demand without protest or demur.
3. I/We hereby agree to abide by and fulfil the terms & conditions set out in the TENDER NOTICE, which shall be deemed to form a part of this tender & I/We return herewith all these documents attested on each page in token of my / our acceptance thereof.
4. I/We hereby declare that this Tender and your acceptance to be notified by you shall constitute a valid and binding contract between us.

**Full signature of the Tenderer with Seal  
Full Address .....**

.....  
.....

**Telephone No.  
Fax No.**

In presence of

1. Signature of witness

Address .....  
.....

2. Signature of witness.

Address. ....  
.....



**ANNEXURE – I**  
**(Rate to be quoted and kept inside price bid cover)**

**(In Rupees)**

Sl. No.	Name of the item to be supplied	Specification	Quantity	Price for 1000 copies	VAT	Total
1	2	3	4	5	6	7
1	Monthly issue of Booklets / Bulletins	¼ demmy size approximately 28 pages + 4 cover pages, inner paper 115 GSM, Cover 175 GSM – art board with designing and scanning. All pages multicolour printing & center binding.	1000 nos. / per month x 12 months			

**Signature of the Tenderer  
in full with seal & date**