

**VIDYUT VITRAN TRAINING AND RESERACH SOCIETY
CENTRAL TRAINING INSTITUTE
(An ISO 9001:2015 Certified Institute)
MADHYA PRADESH POORV KSHETRA VIDYUT VITARAN CO.LTD.
SPB-2, Nayagaon, JABALPUR (M.P.) 482008
Tel.No.0761-2660038 Extn.270-2360 FAX-2660038
email-mpez.training@gmail.com**

**Phone:- DGM (Training)
EXTN. 270-2360
FAX: 0761-2660038**

No. VVTRS/DGM/CTI /Enq/ 40

Dated: 15/09/2018

To

M/s -----

Sub: Enquiry for printing & supply of display boards as per NABL and ISO norms

Dear Sir(s),

1. Sealed quotations are invited from the suppliers for printing & supply of display boards as per NABL and ISO norm and specification given in Schedule-1 enclosed.
2. **DUE DATE & TIME FOR RECEIPT/OPENING OF ENQUIRY :-**
 - (I) Due date and time for receipt : **22/09/2018**
Up to 3:00 P.M
 - (II) Due date and time for opening of offer : **22/09/2018**
at 3:00 P.M
3. **MODE OF SUBMISSION OF QUOTATIONS :-** The quotation may be sent by post or may be dropped in the Tender Box of the CTI Jabalpur placed in the office of DGM (Training) Central Training Institute MP Poorv Kshetra Vidyut Vitran Co. Ltd. , SPB-2, Nayagaon Jabalpur on or before due date & time of receipt of offer as indicated above.

Quotations which does not reach this office latest by 3:00 PM on the due date, will not be opened and will be retained in the office. The Society will not be

responsible for any delay in receipt of quotation by post whatsoever may be the reason.

4. **VALIDITY:-** The offer shall be kept valid for a period of 90 days (Ninety days) from the date of opening of quotation.

5. **PRICES :-** The prices shall be FIRM and F.O.R. delivery at CTI Jabalpur or TTC Katni on door delivery basis inclusive of packing, freight & forwarding charges, GST & other levies, if any. Payment of any type of Govt, Statutory levies/taxes will be responsibility of the bidders. Please ensure that the rates/prices are filled in strictly in the Schedule-I enclosed herewith.

6. **PAYMENT :-** Subject to completion of all formalities as per terms of order 100% payment of each consignment inclusive of all charges shall be paid to the firms on assured basis within 30 days from the date of receipt of material in good condition on assured basis.

7. **DELIVERY:-**

(i) The delivery of items is to be completed within 10 days from the date of approval of final proof of sample for printing.

The final printing shall be carried out only after approval of specimen sample by the DGM (Training) CTI Jabalpur or his authorized representative.

(ii) The delivery in the schedule time will be the essence of the contract and has to be strictly adhered to by the printer. There shall not be any compromise in the quality of printing and scheduled delivery under any circumstances.

8. **SAMPLE:-**

The pages of printed items are to be printed as per specifications as detailed in schedule-II "Specifications". Samples are to be submitted along with the offer as indicated in note of Schedule-I. Please note that in case of non-submission of samples along with the offer, the offer shall be rejected.

9. **EXTENSION ORDER:-**

Company reserves right to place an extension order for any additional quantity to the extent of 100% quantity of the original order on the same rates, terms and conditions within six months from the date of order.

10. **CONSIGNEE:-**The delivery of the item is to be made to the Dy Secretary OR Manager (Training) Central Training Institute MP Poorv Kshetra Vidyut Vitran Co. Ltd. , SPB-2, Nayagaon Jabalpur.

11. PENALTY:-In case of delay in execution of the order, the Society may at its option either:-

(i) Recover from the supplier/contractor as agreed towards liquidated damages a sum@ ½% (half percent) of the price of any stores not delivered for a week or part thereof subject to maximum of 10 %.

OR

(ii) Printing of items from elsewhere on account and at the risk of and responsibility of the suppliers, the stores not delivered or others of similar descriptions.

OR

(iii) Cancel the contract for part or whole of the quantity on order, with liability.

12. Please ensure that the questionnaire as per Schedule-II is returned with the offer duly filled in.

13. The Society reserves the right to accept or reject any offer(s) or all offers in part or full without assigning any reason. No correspondence shall be entertained on this account.

14. The delivery period is the essence of the contract and has to be maintained under any circumstances.

Please acknowledge the receipt of enquiry.

