

ICAR-CENTRAL TOBACCO RESEARCH INSTITUTE
Indian Council of Agricultural Research,
Dr. NC Gopalachari Road, Bhaskar Nagar, Sriram Nagar PO
RAJAMAHENDRAVARAM – 533105, A.P., INDIA
website - www.ctri.icar.gov.in
ISO 9001: 2015 Certified Institute
PBX Phones: 0883-2449871-4; FAX/SAO(O): 0883-2448341.
E-mail: saoctri@gmail.com / **GSTIN : 37AAAGC0822K1ZO**

SPEED POST/ EMAIL

F. No. 46(Printing)/2024-25/Adm.III(P&S)

Date : 31.07.2024

To

Sub : Quotation for printing and supply of different publications/reports of ICAR CTRI, Rajahmundry on contract basis – Reg.

Dear Sir (s),

Please send your lowest quotation for printing and supply of different ICAR-CTRI Publications/Reports, etc. in different sizes on contract basis as per required specifications, terms and conditions mentioned below so as to reach this office on or before 20.08.2024 up to 01:00 PM.

Quotations which are not strictly in accordance with the enclosed Terms & Conditions will not be considered.


Detailed list of specifications enclosed.

TERMS & CONDITIONS :

1. Quotation should be sent in a Sealed Cover addressed to the Director, ICAR-CTRI., Rajahmundry with superscription as Quotations for printing of ICAR CTRI Publications/Reports, etc. on contract basis vide Tender Notice No. F.46(Printing)/2024-25/ADM-III(P&S), due on 20.08.2024 up to 01.00 PM. The quotations will be opened on 20.08.2024 at 02.00 PM.
2. The firm must be registered with the GST. Valid documents in support of the same are to be attached. PAN Card and bank details may also be submitted along with quotation.
3. The prices quoted should be valid for a period of one year only. However, this office has right to extend or curtail the contract period depends upon the requirement of organization.
4. The full text composed in MS word format will be supplied by this Institute. Designing work should be done at our institute and if necessary, the firm has to come CTRI, Rajahmundry for making necessary corrections while finalizing the report for printing.
5. Sample paper for each specification should be enclosed along with quotation.

6. Rates may please be quoted for the different sizes as per format as per given specifications/sizes.
7. The rates quoted should be inclusive of all applicable taxes.
8. No part payment for printing jobs will be made. The said work, at every stage, will have to be carried out under the supervision of the OIC, AKMU of this Institute.
9. Income tax deduction at source as per the rates in force will be deducted at the time of payment of the Bill.
10. The firm shall submit an amount of Rs.10,000/- as Performance Security Deposit on receipt of work order and the same can be deposited in the form of Demand Draft drawn in favour of ICAR Unit – CTRI payable at Rajahmundry or through swiping machine at Office Cash Counter.
11. The quotations received after the prescribed due date will not be considered.
12. If the firm fails to execute the job within the stipulated time or leaves the job incomplete or refuses to complete the work or takes more time than the scheduled/fixed time, then the firm will be liable to be penalized. The Director, ICAR CTRI, reserves the right to impose a penalty at his discretion. In such cases, the Director, ICAR-CTRI reserves the right for termination of the empanelment/contract without any advance notice. Final deductions in the bill on account of short supply or bad quality printing jobs would be done by the Institute.
13. The Director, ICAR-CTRI, Rajahmundry reserves the right to accept or reject any or all the quotations without assigning any reasons. In case any dispute, the decision of the Director of the Institute is final and binding to all parties.

Yours faithfully,


(V Bhagyalakshmi)
Administrative Officer

Copy to the OIC, Library and Documentation, ICAR-CTRI, Rajahmundry for information please.

Copy to Adm.III(P&S),CPP for further necessary action.

Copy to OIC, AKMU with a request to place the above Tender Notice in the ICAR-CTRI Website.

