



NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH

INDIAN COUNCIL OF MEDICAL RESEARCH

Department of Health Research, Ministry of Health and Family Welfare, Government of India
Nirmal Bhawan-ICMR Complex (II Floor), Poojanahalli, N.H-7, B. B. Road,
Kannamangala Post, Bengaluru-562 110 (India)

No. NCDIR/ICMR/Survey/2016/9/

24 June 2019

NOTICE INVITING SEALED QUOTATIONS

Sir / Madam,

Sub: Sealed quotation for Printing and supply of the National NCD Monitoring Survey Report and Factsheets for the project on "Survey for Monitoring the National Non-Communicable Diseases Targets during 2015-16" through limited tender System.

Sealed quotation for Printing and supply of the National NCD Monitoring Survey Report and Factsheets for the project on "Survey for Monitoring the National Non-Communicable Diseases Targets during 2015-16" are invited so as to reach the office on or before 15th July 2019 by 3:00 PM.

Sl.	Particulars	Qty
I	NNMS Report	
1.	Designing, editing, proofing and hard copy sample	250 pages.
2.	Printing and supply of Report on NNMS <u>Printing Specifications:</u> Size: A4 (Close finished size) No. of Pages: 250 pages Cover page: 300gsm art board with lamination Inner Pages: 250, 130gsm art paper Printing: Multi Colour printing on both sides Binding: Perfect binding	2000 nos.
II	NCD Monitoring Survey Folder with Fact sheets	
3.	Printing and Supply of NCD Monitoring survey folder with Fact Sheets <u>Printing Specifications:</u> Size: 9" x 12.5" (Close finished size) Board: 300gsm metallic board with single side multicolour printing. Pouch: Inner both sides provided of size 9"*5"(both sides) with customized design & die punch with box fold on the spine Inner sheets: A4 size 10 sheets (20 pages) inserter Printing: Multicolour printing on both sides Paper: 130gsm art white. Finishing: each inserter (10 sheets) has separate die punch to indicate the content. Packing & Others: all 10 Leaflets are inserted in the folder	10000 nos.
4.	Cover for Folder <u>Printing Specifications:</u> Size: A4 Paper: 12gsm Printing: Multicolour printing customized die made to fit the folder	10000 nos.

Handwritten signature and date: 24/6/19


Terms & Condition:

1. Rates should be quoted for all the items.
2. Approximate estimated nos. and pages – plus or minus 10%.
3. Color proof should be provided for verification before printing. The rates to be quoted including color proof charges if any.
4. Quoted price should be inclusive of all GST. Rate of GST should be indicated separately
5. After completion of the work the Payment will be done based on actual supply of items by RTGS/NEFT on receipt of invoice.
6. ICMR-NCDIR, Bengaluru will not be responsible for any delay or damage to items in transit due to any reason.
7. Quotations received after stipulated date/ time/ late /incomplete/ delayed will not be considered at all by this office.
8. The rates should be quoted in figures as well as in words for all the items. Over writings or any corrections are not allowed.
9. Director, NCDIR, Bengaluru reserves the right to reject any or all the quotation in full or part without assigning any reason therefor and without giving any compensation. The decision of the Director, NCDIR, Bengaluru in this regard shall be final and binding on all.
10. The firm should be registered with Department of Trade and Taxes and other authorities for carrying on the profession, if applicable. (Copies of GST/CST registration certificates and PAN should be enclosed with the quotation)
11. Details of works undertaken during the last 2–3 years should be given with the quotation.
12. The firm should have full-fledged unit of their own for visual design facility, preparation of art work, proof reading, composing, screen printing etc.
13. The rights to postpone/cancel/suspend/terminate the quotation or its process at any stage are reserved with the Director, NCDIR, Bengaluru without giving any reason.
14. The rates shall remain valid for a period of one year from the work order.
15. After issue of work order, any increase in quantity of any item will be paid at the approved rates only.
16. The firm should ensure that the printing is done and printed items are supplied within the given time frame.
17. The firm shall be responsible for collection/pick up of work orders/material for the printing from NCDIR, Bengaluru and will have to deliver the final product in this office. No extra charges will be admissible for this purpose.

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18. The firm has to ensure that proof and samples of material to be used for printing are shown and approved before final printing. In case, the printing is done without getting the proofs approved and there is any error in the printing, the Institute will not accept such work and no payment will be made for such work.
19. All the items to be received from Printer/firm will be checked by NCDIR official to ensure that the ordered job confirmed to the approved specifications/quality.
20. Payment will be released after receipt of Bill/Invoice supported with the copy of work order and upon certifying that the jobs completed by the Printer/firm were as per the approved rates/specifications.
21. The printer will be liable to re-print the materials as a whole or in part in case of mistakes or printing not found as per prescribed specifications within the initial agreed rates.
22. The NCDIR reserves the rights to verify/inspect the basic set up of selected printer for satisfactory execution of the job at any point of time during the contract period.
23. In case of dispute, the decision of the Director, NCDIR would be final and binding.
24. Samples of the **Cover page: 300 gsm art board with lamination, Inner page: 250, 130 gsm art paper, 130 gsm of art white paper, 12 gsm paper and any other material to be used** should be submitted along with the quotation.
25. The sample copy of earlier work similarly done should be submitted for reference.
26. Payment: Payment will be made after successful completion of work.
27. The envelope should be super-scribed as 'Quotation for Printing and supply of the National NCD Monitoring Survey Report and Factsheets due on 15.07.2019 at 3:00 PM'. The quotation should be submitted in sealed cover so as to reach this office on or before **15th July 2019** by **3:00 PM** addressed to **The Director, National Centre for Disease Informatics and Research, Nirmal Bhawan-ICMR Complex (II Floor), Poojanahalli, Off N.H. -7, Adjacent to Trumpet Flyover of BIAL, Kannamangala Post, Bangalore – 562 110.** Please mention the enquiry number and due date on the left hand side top corner of the envelope or may be dropped in the tender box available in 2nd floor.

Yours sincerely


(Ramesha N M) 24/6/19
Administrative Officer
For Director

Copt to:-

1. Scientist – D (FSR) – to upload in Website.
2. Office Copy.