

No.IISER(T)/Admn/078/2017-18

31 August 2018

**TECHNO COMMERCIAL BIDS - Printing of Bi-Lingual (Hindi & English) Annual Report 2017-18**

1. The details of work are as follows:-

Sl.No.	Description	Qty.
1	<ul style="list-style-type: none"><li>- Designing the content layout</li><li>- Composing and Proof reading</li><li>- Printing of Outer Cover Page (Multi Colours - Bilingual), 300 GSM imported art card with matt lamination (outer cover page)</li><li>- Printing of Inner Pages (Multi Colour - Bi-Lingual) and Perfect Binding the report</li><li>- No. of Pages: 220 (approximately)</li><li>- Size: 21.5cm X 29.5cm</li></ul>	200 Copies

**Terms and conditions of the tender :-**

1) Tenders duly completed in all respects as per the format enclosed in Annexure "A" & "B" has to be submitted in a sealed cover superscripting "**TENDER FOR PRINTING OF ANNUAL REPORT 2017-18- IISER TVM**" and addressed to "**The Registrar, IISER-TVM, Maruthamala P.O, Vithura, Thiruvananthapuram-695551**".

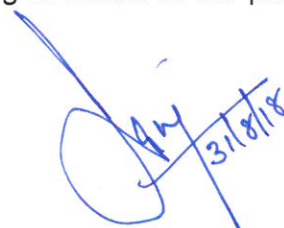
2) The tenders should reach this office **by 2.00 PM on 17.09.2018**. The sealed covers can also be dropped in the tender box kept in the **Administration Section** at First Floor, IISER-TVM-Physical Science Block. Tenders dropped in tender boxes other than admin section will not be considered.

3) The sealed cover containing technical bids will be opened on the same day (17.09.2018) at 02:30 PM. You can attend the tender opening in person or can depute your duly authorized representative.

4) Technical scrutiny will be done based on the samples provided, experience and quality of the sample papers etc. submitted along with the bids. The offers of those firms who qualify in technical scrutiny only will be considered for final selection.

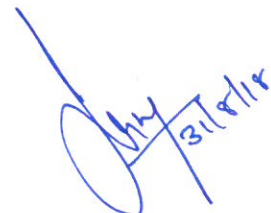
5) Contract for printing of Annual Report shall be awarded on the technically suitable lowest bidder in the normal course.

6) 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 printable format.



31/8/18

- 7) **Proofs:** Successful tenderer should prepare a proof copy of the content within 4 days from date of work order 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 in the approved proof before giving order for final prints of reports.
- 8) Bulk printing should be made only after obtaining confirmation from the authorized personnel of IISER-TVM.
- 9) Entire quantity has to be delivered within ten days from the date of final confirmation on the proof. Printer has also to submit the three soft copies of the final report in printable/PDF format for institute's records purposes and uploading on institute's website.
- 10) **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.
- 11) The successful bidder has to execute an agreement with IISER TVM.
- 12) **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.
- 13) IISER-TVM reserves the right to accept or reject any bid without assigning any reason thereof.
- 14) All the copyright of the annual report will be with IISER-TVM. The contents of Annual Report of IISER TVM, in any format (soft or hard), should not be revealed to any outside agency of any person not associated with IISER Trivandrum.
- 15) The rates quoted should remain valid for six months from the date quoted.
- 16) 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.
- 17) Samples of 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.
- 18) Copy of the previous year reports of the institute are available at Administration, IISER-TVM for reference purposes. You are advised to check the sample before quoting.
- 19) 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.
- 20) **The tenderer should sign all the copies of this notice and the same should be attached with the Technical Bid.**



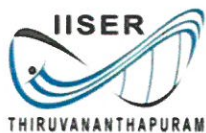
21) The tenders should reach the Office of the Registrar, IISER TVM on or before the due date and time. The agencies who are submitting the tender through post / courier should send the same through **India Post / DTDC** since other courier agencies are not providing the services at the Institute premises. The Institute will not be responsible for postal / courier delays, if any.

Thanking You

Yours faithfully



(Manoj Kumar S)  
Asst. Registrar (Estb. & HR)



# भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुवनंतपुरम

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH THIRUVANANTHAPURAM

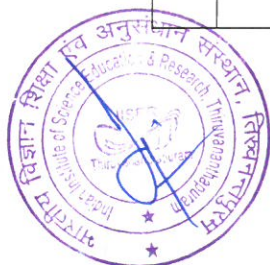
(An Autonomous Institution under MHRD, Govt. of India)

Maruthamala.P.O, Vithura, Thiruvananthapuram - 695 551

## PRINTING OF ANNUAL REPORT 2017-18

### 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	Tax Identification Number (TIN)	
4	GST Registration No. (attach copy of certificate)	
5	Permanent Account Number (PAN) (attach copy)	



6	Details of machinery / technology available for undertaking the said job and	
7	Details of work of similar nature carried out by the FIRM (attach samples)	
8	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 Certificate		
(c)	Copy of GST Registration Certificate		
(d)	Copy of Pan Card & TIN		
(e)	Details of Machinery / Technology		
(f)	Proof of experience in similar works (with samples)		
(g)	Signed copy of tender form		
(h)	Undertaking		
(i)	Samples of Paper to be used		

Date:

Signature of Proprietor / Auth. Rep

Place:

with seal of the firm



# UNDERTAKING

I/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 \_\_\_\_\_

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

NAME \_\_\_\_\_

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



**FINANCIAL BID - PRINTING OF ANNUAL REPORT 2017-18**

Sl.	Description	Qty.	Total Amount	Charges for additional pages (set of 04 pages)
1	<ul style="list-style-type: none"> <li>- Designing the content layout</li> <li>- Composing and Proof reading</li> <li>- Printing of Outer Cover Page (Multi Colours - Bilingual), 300 GSM imported art card with matt lamination (outer cover page)</li> <li>- Printing of Inner Pages (Multi Colour - Bi-Lingual) and Perfect Binding the report</li> <li>- No. of Pages: 220 (approximately)</li> <li>- Size: 21.5cm X 29.5cm</li> </ul>	200 Copies		

We M/s \_\_\_\_\_ hereby undertake that 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.

Date:

Signature of Proprietor / Auth. Rep

Place:

with seal of the firm

