



राष्ट्रीय पवन ऊर्जा संस्थान NATIONAL INSTITUTE OF WIND ENERGY

(पूर्व में "पवन ऊर्जा प्रौद्योगिकी केन्द्र" Formerly "Centre for Wind Energy Technology")
(नवीन और नवीकरणीय ऊर्जा मंत्रालय, भारत सरकार Ministry of New and Renewable Energy, Government of India)

ENQUIRY NO: NIWE/PUR/13/103/18

DATE: 24.10.2018

To:

Sub: Tender for Printing of NIWE Annual Report for the year 2017 – 2018 -in Bilingual– Reg.

Sirs,

Please quote your competitive rates for printing and supply of the Annual Reports in accordance with the terms and conditions furnished here under in a sealed cover in the **enclosed format only (Annexure – I)** on or before 07.11.2018 at 5.30 P.M. The same will be opened at 3.30 P.M on 08.11.2018 in the presence of tenderers if any.

THE TERMS AND CONDITIONS ARE:

1. Specification and quantity:

The specification and quantity of the printing is given in Annexure-I

2. **Proof:** The contractor should provide proof of the matter to be printed (both Hindi & English) and also cover page within seven days of handing over of manuscript.

3. **Eligibility:** The Suppliers should have at least 3 years experience in printing of annual reports for R&D institutions of Central/State Government/Autonomous Institutions/PSUs and shall **attach proof of work done with the above institutions**, failing which, the quotations are likely to be rejected.

4. **Payment:** The payment will be released after the receipt of all 250 copies of the report as per specification and in good condition at the office of NIWE within one month from receipt of invoice in triplicate.

5. **Delivery:** The reports should be supplied at the office of National Institute Of Wind Energy, Velachery-Tambaram high Road, Pallikaranai, Chennai – 600 100 within 15 days from the date of approval of final proof by NIWE.

Validity of Tender: Quotation should be valid for 90 days from the date of opening of tender.



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वेलचेरी - ताम्बरम मुख्य मार्ग, पल्लिकरणई, चेन्नै - 600 100. तमिल नाडु, भारत
Velachery - Tambaram Main Road, Pallikaranai, Chennai - 600 100. Tamil Nadu, INDIA

दूरभाष/Tel No.: +91 - 44 - 2246 3982 / 83 / 84, +91 - 44 - 2900 1162 / 1167 / 1195

फैक्स/Fax No.: +91 - 44 - 2246 3980 / 2246 3990

ई-मेल/E-mail : info@niwe.res.in वेबसाइट/Website : http://niwe.res.in

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7. **Rights of NIWE:** NIWE reserves the right to reject the offer without assigning any reasons thereof. Statutory levies will be deducted as per rules. Any undue influence and canvassing by the suppliers may cause rejection of their offer.
8. **Loss or Damage:** All the damaged materials should be replaced within a week of information from NIWE, at the cost and expenses of the supplier.
9. **Samples:** Samples, if any, required may be inspected at the office of NIWE before quoting and submitting the tender. The tenderers should submit their samples of papers/cards along with their tender.
10. **Arbitration and Jurisdiction:** In the event of any dispute or difference between the supplier and the NIWE, arising out of any item of the above order for supply of report or its interpretation, the same shall be referred to the sole arbitration of the secretary, Ministry of New and Renewable Energy, Government of India, or his/her nominee. Such arbitration shall take place at Chennai. The courts situated in Chennai shall alone have jurisdiction to deal with and decide any matter arising out of this order for supply of report.

Yours faithfully,

1492

Administrative Officer (S&P)



ENQUIRY NO: NIWE/PUR/13/103/18

ANNEXURE – I

I. For English and Hindi report: (250 Copies)

Sl. No.	Detailed Specification	Printing Charges Per page (A)	Qty (approx.) (B)	Total Amount Rs. (C) A x no. of pages x no. of copies	GST Rs.	Delivery Charges Rs.	Other Charges Rs.	Total Amount (including all charges)
1	<p>Printing of NIWE Annual Report for the year 2017-2018 in Bilingual Paper Size: A4 Paper Type: Multi Color Offset Printing Paper: 170 GSM Foreign Art Paper Wrapper: To be printed in Multi colors on 300 GSM foreign art card with lamination. The book is to be properly stitched/ pinned and wrapper pasted. Content: Printing matter will be in English and Hindi which will be given by NIWE. Quality: Annual Report-250 copies (Approximately 90-100 pages in English & 90-100 pages in Hindi including wrapper) Out of this 250 copies, 100 Copies with Accounts (6 pages in English and 6 pages in Hindi) and 150 copies without accounts Design: Wrapper and inner pages design has to be done by the printer along with formatting and placing the text and images appropriately.</p>		250 copies					

- Check List:**
1. PO copies as mentioned in the clause 3.
 2. Samples for this tender enclosed.
 3. Undertaking enclosed.



Handwritten signature

II. Undertaking:

I/We hereby quote the rates for the printing and supply of Report in the manner in which and within the time specified as set forth in the condition of the tender. I/We have gone through the tender conditions and agree to abide by all the conditions mentioned in the tender. I/We do hereby undertake that we will not demand any enhancement in the finally accepted rate under any circumstances during the currency of the agreement/contract/order.

Office Seal:

Signature:

Name:

Designation:

Place:

Date:

U. Jay

