



No: IISER(T)/Admn/078/2024-25

Date: 13th September 2024

To,

M/s _____

Sub: Quotation for design & printing of Bi-Lingual (Hindi & English) Annual Report of IISER TVM for the year 2023-24

1. “Quotations” are invited for design and printing of Bi-lingual (Hindi and English) Annual Report of IISER TVM for the year 2023-24. The details of the work are as follows:

Sl. No.	Description	Quantity
a)	Layout design, typesetting and formatting for English version	50 Copies (25 Hindi & 25 English Each)
b)	Layout design, typesetting and formatting for Hindi version	
c)	Cover page and back page (front and back) design	
d)	Printing of outer cover page (Multi colour - Bilingual) in 300 GSM imported art card with matt lamination (outer cover page)	
e)	Printing of inner pages (Multi colour) in 130 GSM art paper and perfect binding of the report No. of Pages: 580 each (approximately) Hindi and English separately Size: 21.59cm X 27.94cm (Formatted in US-letter size, using Adobe InDesign)	

Last date for submission of Quotations: 24.09.2024 by 02.00 pm

Date of opening of Bids: 24.09.2024 at 03.00 pm

2. Quotes duly completed in all respects as per the format enclosed in Annexure 'A', B, 'C' and 'D' are to be submitted in a sealed cover super scribing “Quotation for Design & Printing of Annual Report of IISER TVM for the year 2023-24” addressed to *The Registrar, Indian Institute of Science Education and Research Thiruvananthapuram (IISER TVM), Maruthamala P.O, Thiruvananthapuram-695551*. The quotations should reach IISER TVM by **02.00 pm on 24.09.2024**. Quotations can also be dropped in Tender Box placed at Administrative section situated at ‘Physical Sciences Block’. This Institute will not be responsible for postal delays, if any. Quotations dropped in tender boxes other than that at Admin Section will not be considered

3. Alternatively, the quotes can be submitted through email to service@iisertvm.ac.in under subject “Quotation for Design & Printing of Annual Report of IISER TVM for the year 2023-24” by the date mentioned above.




Handwritten signature and date: 13/9/24

4. The quotations will be opened on **24.09.2024 at 03.00 pm** in the presence of available bidders or their authorised representative (applicable only in case of hardcopy offers).
5. Technical scrutiny will be done based on the samples provided, experience and quality of the sample papers etc. submitted along with the hardcopy quotations. The offers of those firms who qualify in technical scrutiny only will be considered for final selection.
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 placed with work order.
8. **Design & Proofs:** Successful bidder should submit various designs within 7 days from date of work order and get the design finalized from the Institute. Subsequently the bidder has to submit the proof of final printing by receiving the nod on final content including design from the institute.
9. Bulk printing should be made only after obtaining confirmation from the authorized personnel of IISER TVM.
10. **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 record purpose and uploading on institute's website.
11. **Liquidated Damages:** 0.5% liquidated damages per day towards late delivery of printed Annual Report subject to a maximum of 5% of the total order value.
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 or person who is not associated with IISER TVM.
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 (in case the quotation is submitted in hardcopy). The same quality should be used for bulk printing.



18. Copy of the previous year reports of this institute are available at the website of the institute for reference purpose. 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 TVM' whose decision will be final and binding on both the parties.
20. All the copies of this notice should be signed by the authorised representative of the agency.


(Hariharakrishnan.S)
Deputy Registrar (Admin)



Annexure A

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:	
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)

Annexure B

CHECK LIST FOR ATTACHMENTS
(Put a "tick" in the appropriate column)

Sl No	Attachment	Yes	No
(a)	Address Proof		
(b)	Copy of Registration Certificate		
(d)	Copy of GST 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



[Handwritten Signature]
13/1/24

Annexure C

FINANCIAL BID - PRINTING OF ANNUAL REPORT 2023-24

Sl. No	Description	Qty	Amount	Amount for additional pages
1	<ul style="list-style-type: none"> - Layout design, typesetting and formatting for English version - Layout design, typesetting and formatting for Hindi version - Cover page and back page (front and back) design - Printing of outer cover page (Multi colours - Bilingual) in 300 GSM imported art card with matt lamination (outer cover page) - Printing of inner pages (Multi Colour) in 130 GSM art paper and perfect binding of the report - No. of Pages: 580 each (approximately) Hindi and English separately - Size: 21.59cm X 27.94cm (Formatted in US-letter size, using adobe InDesign) 	50 Copies (25 Hindi & 25 English Each)		
TOTAL AMOUNT				



[Handwritten Signature]
13/1/24

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



[Handwritten Signature]
13/1/24