

No:- IISER(T)/Admn/046(1)/2015-16

22 Sep 2015

To,

M/s _____

Tender Enquiry for printing of Institute Magazine “Sopanam”

1. Sealed “**TECHNO COMMERCIAL BIDS**” are invited for printing of “Sopanam”, the Institute Magazine for 2015-16. The details of work are as follows:-

Sl.No.	Description	Qty
1	Designing the content layout, Composing and Proof reading and Printing (Multi-Lingual) as per following specifications :- No. of Pages : 110 (+-10) Page Size : 280 x 210 MM Page Bleed : 03 MM Colour Scheme : Full Colour – CMYK Binding Type : Perfect Bind Magazine Cover : Plus Cover with UV Coat Paper Quality : Coated Paper C2S Paper : 100 GSM for inner pages with glossy finish for photographic pages (10) and matte finish for pages without photographs (100 approx) 300 GSM for cover page with UV Coat	750 Copies

Last date for submission of Tender Documents : 30.09.2015 till 3:30 PM

Date of opening of Technical Bids : 30.09.2015 at 4:00 PM

- 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 SOPANAM**” and addressed to “**The Registrar, IISER-TVM**”.

- 2) The tenders should reach the **Office of Registrar, IISER TVM by 3:30 PM on 30.09.2015**. The sealed covers can also be dropped in the tender box kept in the Administration Section at Second Floor, IISER-TVM-Annex Building. **This Institute will not be responsible for postal delays if any. Tenders dropped in tender boxes other than administration section will not be considered.**
- 3) The sealed cover containing technical bids will be opened on the same day (**30.09.2015**) at 04: 00 PM. You can attend the tender opening in person or can depute your duly authorised 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 Magazine shall be awarded on the technically suitable lowest bidder in the normal course.
- 6) Softcopy of matter 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.
- 7) **Proofs:** Successful tenderer should prepare a proof copy of the content within 4 days from date of work order 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 Magazine will be with IISER-TVM. The contents of Magazine 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 exceeds the specified, 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.**

Thanking You

Yours faithfully

(Hariharakrishnan S)
Asst. Registrar (A&A)



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुवनंतपुरम

(मानव संसाधन विकास मंत्रालय, भारत सरकार के तहत स्वायत्त संस्था)

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH THIRUVANANTHAPURAM
(An Autonomous Institution under MHRD, Government of India)

सी.ई.टी. परिसर, तिरुवनंतपुरम/ CET Campus, Thiruvananthapuram-695016

Tel: 0471-2597448 Fax : 2597438 E-mail: registrar@iisertvm.ac.in

PRINTING OF "SOPANAM" – INSTITUTE MAGAZINE - 2015-16

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	Service Tax 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		
(d)	Copy of Service Tax Registration Certificate		
(e)	Copy of Pan Card& TIN		
(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

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)

Annexure 'B'

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुवनंतपुरम

(मानव संसाधन विकास मंत्रालय, भारत सरकार के तहत स्वायत्त संस्था)



INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH THIRUVANANTHAPURAM
(An Autonomous Institution under MHRD, Government of India)

सी.ई.टी. परिसर, तिरुवनंतपुरम/ **CET Campus, Thiruvananthapuram-695016**

Tel: 0471-2597448 Fax : 2597438 E-mail: registrar@iisertvm.ac.in

FINANCIAL BID - PRINTING OF SOPANAM – INSTITUTE MAGAZINE 2015-16

Sl.	Description	Qty.	Total Amount	Charges for additional pages (set of 04 pages)
1	Designing the content layout, Composing and Proof reading and Printing (Multi-Lingual) as per following specifications :- No. of Pages : 110 (+-10) Page Size : 280 x 210 MM Page Bleed : 03 MM Colour Scheme : Full Colour – CMYK Binding Type : Perfect Bind Magazine Cover : Plus Cover with UV Coat Paper Quality : Coated Paper C2S Paper : 100 GSM for inner pages with glossy finish for photographic pages (10 pages) and matte finish for pages without photographs (100 pages approx.) 300 GSM for cover page with UV coat	750 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