



National Centre for Sustainable Coastal Management

(Ministry of Environment Forests and Climate Change , Govt. of India
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Advertisement No IOC1/2014

Ref.No 5-1(13)/Proc/NCSCM/2014/12

2nd Dec 2014

INVITATION FOR QUOTATIONS FOR PRINTING OF DIARY FOR THE YEAR 2015 FOR NCSCM.

To

Dear Sir/Madam

National Centre for Sustainable Coastal Management (NCSCM) is an Autonomous research institution established by Ministry of Environment Forests and Climate Change Government of India. NCSCM is located at Anna University Campus, Chennai-600025.

You are invited to submit your most competitive quotation for printing of Diary for the year 2015 for NCSCM.

S.No	Description	Quantity
1.	Diary for the Year 2015	200

(Description Provided in Annexure-III)

Bid Price

- a) The Quotation shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialling, dating and re writing will be rejected.
- b) All duties, taxes and other levies payable by the contractor under the quotation shall be included in the total price.
- c) Sales tax/Service tax/VAT in connection with the sale/service shall be shown separately.
- d) You should quote PAN, TAN, VAT & Registration Numbers, Service Tax numbers, whichever is applicable.
- e) The Prices shall be quoted in Indian Rupees only.
- f) Each bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this quotation.
- g) Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.

Evaluation of Quotations

The NCSCM will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) are properly signed ; and
- (b) conform to the terms and conditions, and specifications.

The Quotations would be evaluated for complete set. Quotations not quoting all items (or) offering part quantity will be rejected.

Sales tax/service tax in connection with sale of goods shall not be taken into account in evaluation

Award of contract

1. The Purchaser will award to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
2. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

3. Normal commercial warranty/ guarantee shall be applicable to the goods/services.
4. The bidder shall seal the quotation in an envelope along with the address of the bidder and addressed to the **National Centre for Sustainable Coastal Management, 2nd Floor, Koodal Building, Anna University Campus, Chennai - 600 025**. The envelope will also bear the following identification :-

Quotation for printing of Diary for the year 2015 for NCSCM.
Do not open before **2.00 PM** on **19.12.2014**
Quotation ref. no. **Ref. No.5-1(13)/Proc/NCSCM/2014/12**
You are requested to provide your offer latest by **12.00 P.M** on **19.12.2014**.
Quotation will be opened at **2.00 P.M** on **19.12.2014**.

We look forward to receiving your quotations and thank you for your interest in this project.

The bidder are requested to submit Quotation as per format provided in Annexure- I

The bidders are requested to follow the General instructions given in Annexure-II.

The bidders work details and job description given in Annexure-III

S/d.
Director,
National Centre for Sustainable
Coastal Management,
Anna University Campus,
Chennai - 600 025

FORMAT OF QUOTATION

Sl.No	Code (2)	Name of the Item (3)	Unit (4)	Rate per Unit for service	Total Value in figures (6)	TAX (7)	Grand Total (8)
				Rs.(5)			

Place:

Date:

Seal:

Signature:

Name in Capital:

Designation:

General instructions:

1. The work need to be delivered at the project site (NCSCM, Chennai) within 2 Weeks from the date of receipt of the Work Order.
2. Dairy 2014 available with NCSCM can be considered as sample however the images, pictures and the Text might change. The changes would be provided along with work order.
3. The Prices shall be quoted in Indian Rupees only.
4. Sales tax, Service tax, VAT and any other taxies, duties or levies in connection with the sale/service shall be shown separately in the quotation.
5. All the pages of the quotation shall contain signatures of the authorized person and the office seal.
6. Rate quoted should be valid for a period of 30 days from the last of receipt of the quotation.
7. The quotation shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialling, dating and re writing.
8. You should quote PAN, TAN, VAT & Registration Numbers, Service Tax numbers, authorized certificate number whichever is applicable.
9. The payment for the product/Service may be released after the satisfactory completion of the services or as negotiated between the parties. However, any advance payments can be made only upon the bidder/service provider producing an bank guarantee to an NCSCM for an equivalent value of the advance.
10. You are request to provide your quotation on or before 19th December 2014.
11. All communication are to be addressed to " The Director ", National Centre For Sustainable Coastal Management, Koodal Building 2nd Floor, Anna University Campus Chennai-600025.

1. General:

1. Paper should be procured by the printer.

2. Responsibility of the accuracy for printing the Diaries as per the design given by the NCSCM be that of printer only.

3. The job would cover all the works relating to printing and delivery of Diaries.

4. Job specifications:

1) EXECUTIVE DIARY:

Specifications	
Size Page(Inner) Cover(Outer)	21 cms X 29.7 cms(A4 Size) 21.5cmsx30.3cms
Quantity	200 Numbers
Format	<ol style="list-style-type: none">1. One page per day2. dates ,day and month on top to be printed in every page3. Monthly Action plan printed at the beginning of every month4. 5 to 10 multi colour separator sheets (con glazed paper)containing write ups/ NCSCM"s products (back to back) to be inserted at the beginning the dairy.5. End papers with multi colour designs Pages for notes at the end.6. Logo embossing on the cover page on the diary7. One page for Personal Data8. Two page for Annual Tour Plan9. One Page for Basic First Aid

	<p>10. One Page for NCSCM Holidays</p> <p>11. 4 Pages for Telephone Directory(back to back)</p> <p>12.10 pages for Notes(Back to Back)</p>
No of Pages	Approximately 390 (+/- 10 pages) pages including personal / other useful information and information relating to NCSCM
Paper	<p>Leatherette cover with 1.8 mm Kappa Board, Golden gilding on paper</p> <p>2. 170 GSM Indian Art paper for end papers</p> <p>3. On cover and on round back binding, golden foiling and three side goldengilding.</p> <p>4. 90 GSM Indian Art paper for 6 separators</p> <p>5. 70 GSM natural shade paper for initial write up, action plan and date Pages</p>
Binding	Automatic Machine Binding, Hard bound section sewn with 1.8 mm Kappa Board with head & tail band lined with crepe.
Others	Book mark -with silk ribbon (