

INSTITUTE OF NANO SCIENCE AND TECHNOLOGY, MOHALI

(An autonomous Research institute of Department of Science and Technology, Government of India)
Habitat Centre, Sec-64, Phase X, Mohali -160062, PUNJAB

No. 5(3)/2016-INST

Dated: 07.04.2017

To

Sir,

Quotations are invited from the reputed printers for ANNUAL RATE CONTRACT of printing works at the Institute.

(A)Detail of the work

Sr. No.	Item description	Size	Paper description	No. of Pages(approx..)
1	Annual Report(Multicolours)	A-4	Title 300gsm Inner 130gsm	160 pages
2	Booklet-I (Multicolours)	A-4	Title 300gsm Inner 130gsm	100 pages
3	Booklet-II (Multicolours)	20 cm x 20 cm	130 gsm	20 pages
4	Booklet-III(Multicolours)	20 cm x 20 cm	130gsm	Up to 50 pages
5	Booklet	A-4	130gsm	8 pages
6	Information to student(Multicolour)	A-4	130gsm	As per requirement
7	Invitation Card(Multicolour)	B-3	170gsm	As per requirement
8	Banner/Flex/Glossy Flex/Matt (Digital Eco Solvent)	As per requirement	Standard Materials	As per requirement
9	Flyers(Front & Back Printing)	A-4	170gsm	As per requirement
10	Flyers(Single side printing)	A-4	170gsm	As per requirement
11	Flyers (Three fold)	A-3	170gsm	As per requirement
12	Flyers(Two fold)	12 cm x 24 cm	170gsm	As per requirement
13	Standeess(grey back & col. Printing)	2.5 x 6 ft.		As per requirement
14	Standeess(grey back & col. Printing) With aluminium stand	2.5 x 6 ft.		As per requirement

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(B) Eligibility criteria:-

1. The bidder should have printing experience of at least 5 years (enclosed documentary proof)
2. The Bidder should have executed at least 5 works worth 1 lakh and above in Govt. department in last three years (enclose copy of work order)
3. Turn over should be 10 lakhs per annum during the last 3 years (enclosed IT Return for the year 2013-14 to 2016-17).
4. Copy of PAN CARD.

(C) Terms and Conditions:-

1. The Annual rate contract shall be for the printing works as described at page 1 for the period of one year from the date of award of Contract. In case the performance is found satisfactory the contract could be extended for another one year.
2. All duties taxes and other levies payable by the printers under contract shall be included in the total price.
3. The rate quoted by the Bidder shall be fixed for the duration of the contract and shall not be subject to change, however in case the number of pages of the printing work increases/decreases from the rate contract, the payment will be made on **pro-rata basis**.
4. The successful Bidder has to carry out the printing works based on the Work Order issued from the Institute at the rate quoted.
5. Printing will carry out as per Specifications of the contract. The matter for printing to be collected and the delivery of printed matter to be supplied at the premises of this Institute.
6. All the printing works like Page layout, Positive making, Plate making, Printing and binding should be done with the Press/in house only. Those Printing firms without these facilities are liable for rejection on Inspection.
7. A soft copy of the final product of each publication in PDF file along with the source file has to be returned back to the Institute.
8. Two gallery proofs and one final proof of each publication have to be provided and delivered to this Institute.
9. The original tender document (all the pages as signed by you on every page for your record, will have to be returned as proof of acceptance of T & C). You may retain a photocopy of this tender enquiry for your record
10. Each bidder shall submit only one quotation and the rates in the format (ANNEXURE-I) enclosed.
11. No advance payment will be given. Payment will be arranged only after satisfactory completions of the work.
12. Quotations should be submitted along with Earnest Money Deposit (Interest free) of **Rs. 30,000/-** for the above item by way of Demand Draft drawn in favour of

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The Director, INST Mohali payable at Chandigarh. Quotation without EMD or insufficient EMD will not be considered. The EMD will be liable to be fortified, if the Contractor/Agency withdraws/amend, impairs or derogates the Quotation, in any respect within the period of validity of this Quotation. The EMD of the successful Bidder will be returned after award of work order and submission of performance security of **Rs. 50,000/-** valid up to 60 days after expiry of contract period. The EMD of unsuccessful Bidder will be returned after the completion of all formalities.

13. The last date for receipt of quotation is **2nd May, 2017 till 1300 hours**. The quotation will be opened on the same day at 1500 hours.

. 14. Yours sealed quotation addressed to **Chief Finance and Administrative Officer, Institute of Nano Science and Technology, Habitat Centre, Sector 64, Phase X, MOHALI - 160062** super scribing **TENDER FOR PRINTING 2017-18**.

15. Not with -standing the above, the INST reserves the right to accept or reject any Quotation and to cancel the bidding process and reject all Quotations at any time prior to the award of contract.

Sd/-

(Chief Fin. & Admin. Officer)

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Annexure -1

Name of the Firm ::

Address: _____

Mobile No.: _____

E-mail: _____

Pan Card No.: _____

Rate quoted

Sr. No.	Item description	Size	Paper description	No. of Pages(approx.)	Rate
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9	Flyers(Front & Back Printing)	A-4	170gsm	As per requirement	
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14	Standees(grey back & col. Printing) With aluminium stand	2.5 x 6 ft.		As per requirement	

Place _____

Date _____

Signature _____

Name _____

Seal of Company