



जीव विज्ञान संस्थान
INSTITUTE OF LIFE SCIENCES
(An Autonomous Institute of the Department of Biotechnology, Govt. of India)

No.I-112-AM/2013-14/ 1768 /ILS

Date: 12.08.2015

**NOTICE INVITING TENDER FOR PRINTING OF ANNUAL REPORT FOR THE
YEAR 2014-15 (ENGLISH AND HINDI SEPARATELY)**

Institute of Life Sciences (ILS), Bhubaneswar invites sealed quotation from experienced offset printers for designing, printing and supply of its "Annual Report" (both in English and Hindi separately). Details of printing material and other terms and conditions relating to the award of the contract are given in Annexure – I.

All interested printers are, therefore, requested to submit their sealed quotations – technical (as per Annexure – II) and financial (as per Annexure – III) separately sealed envelopes to the undersigned **on or before 15.00 Hrs. of 28.08.2015**. Both the bids as well as the main envelope containing the two bids must be superscribed as "Quotation for Printing Work", or "Technical Bid" or "Financial Bid", as the case may be.

Technical Bids will be opened on the same day, i.e. **28.08.2015 at 16.00 Hrs.** in the presence of authorized representatives of the bidders.

D. Pradhan
Administrative Officer

Copy to: (a) Notice Boards, (b) ILS Website.
(c) *www.tenders.gov.in*

ANNEXURE-I

TERMS & CONDITIONS FOR AWARD OF CONTRACT FOR PRINTING OF ANNUAL REPORT 2014-15 (ENGLISH AND HINDI SEPARATELY)

- 1) LAST DATE & TIME OF RECEIPT OF QUOTATIONS: 28.08.2015 - 15.00 HRS.
- 2) PLACE OF SUBMITTING QUOTATIONS: Office of the Administrative Officer
- 3) DATE & TIME OF OPENING OF TECHNICAL BIDS: 28.08.2015 - 16.00 HRS.
- 4) DISPLAY OF QUALIFIED BIDS IN ILS WEBSITE: 31.08.2015 - 14.30 HRS.
- 5) OPENING OF FINANCIAL BIDS: 01.09.2015 - 11.00 HRS.
- 6) ITEMS & QUANTITY REQUIRED TO BE PRINTED:

Description of the items proposed to be printed are given hereunder. Rates must be quoted in the format placed at Annexure III in figure and words. The approximate number of pages and required quantity is indicated below:

Sl.	Description	Inner pages	Quantity
1.	Annual Report 2013-14 (English)	175 +/- 10%	250
2.	Annual Report 2013-14 (Hindi)	100 +/- 10%	60

- 7) Specification
 - a) Cover page: 350 gsm imported texture paper with spot lamination.
 - b) Inner page : 170 gsm imported texture paper.
 - c) Paper size: 29 cm x 21 cm
 - d) Printing: Cover and inner pages – multi colour offset printing.
 - e) Binding: Thermal binding
- 8) Pre-Press Job: The Institute will provide camera-ready manuscript of both English and Hindi of the Annual Report to the successful bidder in soft copy (Pagemaker/Corel Draw).
- 9) Samples for submission :
 - a. Samples of paper (cover and inner pages) as per our specifications mentioned at Para 7 above is to be supplied along with the quotation, failing which, the quotation may not be considered.

- b. Submission of 02 nos. of self-certified samples of similar works undertaken is to be submitted along with the Technical Bid, failing which, the quotation may not be considered.
 - c. Prospective bidders can visit the office of the Administrative Officer to see sample printout of previous year's Annual Report.
- 10) Schedule of work: 07 days from the date of receipt of last bunch of materials as stated in Para 8.
- 11) Earnest Money: Prospective bidders must deposit refundable Earnest Money amounting to Rs.10,000/- (Rs. Ten Thousand only) along with Technical Bid by way of Demand Draft in favour of "Director, Institute of Life Sciences, Bhubaneswar".
- 12) Quotation:
- a. The rate quoted should be inclusive of paper, creative options, plate layout design, proof reading, positives, printing, binding etc. and supply of materials.
 - b. Vendor should be able to execute all the required jobs together, part quotation will not be entertained.
- 13) Agency: The bidder should have latest high quality colour printing machine of their own. Proof of this is to be submitted along with the technical bid.
- 14) Penalty: In case of default in maintaining time schedule, ILS will impose a penalty of amount equivalent to 5% of the total tender cost per day subject to a maximum of 05 days. Delay beyond the scheduled time in excess of 05 days will be deemed to have the printing order cancelled. ILS will in no way be held responsible for the loss, whatsoever, attributed due to the delay in printing of reports etc.
- 15) Confidentiality: The vendor must ensure safe custody and maintain confidentiality in the printing material supplied by ILS.
- 16) Other terms and conditions:
- a. Sealed quotations in separate sealed envelopes, viz. (a) technical bid (as per Annexure-II) and (b) financial bid (as per Annexure-III) are to be submitted by enclosing them in a single sealed main envelop. The main envelope containing the two bids must be superscribed as "Quotation for Printing Work".
 - b. The bidder should have the following qualifications for bidding:
 - i. The bidder should have latest high quality colour printing machine of their own.
 - ii. Shall have been in existence for not less than five years.

- iii. Shall be having sufficient experience and expertise in the relevant field.
- iv. Should have PAN/TAN number, Sales tax registration, VAT registration .
- v. Shall have experience in dealing with Government Departments.
- c. The tender validity period is 90 days from the date of opening of tender. The rates quoted by the bidders will remain valid for a period of 90 days or till the date of finalisation of tender, whichever is later.
- d. The rates quoted by the selected firm, and approved by the Institute shall remain valid throughout the period of contract and requests to increase the rates for any item(s), during the currency of the contract, shall not be considered.
- e. The Institute reserves the right to reject any /all offer(s) without assigning any reason thereof. Any enquiry after submission of the tender will not be entertained.
- f. Preference will be given to firms having valid ISO certification on the date of bidding.

ANNEXURE-II

PROFORMA FOR TECHNICAL BID

- 1) Name of the Firm & Owner:
Tel./Mob. Nos.
- 2) Office Address with:
Tel./Fax/Mob . Nos.
- 3) Press Address with :
Tel./Fax/Mob . Nos.
- 4) Contact Person(s) Name:
Tei./Fax/Mob . Nos.
- 5) Annual Turnover:
 - a. 2011-12
 - b. 2012-13
 - c. 2013-14
- 6) Make/ Model of Printing Machines available:
(pl. submit proof of your equipment)
- 7) PAN No./TAN No./VAT/Regn.No./ Service
tax No.: (pl. submit photocopy of the documents)
- 8) Past experience with Govt. Departments -Name and Period to whom service Provided (Attach at
least 3 Certificates):
- 9) Whether sample paper of each item attached: YES / NO
- 10) Whether 02 no of proof of work done duly self certified attached: YES / NO
- 11) Whether copy of ISO Certification attached: YES / NO
- 12) Whether Terms & Conditions issued by ILS are acceptable to the Firm: YES / NO
- 13) Self-certification by the firm that the has not been blacklisted any Govt. Dept
- 14) Other details, if any.

(Seal and Signature of Owner/Authorized
Representative)

ANNEXURE-II

PROFORMA FOR FINANCIAL BID

Sl. No.	Description	Quantity	Total Amount* (In Rs.)
1.	Annual Report 2013-14 (English)	250	
2.	Annual Report 2013-14 (Hindi)	60	

* Including spot lamination of 02 nos. of cover pages, thermal binding, and delivery at ILS, Bhubaneswar.

(Seal and Signature of Owner/Authorized Representative)