



**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH (IISER)  
THIRUVANANTHAPURAM**

**COLLEGE OF ENGINEERING TRIVANDRUM (CET) CAMPUS**

**THIRUVANANTHAPURAM-695 016**

**PHONE: 0471-2599408/2597459**

**URL: [WWW.IISERTVM.AC.IN](http://WWW.IISERTVM.AC.IN)**

**NOTICE INVITING TENDER FOR PRINTING OF ANNUAL REPORT**

**Advt. No. 18/12**

**September 11, 2012**

Sealed Tenders in “Two Bids System” are invited for printing the Annual Report in Bi-lingual (Hindi version is followed by English version) 2011-12. Interested bidders, who have experience in designing cover/content layout/printing/perfect binding of Reports/Documents of the educational/scientific Institutions may submit their 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	<ul style="list-style-type: none"><li>- Designing the cover page (4 colors), 300 gsm imported art card with matt lamination (outer cover page)</li><li>- Designing the content layout (2 colors), 110 gsm art paper</li><li>- Composing and Proof reading</li><li>- Printing and Perfect Binding the report</li><li>- No. of Pages : approximately 100</li><li>- Size: 21.5 cm X 29.5 cm</li></ul>	250 copies	Rs.4,000/-

Tender documents can be obtained from Finance & Accounts department of IISER-TVM on request by paying Rs.500/-. The same can also be downloaded from our website [www.iisertvm.ac.in](http://www.iisertvm.ac.in) The Demand Draft of Rs.500/- drawn in favor of IISER-TVM towards tender document cost should be enclosed in the Technical Bid in case of downloaded documents.

**Last date for sale of Tender Documents : 19 .09.2012**

**Last date for submission of Tender Documents : 20 .09.2012 till 2:00 PM**

**Date of opening of Technical Bids : 20.09.2012 @ 3:00 PM**

**REGISTRAR**

## General Terms & Conditions for printing Annual Report

Sealed Tenders are invited from reputed printerers for printing Annual Report 2011-12 for Indian Institute of Science Education and Research Thiruvanthapuram (IISER-TVM).

- 1) The offer shall be submitted in two parts viz:
  - (a) Technical Bid and
  - (b) Financial Bid
    - a) **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 would be rejected outright. The technical bid shall be kept in a sealed cover superscripting tender no. ---- (Technical Bid -Annual Report 2011-12).
    - b) **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 2011-12).
- 2) Both the sealed covers shall be put in another sealed cover superscripting tender no. -- & due date and addressed to “ The Registrar, IISER-TVM”.
- 3) **The sealed covers may be dropped in the tender box kept in the Administration Section (Room No.318) at Second Floor, IISER-TVM starting from 12.09.2012 and until 2:00 PM by 20.09.2012.**
- 4) The sealed cover containing technical bids will be opened on the same day (20.09.2012) at 3:00 PM. Interested bidders may like to be present or depute their representative (only one) submitting their details in company’s letter head, at the time of opening of bids.
- 5) Technical scrutiny will be done based on the samples provided by the bidder along with the bids. Financial bids of technically suitable bidders will only be opened. Separate intimation to the technically qualified bidders will be given before opening of financial bid.
- 6) Contract for printing of Annual Report shall be awarded on the technically suitable lowest bidder in the normal course.
- 7) EMD may be forfeited in case the technically lowest bidder has refused to accept the order.
- 8) Normally softcopy of English report in MS Office format (MS Word/MS Excel/PDF) will be provided to the printer. Effort will be taken by IISER to give it in the final printable format. The bidder may quote their rates in both the cases separately (Provision is given in the Financial Bid)
- 9) Printer shall arrange the reformatting of matter in the printing format, in case of the content is given in MS-Word Format.
- 10) **Proofs:** Successful tenderer should prepare a proof copy in case the content is given in MS-Word Format in bilingual form for verification purposes. Three proof readings including page layouts

should be provided to the Institute for finalizing one among them. IISER-TVM reserves the right to change the layout, addition/deletions in the text/photographs before accepting for making final prints of reports.

- 11) Bulk printing should be made only after obtaining confirmation from the authorized personnel of IISER-TVM in the approved proof.
- 12) 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.
- 13) **Liquidated Damages:** 0.5% liquidated damages per fortnight towards late delivery of printed Annual Reports subject to a maximum of 5% of the total order value.
- 14) The EMD of the successful bidder will be converted as part of Security Deposit, which is 5% of the cost of the work, refunded only after successful completion of work.
- 15) 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.
- 16) **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.
- 17) **Security Deposit** will be forfeited if the bidder fails to comply the tender conditions.
- 18) IISER-TVM reserves the right to accept or reject any bid without assigning any reason thereof.
- 19) EMD and Security Deposit do not bear any interest.
- 20) 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.
- 21) The rates quoted should remain valid for six months from the date quoted.
- 22) In case the number of pages in the Report exceeds or falls short of 100 pages, the same to be calculated on additional page(s) rates, which are quoted in the Financial Bid.
- 23) 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.
- 24) Copy of the previous year report of the institute will be kept available at Administration, IISER-TVM for reference purposes.
- 25) 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.

**REGISTRAR**

**ANNEXURE – A TO TENDER NO. IISER(T)/ADMN/--- DATED .09.11**

**PRINTING OF IISER-TVM ANNUAL REPORT 2011-12**

**Technical Bid**

1	Name and Address of the firm	:
2	Type of firm (Propriety/Private/Private Ltd./Co-operative/Govt.Undertaking	:
3	Service Tax Registration No.	:
4	PAN No.	:
5	TIN No.	:
4	Whether the agency/printer desirous of handling this job should be 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	Delivery Period	:
10	Payment Terms	:

Date:

Signature of the Tenderer  
(With stamp/seal of the firm)

**ANNEXURE – B TO TENDER NO. IISER(T)/ADMN/-----DATED .09.12**

**PRINTING OF IISER-TVM ANNUAL REPORT 2011-12**

**Financial Bid**

Sl.No.	Description	Qty.	Total
1	<ul style="list-style-type: none"><li>- Designing the cover page (4 colors), 300 gsm imported art card with matt lamination (outer cover page)</li><li>- Designing the content layout (2 colors), 110 gsm art paper</li><li>- Composing and Proof reading</li><li>- Printing and Perfect Binding the report</li><li>- No. of Pages : approximately 100</li><li>- Size: 21.5 cm X 29.5 cm</li></ul>	250 copies	
2	Printing of additional page(s) after 100 pages (per page rate)	1 No.	
Total All Inclusive/FOR delivery at IISER-TVM			

**Rates for printing if the content is given in direct printable format**

Sl.No.	Description	Qty.	Total
1	<ul style="list-style-type: none"><li>- Printing the cover page (4 colors), 300 gsm imported art card with matt lamination (outer cover page)</li><li>- Printing the content layout (2 colors), 110 gsm art paper</li><li>- Perfect Binding the report</li><li>- No. of Pages : approximately 100</li><li>- Size: 21.5 cm X 29.5 cm</li></ul>	250 copies	
2	Printing of additional page(s) after 100 pages (per page rate)	1 No.	
Total All Inclusive/FOR delivery at IISER-TVM			

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)