|  |  |
| --- | --- |
|  | **भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुवनंतपुरम****INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH THIRUVANANTHAPURAM**(मानव संसाधन विकास मंत्रालय के तहत एक स्वायत्त संस्था है, भारत सरकार)(An Autonomous Institution under MHRD, Government of India)सी.ई.टी. परिसर, तिरुवनंतपुरम- ६९५ ०१६CET Campus, Thiruvananthapuram – 695 0160471-2599408/2597448 Fax: 0471-2590498 |

**No.IISER(T)/Adm/078/2013-14 August 19, 2013**

To

**Sub: Printing of Annual Report**

Sealed Tenders in “Two Bids System” are invited for printing the Annual Report in Bi-lingual (Hindi version is followed by English version) 2012-13.You are requested to submit the bids in two part system viz.. Technical and financial in separate sealed covers and both kept in a sealed outer cover. The technical specifications of the printing work are as under:

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No. | Description | Qty. | EMD Cost |
| 1 | * Printing the cover page (multi colors), 300 gsm imported art card with matt lamination (outer cover page)
* Designing the content layout (multi colors), 130 gsm art paper
* Composing and Proof reading
* Printing and Perfect Binding the report
* No. of Pages : approximately 100
* Size: 21.5 cm X 29.5 cm
 | 200 copies | Rs.4,000/- |

**Last date for submission of Tender Documents : 03 .09.2013 till 2:00 PM**

**Date of opening of Technical Bids : 03.09.2013 at 3:00 PM**

**Terms & Conditions**

1. The offer shall be submitted in two parts viz:
2. Technical Bid and
3. Financial Bid
4. **Technical Bid** shall be made in the form as per Annexure-A. The technical bid should not have any financial details. It should accompany earnest money in the form of Bank draft. Bids without EMD will be rejected outright. The technical bid shall be kept in a sealed cover superscripting tender no. ---- (Technical Bid -Annual Report 2012-13).
5. **Financial Bid** shall be made in the form as per Annexure-B. The financial bid shall be kept in a sealed cover superscripting tender no. - (Financial Bid-Annual Report 2012-13).
6. Both the sealed covers shall be put in another sealed cover superscripting tender no. -- & due date and addressed to “ The Registrar, IISER-TVM”.
7. **The sealed covers may be dropped in the tender box kept in the Administration Section at Second Floor, IISER-TVM-Annex until 2:00 PM by 03.09.2013.**
8. The sealed cover containing technical bids will be opened on the same day (03.09.2013) at 3:00 PM. If you are interested to attend or depute your representative (only one) for tender opening, their details are to be submitted in company’s letter head, at the time of opening of bids.
9. Technical scrutiny will be done based on the samples provided, experience and quality of the sample papers etc., along with the bids. Financial bids of technically suitable bidders will only be opened. Separate intimation will be given to you, in case you are technically qualified.
10. Contract for printing of Annual Report shall be awarded on the technically suitable lowest bidder in the normal course.
11. EMD may be forfeited in case the technically lowest bidder refuses to accept the order.
12. Normally softcopy of English and Hindi reports in **MS Office format (MS Word/MS Excel)** will be provided to the printer. Printer shall arrange the reformatting of matter in the printing format.
13. **Proofs:**Successful tenderer should prepare a proof copy in case the content within 4 days in bilingual form for verification purposes.The corrections /modifications should be done in 2 days. IISER-TVM reserves the right to change the layout, addition/deletions in the text/photographs before accepting for making final prints of reports.
14. Bulk printing should be made only after obtaining confirmation from the authorized personnel of IISER-TVM in the approved proof.
15. Bulk delivery should be made from ten days from the date of final confirmation on the proof. Printer has also to submit the soft copy of the final report in printable/PDF format for institute’s records purposes and uploading on institute’s website.
16. **Liquidated Damages:** 0.5% liquidated damages per day towards late delivery of printed Annual Reports subject to a maximum of 5% of the total order value. Unless a written extension order is not issued by IISER TVM, the work order will be treated as cancelled, once the L.D reaches 5%.
17. The EMD of the successful bidder will be converted as part of Security Deposit, which is 5% of the cost of the work, the refund of which will be only after the successful completion of the work.
18. The successful bidder has to execute an agreement with IISER and the bidder has to submit the balance Security Deposit as mentioned above, at the time of agreement.
19. **Payment:** 100% payment within 30 days from the date of supply and delivery of ordered quantity of Annual Reports at our end in good condition.
20. **Security Deposit** will be forfeited if the bidder fails to comply the tender conditions.
21. IISER-TVM reserves the right to accept or reject any bid without assigning any reason thereof.
22. EMD and Security Deposit do not bear any interest.
23. All the copyright of the annual report will be with IISER-TVM. None of the contents should be revealed to any person not associated with the Report work, nor material in the report in any form, should be shared by the successful bidder with anybody.
24. The rates quoted should remain valid for six months from the date quoted.
25. In case the number of pages in the Report exceeds, the same to be calculated on additional page(s) rates, which are to be quoted in the Financial Bid.
26. Samples of the paper (Cover and inside pages) are to be submitted with the bidder’s signature and seal. The same quality should be used for bulk printing.
27. Copy of the previous year report of the institute will be kept available at Administration, IISER-TVM for reference purposes.
28. In case of any dispute arising of this, it will be referred to the Director, IISER whose decision will be final and binding on both the parties. This comes under the laws relating to the arbitration for the time being in force.

