

No:- IISER(T)/Admn/046/2019-20

Date: 03.07.2019

To,

M/s _____

Limited Tender Enquiry for printing of Guide Book

1. Indian Institute of Science Education and Research (IISER) Thiruvananthapuram intends to print the following as per the specifications given :-

Sl.No.	Description	Qty
1	Regulation Book : BS-MS Programme ≈55 pages and A-5 size Inner pages : 100 GSM art paper for inner pages in B & W except 10 pages in Multicolour printing Cover Page: Multi colour on 300 GSM art card with Matt Lamination & Perfect Binding	260 Copies
2	Curriculum and Syllabus for Foundation Courses : BS-MS Programme ≈40 pages and A-5 size Inner pages : 100 GSM art paper for inner pages in B & W except 10 pages in Multicolour printing Cover Page: Multi colour on 300 GSM art card with Matt Lamination & Perfect Binding	260 Copies
3	Curriculum and Syllabus: BS Programme ≈125 pages and A-5 size Inner pages : 100 GSM art paper for inner pages in B & W except 10 pages in Multicolour printing Cover Page: Multi colour on 300 GSM art card with Matt Lamination & Perfect Binding	50 Copies
5	Curriculum and Syllabus: Integrated Ph.D programme ≈90 pages and A-5 size Inner pages : 100 GSM art paper for inner pages in B & W except 10 pages in Multicolour printing Cover Page: Multi colour on 300 GSM art card with Matt Lamination & Perfect Binding	50 Copies
6	Regulation Book: Integrated Ph.D programme ≈55 pages and A-5 size Inner pages : 100 GSM art paper for inner pages in B & W except 10 pages in Multicolour printing Cover Page: Multi colour on 300 GSM art card with Matt Lamination & Perfect Binding	50 Copies
8	Regulation Book :Ph.D Programme ≈45 pages and A-5 size Inner pages : 100 GSM art paper for inner pages in B & W except 10 pages in Multicolour printing Cover Page: Multi colour on 300 GSM art card with Matt Lamination & Perfect Binding	90 Copies
9	Hostel Regulation Book : BS-MS/Ph.D/Integrated Ph.D ≈15 pages and A-5 size Inner pages : 100 GSM art paper for inner pages in B & W Cover Page: Multi colour on 300 GSM art card with Matt Lamination & Perfect Binding	370 Copies

3/7/19



2. You are hereby requested to submit your TECHNO COMMERCIAL BID (Single Cover) on your official letter pad along with connected documents in a sealed cover super scribing "**Tender for Printing of Guide Books– IISER TVM**" addressed to The Registrar, Indian Institute of Science Education and Research(IISER) Thiruvananthapuram, Maruthamala.P.O,Vithura, Thiruvananthapuram-695 551 on or before **15:30 Hrs on 10 July 2019**.Tender can also be dropped in Tender Box placed at Administrative section at FIRST FLOOR, IISER TVM Physical Science Block.
3. Tender along with the terms and conditions can be downloaded from our website http://www.iisertvm.ac.in/tenders/active_tenders.php and <https://eprocure.gov.in/epublish/app>.
4. Earnest Money Deposit (EMD) of Rs.2,000/- (Rupees Two Thousand only) has to be paid online through <https://www.onlinesbi.com/prelogin/collecthome.htm> (State Bank Collect-Accept- Terms and Conditions-Proceed-Select Kerala-Select Type of Institution-Educational Institution – Select – IISER Thiruvananthapuram- Select Payment Category- Stores and Purchase. The tenders without EMD will be summarily rejected.
5. The details of the firm are to be submitted in the format at Annexure 'A' of this tender form. The quotes should be attached with copies of similar works carried out by you.
6. The rates are to be quoted in the financial bid attached at **Annexure "B"** of this tender. The rates quoted should be **inclusive of all taxes and other charges**. The specimen copies can be inspected before quoting on any working day from 09.30 Am to 05.00 PM before quoting the rates.
7. The tenders will be opened at **16.00 hrs on 10 July 2019** in the presence of the available tenderers or their authorised representative.
8. The work will be awarded to the firm quoting the lowest rates.
9. The matter to be printed will be given in word / PDF format to the firm, who is awarded the contract. A proof has to be submitted to this Institute for inspection before executing bulk printing. 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.
10. 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.
11. Technical scrutiny will be done based on the samples provided, experience and quality of the sample papers etc. submitted along with the bids.
12. Bulk printing should be made only after obtaining confirmation from the authorized personnel of IISER TVM.
13. Liquidated Damages: 0.5% liquidated damages per day towards late delivery of printed Guide books subject to a maximum of 5% of the total order value.
14. Institute reserves the right to accept the tender bid either in part or full or to reject any tender either in part or full without assigning any reason thereof.



15. In case of lowest bidder withdraws from the acceptance of contract the EMD of the qualified bidder will be forfeited.
16. The description and specification of the item to be supplied, be noted carefully, and the offer should be strictly in accordance with the same.
17. No advance payment will be made till the order is fully executed.
18. The work/delivery should be completed within **07 days** from the date of issue of work order. 100 % of payment will be done on completion of work within 30 days and submission of pre-receipted bill.
19. The firm/company should be based at Trivandrum or having its office in Trivandrum for smooth facilitation/quick delivery.
20. In case of any dispute arising of this, it will be referred to the Director, IISERTVM 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.

21. For any queries please contact : Tel: 0471 277 8031 / 8193,
Email: admin@iisertvm.ac.in



(Handwritten signature)
03/07/19

(Satya Srinivas N)
Assistant Registrar (Admin)

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.	
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:- _____

Place:- _____

SIGNATURE _____

(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 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

FINANCIAL BID - PRINTING OF GUIDE BOOK

Sl.No.	Description	Qty	Amount in INR	Amount for additional pages in INR
1	Regulation Book : BS-MS Programme ≈55 pages and A-5 size Inner pages : 100 GSM art paper for inner pages in B & W except 10 pages in Multicolour printing Cover Page: Multi colour on 300 GSM art card with Matt Lamination & Perfect Binding	260 Copies		
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	≈15 pages and A-5 size Inner pages : 100 GSM art paper for inner pages in B & W Cover Page: Multi colour on 300 GSM art card with Matt Lamination & Perfect Binding	Copies		
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* Rates quoted should be exclusive of GST. GST will be paid as applicable from time to time.

I / We hereby certified that:-

- The rates quoted above are inclusive of all charges and taxes as on date.
- All the quotes should be in INR- Indian Rupees(figures and words)
- The figures quoted above will be valid for the validity period of 90 days.
- No revision will be allowed during this period.
- The bidder will have to submit the bid considering the supply of whole quantity .
- No separate /additional payment other than the above quoted will be made by us.

(Handwritten signature)
03/07/19



NAME & SIGNATURE OF THE TENDERER

(With Office Seal & Stamp)

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 three 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.

2/11
03/07/19



Signature of Proprietor / Auth. Rep
with seal of the firm