

ENQUIRY

	All Communications to be addressed to The Director IISER PUNE for the attention of INCHARGE S & P FOR DIRECTOR	
	Tender Enquiry No:	IISER/PUR/0685/22
	Date	20/07/2022

Dear Sir /Madam,

Subject: REQUEST FOR QUOTATION

DUE DATE: 01/08/2022

Please send your Principal quotation in a sealed cover for the following items with complete specifications and literature showing delivery period, on or before the due date to reach this office. In case of difficulty please contact us at **purchase@iiserpune.ac.in**

S. No:	Description of Material	Quantity
1.	<p><u>Scope of Work for IISER Pune Endowment Report 2021-22</u></p> <ol style="list-style-type: none"> 1. Designing, Formatting, and Proofreading of the design draft 2. Printing, perfect binding, coating/varnish/lamination etc, along with delivery 3. Delivery of original (InDesign, Corel Draw, etc) editable files as well as print-ready high-res pdf and web-version pdf <p><u>Specifications: Design and Printing of the IISER Pune Endowment Report for 2021-22</u></p> <ul style="list-style-type: none"> • Job: Design, Printing (4-color), perfect binding, lamination with matte finish, etc, for Endowment Report • Number of copies: 100 • Number of Pages: Cover + 50 Inside pages (the final number of pages may increase or decrease by about 10 pages) • Paper Size: A4 • Type of Paper: Art Paper • Paper Thickness: Art Paper at 130 GSM for inside pages and 300 GSM for cover page • Binding: Perfect Binding 	100 Nos
<ol style="list-style-type: none"> 1. Quotation received after due date will not be considered at all 2. Fax/Telex Quotation will not be considered. 3. Our Enquiry No, date and DUE date as above must be subscribed on the sealed envelope containing your quotation. 4. We do not accept the advance payment terms or through bank against documents. 		<p>Yours Faithfully</p> <p>Sd/- Assistant Registrar (S&P)</p>

TERMS AND CONDITIONS FOR ENQUIRY.

1. Each quotation should be SEALED and mention the ENQUIRY NO: DATE and DUE DATE.
2. The quotations will be accepted only up to 5.00 P.M. The quotations will be opened in the presence of the representatives, if any, of the quoting firm at 3.30 P.M. on the next working day of the due date.
3. Prices shall remain valid till 31/12/2022.
4. The Director, IISER Pune is Direct Demanding Officer of the Directorate General of Supplies and Disposals. In case any of the items mentioned in the enquiry is on the current rate-running contract list, please quote the DGS&D rate, the contract reference and also send the copy of the rate contract
5. Break up of individuals cost of items should be provided.
6. The price quoted may be indicated as below:
 - a) For Outstations firms- **FOR IISER Pune/FOR destination basis**
 - b) For Local firms: **Free delivery at IISER Pune**
7. Your rate should include packaging and forwarding charges. In case of quotation F.O.R. destination Insurance should also be covered. The good should be insured in your favor against theft, loss, damage or breakage during transit.
8. **Delivery Period / Timeliness**
The deliveries must be **completed within 30 days, after placement of purchase order**. The time is the essence of the contract. It is mandatory for the bidders who respond to this bid to meet these expectations, as are tightly linked to IISER, PUNE's plans of completing the project within the time frame.
9. Specific mention should be made whether delivery will be ex-stocks or stores will have to be imported or obtained from the works and how much time will be required for delivery after receipt of the order. The Delivery time will have to be strictly adhered to in case an order is placed against your offer.
10. We are prepared to consider the offer for the material, either from indigenous manufacturer or of foreign manufacturer or available from ready stock. Any offer to supply on forward Delivery Basis under supplier's own import quota license will also be considered.
11. The **RATE OF GST** should be clearly indicated wherever chargeable.
12. **Penalty for delayed Services / LD**
 - 12.1. If the supplier fails to Supply, install as per specifications mentioned in the order within the due date, the Supplier is liable to pay liquidated damages of 1% of order value per every week of delay subject to a maximum of 10% beyond the due date. Such money will be deducted from any amount due or which may become due to the supplier.
 - 12.2. IISER, PUNE reserves the right to cancel the order in case the delay is more than 10 weeks. Penalties, if any, will be deducted from the Security Deposit.

