

# INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE

2A & 2B, RAJA S.C.MULLICK ROAD JADAVPUR, KOLKATA -700032

**TENDER NOTICE NO.: AR/IACS/2015-16/634**

**Dated 22.04.2016**

Sealed quotations in **two parts, separately comprising the Technical Part and the Financial Part**, 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 2015-16 in the following format.

**Part – I (Technical Bid)** of the tender should contain technical details and conditions against “Description of Work” and **Part-II (Price Bid)** should indicate price accordingly. The Technical Bid and Price bid are to be submitted in two separately sealed envelopes distinctly marked accordingly and both to be put inside another envelope, which should be sealed and 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.

<b>Tender Notice No.</b>	AR/IACS/2015-16/634
<b>Last date and time of submitting tender</b>	16 <sup>th</sup> May, 2016, upto 2.00pm
<b>Date and time of opening tender (Technical Part)</b>	16 <sup>th</sup> May, 2016 at 3.00pm
<b>Date and time of opening tender (Price Part)</b>	20 <sup>th</sup> May, 2016 at 3.00pm
<b>Place of opening tender</b>	Raychowdhury Hall at Centenary Building

The technical bids will be opened first to evaluate the technical specifications. Thereafter, the Price bids of only technically qualified bidders will be opened.

**Technical Bid Evaluation:** The Technical Bids will be evaluated in the presence of the representatives of intending bidders who will be able to clarify technical aspects of their bids, if any, required by the Technical Evaluation Team.

**Opening of price-bid:** The Price Bids of the bidders qualifying the technical bid will only be opened on 20<sup>th</sup> May, 2016. The rest of the bids will be rejected.

Please note that IACS will not provide any expenses to any of the bidders for attending opening of technical bid.

### FORMAT FOR QUOTING

Sl. No.	Description of Work
	<b>COMPOSING, DESIGNING, COLOR PRINTING OF ANNUAL REPORT</b>
01.	Paper : Inside Pages : 130 GSM Art Paper
02.	Cover Page : 280 GSM Art Board with online coating and UV with design
03.	Printing : All pages and covers in 4 colors with design
04.	Hindi Translation
05.	Quantity : 90 copies in English and 35 copies in Hindi (Total 125 copies)
06.	Book Size : A4 (Demy Size)
07.	Pages : 200 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

Tenderers may inspect the annual report of the previous year before submission of quotation. Shri Abhijit Basak, Assistant Registrar, Director's Office may be contacted for further information, if any.

- Quotations may be submitted to the Registrar on or before **16<sup>th</sup> May, 2016, (Upto 2.00 pm.)** which will be opened at **3.00 pm on the same day at Raychowdhury Hall at Centenary Building.**
- 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. must be submitted alongwith the bid].
- Rate should be mentioned per page basis.
- Cover page rate should be mentioned separately.

#### **BID SECURITY:**

1. The financial bid should be super scribed 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 45(forty five) days validity period after the opening of the Bids.
4. In case of non-award of the work the 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 four 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.

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 “Prof. Krishnendu Sengupta, Chairman, [annualreport@iacs.res.in](mailto:annualreport@iacs.res.in)

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

**(S.N Moulik)**  
**Acting Registrar**