Encl:-

- 1. Schedule-I-Price & Quantity Schedule**
- 2. Schedule-II-Detailed Specifications**
- 3. Annexure-I-Terms & Conditions of enquiry.**

Yours faithfully,

Secretary
VIDYUT VITRAN TRAINING AND RESERACH SOCIETY
and DGM (Training)
Central Training Institute
MP Poorv Kshetra Vidut Vitran Co. Ltd. Jabalpur

SCHEDULE -I
PRICE & QUANTITY

S. No.	Particulars	Quantity in pc	Quoted F.O.R. destination rates inclusive of packing, forwarding & freight & MPCT & surcharge for delivery to Central Training Institute, MP Poorv Kshetra Vidyut Vitran Co. Ltd. , SPB-2, Nayagaon Jabalpur	
			Unit rate	amount
1	2	3	4	5
1	1. ACP norms board 12"x12"	1		
	2. ACP norms board 12"x4"	6		
	3. ACP norms board 12"x18"	1		
	4. ACP norms board 6"x6"	2		
	5. ACP norms board 3"x4"	3		
	6. Index board (2"x3")	2		
	7. Quoted board (2"x3")	6		
	8. ISO Board (12'x18')	14		
	9. Banner 7'x3'	2		
	GST			
	TOTAL (with taxes if any)			

Signature of Printer

SCHEDULE - II

DETAILED SPECIFICATION

Sl. No	Name of Item	Description	Qty. required
1	2	3	4
1	Printing & supply of training display boards	1. ACP norms board 12"x12" 2. ACP norms board 12"x4" 3. ACP norms board 12"x18" 4. ACP norms board 6"x6" 5. ACP norms board 3"x4" 6. Index board (2"x3") 7. Quoted board (2"x3") 8. ISO Board (12'x18') 9. Banner 7'x3'	1 6 1 2 3 2 6 14 2

Note:-

- (1) The printing shall be done through offset only.
- (2) Art work/design shall be done by the printer under guidance of Manager (Training) CTI Jabalpur. Approval of the proof/design finally for printing shall also be done by him.
- (3) The matter to be printed shall be supplied by Manager (Training) CTI Jabalpur
- (4) The specimen matter to be printed may be seen in the office of DGM (Training) CTI Jabalpur on any working day during working hours.
- (5) Printing to be accommodated in minimum number of pages and bill should be prepared accordingly for actual number of pages. Printed size indicated is the finished size of the Booklet.

Yours faithfully,

Secretary
VIDYUT VITRAN TRAINING AND RESERACH SOCIETY
and DGM (Training)
Central Training Institute
MP Poorv Kshetra Vidut Vitran Co. Ltd. Jabalpur

ANNEXURE-I
TERMS AND CONDITIONS OF ENQUIRY

1. Submission of Bills:

The bills in duplicate with original bill along with copy of Material Receipt Certificate, delivery challan and Installation certificate (wherever applicable) issued by the concern should be submitted in the office of Payment Releasing Authority i.e. Treasurer VVTRS Jabalpur. The Material Receipt Certificate shall be issued by the consignee.

2. Samples:

Sample of material for which rates have been offered should be submitted for inspection/verification on demand.

3. Penalty for delay in supply:

In case of delay in execution of the order, the Society may at its option either (i) recover from the suppliers as agreed Liquidate damage, a sum @ $\frac{1}{2}$ % (half percent) of the price of any stores not delivered for a week or part of a week subject to maximum of 10% or (ii) for the work done from other sources on account of and at the cost of the supplier, the stores not delivered or (iii) cancel the contract reserving company's right to recover damages.

4. Acceptance:

It is not binding on the Purchaser to accept the lowest or any tender. The Society reserves the right to accept or reject any offer at its option or place order with more than one supplier for full or part quantity of this enquiry and the same shall be binding on suppliers unless otherwise stated in the offer.

5. Extension Order :

In the event of an order the Society reserves the right to place an extension order for a quantity upto 100% of any item ordered within a period of one year of the placement and acceptance of original order, on the same price, terms and conditions applicable to original order.

6. Disputes:

All disputes, if any, out of or in respect of this enquiry are to be settled at Jabalpur or be trial able only in any competent court situated at Jabalpur. Stated specifically to the contrary it shall be deemed that you have agreed to all terms and conditions mentioned in the enquiry and the same shall be binding on you.

Yours faithfully,

Secretary
VIDYUT VITRAN TRAINING AND RESERACH SOCIETY
and DGM (Training)
Central Training Institute
MP Poorv Kshetra Vidut Vitran Co. Ltd. Jabalpur