13. Please provide a compliance table with your quotation in the following format:

Item	Specification asked	Specification Quoted for	Departure and remarks



Please provide sufficient technical details with your quotation (in the form of brochures, spec sheets or tech notes) such that every point should be independently verifiable. Marking the details on the accompanying material will be greatly appreciated.

14. We do not accept advance payment terms or payment against documents. See below details of accepted payment terms.
15. Payment will be made directly to the suppliers by NEFT/RTGS after receipt of the goods, tested /inspected and found satisfactory with regard to quality, quantity, and specifications ordered for and after satisfying that the terms and conditions of supply have been fulfilled.
16. The quotations are liable to be rejected if any of the above condition are not complied with Printed condition of the tenders/quotations shall not be binding on us.
17. The acceptance of the quotation will rest with the Director, Indian Institute of Science Education and research (IISER) Pune who does not bind himself to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reason.

Specific Terms and Conditions:

1. The vendor's registered office must be located in Pune.
2. Vendors should please go through all specifications and terms and conditions carefully.
3. This tender shall select vendors for design and printing of IISER Pune's Endowment Report for a period of two years, Year 1 being approximately during August 2022 to October 2022 and Year 2 being approximately during August 2023 to October 2023. Vendors shall quote separately for Year 1 and Year 2. Cumulative price of the two years will be considered for the selection of vendors. Continuation of the contract in second year is contingent on satisfactory delivery of assignment by the vendor in the first year.
4. The total number of pages per copy may increase or decrease by about 10 pages. Vendor should separately quote per page cost for such pages.
5. The final invoice that the vendor provides after the completion of the work should account for a corresponding increase (if final page number is >50) or decrease (if final page number is <50) in cost.
6. Vendors should submit any two examples from the last five years, as hard copy (or as soft copy if hard copy is not available) of their previous design and printing work of reports of government organizations or of corporate entities. They should also include letter of completion from the corresponding organizations.
7. Once selection through tender is complete, the selected vendor will provide 2-3 designs for multiple types of pages from the endowment report (cover page, pages with text+images, table, graphs, etc) for approval. Once the design approach is finalised, content will be given chapter-wise for design.
8. The vendor should proofread their design draft and ensure that content is faithfully copied and no errors are generated as a result of the design. Further, vendor shall incorporate corrections from 1-2 rounds of proofreading by the institute.



9. The vendor should ensure that the photographs/designs/content/ used for the design of the IISER Pune Endowment Report, including any stock photos/media are free of copyright violations and related issues and should ensure that any necessary permissions/rights are exclusively obtained for the said purpose, prior to use. The sole and entire responsibility rests on the vendor. IISER Pune absolves itself of any such responsibility, in case of violations of copyrights/patents/licensing policies etc.
10. The material being designed and printed, including the content and design, shall be the property of the Institute. Ownership of all material including final designs, artwork, graphics, and other design elements developed by the vendor, free from any encumbrances, as part of this work, shall lie with the Institute.
11. The vendor agrees to share soft copies of the entire report as (a) low resolution web pdf (b) high resolution print ready pdf (c) original (InDesign, Illustrator, Corel, etc) editable files to be made available to the institute.
12. The vendor shall use the institute brand elements, including brand fonts, colors, logo, etc, exclusively for the Institute. In the event of use of any e-signatures in the document, the vendor shall use the signature exclusively for the Institute and for the purpose stated.
13. Before final printing, the vendor should supply 1 or 2 sample copies of the full report in colour, to the institute for approval before proceeding with printing the total number of required copies.