**(N.K.SUKUMARAN)**

**Deputy Registrar (A&A)**

**ANNEXURE – A TO TENDER NO. IISER(T)/ADM/078/2013-14 DATED 19.08.2013**

**PRINTING OF IISER-TVM ANNUAL REPORT 2012-13**

**Technical Bid (Separate Cover)**

|  |  |  |
| --- | --- | --- |
| 1 | Name and Address of the firm | : |
| 2 | Type of firm (Propriety/Private/Private Ltd./Co-opearative/Govt.Undertaking | : |
| 3 | Service Tax Registration No. | : |
| 4 | PAN No. | : |
| 5 | TIN No. | : |
| 4 | Whether the agency/printer desirous of handling this job is having advanced technology with complete set-up of composing, processing, printing, cutting, binding units under one roof with the potential to carry out high class designing of layout, printing etc.. | : |
| 5 | No. of Samples enclosed (Please submit at least two samples of jobs executed during each of the last two financial years.) | : |
| 6 | Description and all Technical details of the bid | : |
| 7 | Whether samples of the Art card and Art paper enclosed | : |
| 8 | Whether EMD in the form of DD (enclosed). If so its details | : |
| 9 | Details of similar works done  | : |
| 10 |  Enclosures : Sample copy of the similar work  Sample paper : Cover page  Inner page  EMD  Signed copy of the tender terms& conditions  | YES/NOYES/NOYES/NOYES/NOYES/NO |

I/We confirm that I/We have gone through all the terms and conditions of the tender and accept it.

Date: Signature of the Tenderer

 (With stamp/seal of the firm)

**ANNEXURE – BTO TENDER NO. IISER(T)/ADM/078/2013-14 DATED 19.08.2103**

**PRINTING OF IISER-TVM ANNUAL REPORT 2012-13**

**Financial Bid (Separate Cover)**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No. | Description | Qty. | Amount |
| 1 | * Printing the cover page (multi colors), 300 gsm imported art card with matt lamination (outer cover page)
* Designing the content layout (multi colors), 130 gsm art paper
* Composing and Proof reading
* Printing and Perfect Binding the report
* No. of Pages : approximately 100
* Size: 21.5 cm X 29.5 cm
 | 200 copies |  |
| 2 | Printing of additional page(s) after 100 pages (per 4 page rate) | 200 copies |  |
| Total All Inclusive/FOR delivery at IISER-TVM  |  |

*Note : softcopy of English and Hindi reports in* ***MS Office format (MS Word/MS Excel/PDF)*** *will be provided to the printer*

We ----------------------------------------------------- declare that the rates quoted above are inclusive of all and the rates will be valid for 6 months from the date of this quotes.

Date: Signature of the Tenderer

(With stamp/seal of the firm)