

INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE
(Deemed to be University)
2A & B, RAJA S.C.MULLICK ROAD JADAVPUR, KOLKATA -700032
LIMITED TENDER NOTICE NO.: IACS/AR/2023-24/348/02, Dated 02nd April, 2024

Sealed quotations are invited from experienced Printing Houses for designing, composing, printing and binding of Annual Report of Indian Association for the Cultivation of Science for the year 2023-24 in the following format.

The tender should contain details of the printing papers quality etc and conditions against "Description of Work" and Price Bid should indicate price accordingly. The Technical Bid and Price bid are to be submitted in a sealed envelope superscribed with tender notice no. and due date. The bidders may submit bids duly signed in their own letterheads.

The Complete tender bids should reach the office of the Registrar (Despatch Section), Indian Association for the Cultivation of Science, 2A & B Raja S. C. Mullick Road, Jadavpur, Kolkata-700032 on or before scheduled date & time specified below.

Tender Notice No.	IACS/AR/2023-24/348/02, Dt. 02/04/2024
Last date and time of submitting tender	22 nd April, 2024, upto 2.00 p.m.
Date and time of opening tender (Tech. Bid)	22 nd April, 2024 at 3.00 p.m.
Date and time of opening tender (Price Bid)	29 th April, 2024 at 3.00 p.m.
Place of opening tender	Old Despatch Room (Main Bldg. – Opposite C.V. Raman Hall)

The bids will be opened first to evaluate the specifications of printing materials. Thereafter, the Price bids of acceptable quality will be opened. The bids will be submitted with the Security at the Raman Gate.

Opening of price-bid: The Price Bids of the bidders qualifying will only be opened on 29th April, 2024. The rest of the bids will be rejected.

FORMAT FOR QUOTING

Sl. No.	Table – I : Description of Work
	COMPOSING, DESIGNING, COLOR PRINTING OF ANNUAL REPORT
01.	Paper : Inside Pages : 130 GSM Imported Mat Art Paper
02.	Cover Page : 300 GSM Imported Art Board with online coating and UV with design
03.	Printing : All pages and covers in 4 colors with design
04.	Hindi Translation (Google Translation not permitted)
05.	Quantity : 50 copies in English and 40 copies in Hindi (Total 90 copies)
06.	Book Size : A4 (Demy Size)
07.	Pages : 250 Pages (Approx.)
08.	Binding : Perfect binding with center sewing
09.	Delivery : Free delivery at the Association premises within 15 days from the date of receipt of the materials
10.	Make a soft copy of the final Annual Report for web page upload as flip-page

Tenderers may inspect the annual report of the previous year before submission of quotation. Smt. Sohinee Motilal & Smt. Rimi Chakraborty, Central Secretariat & CCRES Unit may be contacted for further information, if any.

- Quotations (with GST No. along with item HSN code) may be submitted to the Registrar on or before **22nd April, 2024, upto 2.00 pm**. The **Technical Bid** will be opened at **3.00 pm on 22nd April, 2024** in the Old Despatch Room of the Main Building (Opposite to C.V. Raman Hall).
- The **Price bid** shall be opened **on 29th April, 2024 at 3:00 p.m.** in the Old Despatch Room of the Main Building (Opposite to C.V. Raman Hall).
- Quotations received incomplete or beyond the stipulated time will be summarily rejected.
- Tenderers should submit their past experience regarding printing of Annual Report/Scientific Journals of any Scientific Institute like DST/IITs/IIMs/NITs/CSIR. Please attach sample pages along with the quotation. [Note: Minimum 10 such documentary proofs of work orders and 5 sample copies of annual report/scientific journal/books etc (Both English and Hindi version) must be submitted along with the bid.
- Rate should be mentioned per page basis.
- Cover page rate should be mentioned separately.
- The bid submitted by the vendors should be in accordance with the description provided in Table 1 (description of the work). In case it failed to comply with the above description, the bid will be rejected.
- The vendor should have experience with similar jobs (Printing of Annual Report). Specially the Hindi translation (no Google translation are allowed for Hindi Book).

BID SECURITY:

1. The financial bid should be superscribed as "PRICE BID" on the outer cover of the envelope
2. Bid Security (EMD): An Account Payee Demand Draft of Rs. 10,000/- in the name of "Indian Association for the Cultivation of Science", payable at Kolkata is to be furnished by the bidders, as Bid Security money or Earnest Money Deposit (EMD).
3. The Demand Draft for the Bid-Security money should have at least 90 (ninety) days validity period after the opening of the Bids.
4. In case of non-award of the work, Bid Security money would be returned to the unsuccessful Bidders.

Validity of tender:

Tender submitted shall remain valid at least for three months from the date of opening the tender. Validity beyond three months from the date of opening of the tender shall be by mutual consent. The rate should be inclusive of all taxes, transportation etc. Nothing extra will be paid in addition to the quoted rate. GST must be mentioned separately.

Payment: 100% on submission of Invoice after delivery of the final product (Annual Report).

Acceptance of Tender: IACS authority does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders received without assigning any reason thereof.

Proposed delivery schedule should be mentioned clearly.

For any clarification regarding technical specifications etc. please send your queries to annualreport@iacs.res.in

The Institute reserves the right to reject any or all of the tenders received without assigning any reason thereof.

Sarbani Saha
Registrar