

No:- IISER(T)/Admn/046/2018-19

Date: 05.07.2018

To,

M/s \_\_\_\_\_

**Limited Tender Enquiry for printing of Guide Book**

1. Indian Institute of Science Education and Research (IISER) Thiruvananthapuram intends to print the following as per the specifications given :-

Sl.No.	Description	Qty
1	Regulation Book : BS-MS Programme ≈55 pages and A-5 size Inner pages : 100 GSM art paper for inner pages in B & W except 10 pages in Multicolour printing Cover Page: Multi colour on 300 GSM art card with Matt Lamination & Perfect Binding	300 Copies
2	Curriculum and Syllabus for Foundation Courses : BS-MS Programme ≈40 pages and A-5 size Inner pages : 100 GSM art paper for inner pages in B & W except 10 pages in Multicolour printing Cover Page: Multi colour on 300 GSM art card with Matt Lamination & Perfect Binding	300 Copies
3	Curriculum and Syllabus: BS Programme ≈115 pages and A-5 size Inner pages : 100 GSM art paper for inner pages in B & W except 10 pages in Multicolour printing Cover Page: Multi colour on 300 GSM art card with Matt Lamination & Perfect Binding	50 Copies
4	Hostel Regulation Book : BS-MS/IPhD/PhD ≈10 pages and A-5 size Inner pages : 100 GSM art paper for inner pages in B & W Cover Page: Multi colour on 300 GSM art card with Matt Lamination & Perfect Binding	450 Copies
5	Curriculum and Syllabus: Integrated Ph.D programme ≈82 pages and A-5 size Inner pages : 100 GSM art paper for inner pages in B & W except 10 pages in Multicolour printing Cover Page: Multi colour on 300 GSM art card with Matt Lamination & Perfect Binding	50 Copies
6	Regulation Book: Integrated Ph.D programme ≈55 pages and A-5 size Inner pages : 100 GSM art paper for inner pages in B & W except 10 pages in Multicolour printing	50 Copies

	Cover Page: Multi colour on 300 GSM art card with Matt Lamination & Perfect Binding	
7	Regulation Book :Ph.D Programme ≈ 45 pages and A-5 size Inner pages : 100 GSM art paper for inner pages in B & W except 10 pages in Multicolour printing Cover Page: Multi colour on 300 GSM art card with Matt Lamination & Perfect Binding	90 Copies

2. You are hereby requested to submit your **TECHNO COMMERCIAL BID** on your official letter pad along with connected documents in a sealed cover super scribing "**Tender for Printing of Guide Books/2018– IISER TVM**" addressed to The Registrar, Indian Institute of Science Education and Research(IISER) Thiruvananthapuram, Maruthamala.P.O,Vithura, Thiruvananthapuarum-695 551 on or before **15:30 Hrs on 16<sup>th</sup> July 2018**.Tender can also be dropped in Tender Box placed at Administrative section(Room No:2101A) in Physical Sciences Building situated at IISER TVM Campus.

3 The details of the firm are to be submitted in the format at Annexure 'A' of this tender form. The quotes should be attached with copies of similar works carried out by you.

4. The rates are to be quoted in the financial bid attached at **Annexure "B"** of this tender. The rates quoted should be **inclusive of all taxes and other charges**. The specimen copies can be inspected before quoting on any working day from 09.30 Am to 05.00 PM before quoting the rates.

5. The tenders will be opened at **16.00 hrs on 16<sup>th</sup> July 2018** in the presence of the available tenderers or their authorised representative.

6. The work will be awarded to the firm quoting the lowest rates.

7. The matter to be printed will be given in word / PDF format to the firm, who is awarded the contract. A proof has to be submitted to this Institute for inspection before executing bulk printing.

8. The work should be completed within **07 days** from issue of work order. 100 % of payment will be done on completion of work and submission of pre-receipted bill.

  
06/7/18.

(Satya Srinivas N)  
Assistant Registrar (Admin.)



## DETAILS OF FIRM

1	Name and Address of the FIRM with Telephone Number/Fax No./Mobile No.	
2	Nature of the FIRM (Registered Co./Proprietary/Society/Registered under Shops & Establishment Act) (attach copy of Registration Certificate)	
3	GST Number (attach copy of certificate)	
4	Permanent Account Number (PAN) (attach copy)	
5	Details of machinery / technology available for undertaking the said job.	
6	Details of work of similar nature carried out by the FIRM (attach samples)	
7	Details of paper to be used for Cover Page and Inner Pages (attach sample)	

Date:- \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Place:- \_\_\_\_\_

(Authorized Name & Signatory of Agency/firm with stamp)



# CHECK LIST FOR ATTACHMENTS

(Put a "tick" in the appropriate column)

<u>Sl</u>	<u>Attachment</u>	<u>Yes</u>	<u>No</u>
(a)	Address Proof		
(b)	Copy of Registration & GST Certificate		
(e)	Copy of Pan Card		
(f)	Details of Machinery / Technology		
(g)	Proof of experience in similar works (with samples)		
(h)	Signed copy of tender form		
(i)	Undertaking		
(j)	Samples of Paper to be used		

Date:

Signature of Proprietor / Auth. Rep

Place:

with seal of the firm



**FINANCIAL BID - PRINTING OF GUIDE BOOK**

Sl.No.	Description	Qty	Amount	Amount for additional pages
1	Regulation Book : BS-MS Programme ≈55 pages and A-5 size Inner pages : 100 GSM art paper for inner pages in B & W except 10 pages in Multicolour printing Cover Page: Multi colour on 300 GSM art card with Matt Lamination & Perfect Binding	300 Copies		
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## UNDERTAKING

We M/s \_\_\_\_\_ hereby undertake that the above mentioned work will be carried out at a total amount of Rupees (in words & figures)

\_\_\_\_\_ and the rates quoted above are inclusive of all charges and taxes and the offer is valid for a period of six months from the dated of quoting.

I/We also certify that we have carefully gone through and understood the contents of the tender and its terms & conditions and I/we undertake to abide myself/ourselves by all the terms and conditions set forth.

Date:

Signature of Proprietor / Auth. Rep

Place:

with seal of the firm

