

**VIDYUT VITARAN TRAINING & RESEARCH SOCIETY**  
(An ISO 9001:2015 Certified Institute)  
**MADHYA PRADESH POORV KSHETRA VIDYUT VITARAN CO.LTD.**  
SPB-2, Nayagaon, JABALPUR (M.P.) 482008  
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**Phone:- (Training)**  
**EXTN. 270-2360**  
**FAX: 0761-2660038**

No.VVTRS/Print/Enq/ 92

Dated: 20/08/2020

To

M/s -----  
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Sub: Enquiry for printing & supply of Lab Manual for training at CTI Nayagaon Jabalpur.

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Dear Sir(s),

1. Sealed quotations are invited from the suppliers for printing of Lab Manual as per specification in Schedule-1 enclosed.
2. **DUE DATE & TIME FOR RECEIPT/OPENING OF ENQUIRY :-**  
(I) Due date and time for receipt : 28.08.2020  
**Up to 3:00 P.M.**  
(II) Due date and time for opening of offer : 28.08.2020  
**At 3:00 P.M.**
3. **MODE OF SUBMISSION OF QUOTATIONS :-** The computer typed sealed quotation may be sent by post or may be dropped in the Tender Box of the VVTR Society Jabalpur placed in the office of Secretary Vidyut Vitaran training and research society, SPB-2, Nayagaon Jabalpur on or before due date & time of receipt of offer as indicated above.
4. A quotation 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 Discom-EZ will not be responsible for any delay in receipt of quotation by post whatsoever may be the reason. Hand written or overwriting in quotations shall be rejected.
5. **VALIDITY:-** The offer shall be kept valid for a period of 90 days (Ninety days) from the date of opening of quotation.
6. **PRICES :-** The prices shall be FIRM and F.O.R. delivery at CTI Jabalpur 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.
7. **PAYMENT :-** Subject to completion of all formalities as per terms of order 100% payment of each consignment inclusive of all charges shall be paid by the Secretary VVTR Society Nayagaon Jabalpur to the firms on assured basis normally within 45 days from the date of receipt of material in good condition on assured basis.

**8. 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 Dy. Secretary VVTR Society Nayagaon 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.

**9. 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.

**10. 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 one year from the date of order.

- 11. CONSIGNEE:-**The delivery of the item is to be made to the Dy. Secretary VVTRS Nayagaon Jabalpur.

- 12. PENALTY:-**In case of delay in execution of the order, the Discom-EZ 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.

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

- 14.** The VVTR 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.

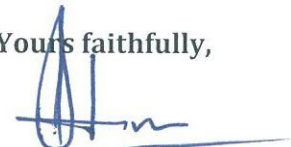
- 15.** The delivery period is the essence of the contract and has to be maintained under any circumstances.

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 Vitaran Training and Research Society  
AND

DGM (Training) Central Training Institute

**SCHEDULE - I**

<b>S. No.</b>	<b>Particulars</b>	<b>Quantity</b>	<b>Quoted F.O.R. destination rates inclusive of packing, forwarding &amp; freight</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1	Printing & Supply of Lab Manual	100 Nos.	
	G.S.T.		
	TOTAL		

In words Rs.....

**Signature of Firm's Representator**


**SCHEDULE - II**

**DETAILED SPECIFICATION**

Sl. No	Name of Item	Description	Qty. required
1	2	3	4
1	Printing & Supply of Lab Manual.	Printing & Supply of Meter Reading Manual (approx. 50 pages A4 size) are to be printed on 75 GSM of superior quality paper, both side printing and composing & cover page multicolored on 250GSM art card and lamination with gathering and binding complete as per sample.	100 no.

**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 DGM (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.



Secretary

Vidyut Vitaran Training and Research Society  
And  
DGM (Training) Central Training Institute  
MP Poorv Kshetra Vidyut Vitaran Co. Ltd.  
Jabalpur

**ANNEXURE-I**  
**TERMS AND CONDITIONS OF ENQUIRY**

**1. Submission of Bills:**

The bills in triplicate affixed with Rs. 1/- Revenue Stamp on 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. VVTRS MPPKVVCL 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 MPPKVVCL may at its option either (i) recover from the suppliers as agreed Liquidate damage, a sum @ ½ % (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 MPPKVV Co. 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 MPPKVVCL reserves the right to place an extension order for a quantity up to 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 treble 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.

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