

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

Ref. No. No. 5(3)/2016-INST

Date: 12/07/2019

To

Sealed Quotations are invited on behalf of Director, INST from the reputed printers for **Printing Work** at the Institute. So as to reach at INST, Mohali latest by **31st July 2019** upto 2:00 pm. The sealed quotations received within due date and time will be opened on the same day at 3:00 pm in the presence of tenderers (if any).

Before quoting, please read the instructions carefully mentioned overleaf.

NIQ can also be downloaded from INST website i.e. www.inst.ac.in or CPPP website i.e. www.eprocure.gov.in .

Yours faithfully

Sd/-
Chief Finance and Administrative Officer

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(A) Details of the Printing Work:-

1	Description	Printing of: 1. Booklet 1 (Multi Colours) 2. Booklet 2 (Multi Colours) 3. Booklet 3 (Multi Colours)
2	Approximate Number	1. Booklet 1 (Multi Colours) 50 2. Booklet 2 (Multi Colours) 150 3. Booklet 3 (Multi Colours) 150
3	Size of the Publication	1. Booklet 1 (Multi Colours) A-4 2. Booklet 2 (Multi Colours) 20 cm X 20 cm 3. Booklet 3 (Multi Colours) 20 cm X 20 cm
5	No. of Pages of the Manuscript	1. Booklet 1 (Multi Colours) 100 2. Booklet 2 (Multi Colours) 28 3. Booklet 3 (Multi Colours) 28 The quotations may be given for number of pages as mentioned above extra pages may be charged on the basis of per page. (Number of pages may increase or decrease)
6	Method of Printing	Digital Printing (as per sample)
7	No. of colours to be used	Multicolour
8	Art work	To be prepared by the Printer under the guidance and approval of Flyer Committee Co-ordinator, Institute of Nano Science and Technology.
9	Size of body type, style of printing and general layout	8 to 10 point or as per instructions on manuscripts.
10	Style of binding	To be wire stitched and pasted as per sample.
11	Paper and its quality i) For text pages ii) For front & back covers	Details given in page no. 6

Special Instructions

1. A very high quality of printing (**Digital printing**) is required. The work done in slipshod manner will not be accepted.
2. The reports are required to be printed as per the specimen to be provided by Flyer Committee, Institute of Nano Science and Technology.

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(B) Eligibility Criteria:-

1. 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)
2. The bidder should have printing experience of at least 5 years(enclose documentary proof)
3. Turn over should be above 2.00 Crores per annum during the last 3 years (enclosed IT Return for the last three years).
4. Copy of PAN CARD.
5. Bidder should have GST registration.(Copy attached)
6. Bidder should have (four colour or five colour) printing machines. Cutting/lamination machines and binding facility. (Committee may visit the press to see infrastructure).
7. Bidder should have digital printing machines.
8. Printer should have multi skilled man power.

(C) Terms and Conditions:-

1. All duties taxes and other levies payable by the printers shall be included in the total price.
2. Cost of title page and cost of additional extra papers beyond the pages need to be quoted separately.
3. The rate quoted by the Bidder shall be fixed, however in case the number of pages of the printing work increases/decreases from the rate contract, the payment will be made on **prorate basis** excluding the charges for cover pages.
4. The successful Bidder has to carry out the printing works based on the Work Order issued from the Institute at the rate quoted in tender document.
5. Printing will carry out as per specifications of the tender. The matter for printing to be collected and the delivery of printed matter to be supplied at the premises of this Institute.
7. 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.
8. 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.
9. Two gallery proofs and one final proof of each publication have to be provided and delivered to this Institute.
10. 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.

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11. Each bidder shall submit only one quotation and the rates in the format (ANNEXURE-I) enclosed.
12. No advance payment will be given. Payment will be made only after satisfactory completions of the work within 30 days.
13. Facility for short time printing.
14. Paper should be on standard make of good quality by reputed manufacturer.
15. Bidder should have Hindi translation facility on requirement.
16. Bidder should not be blacklisted by any Central/State Govt institutions/autonomous bodies.
17. Quotations should be submitted along with Earnest Money Deposit (Interest free) of **₹7,500/-** for the above item by way of RTGS/NEFT institute bank details are given below:

Name of Beneficiary: Institute of Nano Science and Technology (INST)

Account No. **2452201001102**

Name of Bank: **Canara Bank, Sector 34, Chandigarh**

IFS Code: **CNRB0002452**

MICR Code: **160015003**

Swift Code: **CNRBINBBFFC**

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 retained as performance security of **₹7,500/-** valid up to 60 days after expiry of contract period. The EMD of unsuccessful Bidder will be returned after the completion of all formalities.

18. The last date for receipt of quotation is **31st July, 2019 till 1400 hours**. The quotation will be opened on the same day at **1500 hours**.
19. Your sealed quotation should addressed to **Chief Finance and Administrative Officer, Institute of Nano Science and Technology, Habitat Centre, Sector 64, Phase X, MOHALI - 160062** super scribing **PRINTING ON RATE CONTRACT**.
20. 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.

(Sign and Seal of tenderer)

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BID PARTICULARS

1. Name of the Firm : _____
2. Address of the Firm : _____
3. Tender cost enclosed: : Yes/No if yes
4. Online EMD submission information enclosed : Yes / No if Yes

Sr. No.	Particulars	EMD Details	Tender Fee Details
i)	Transaction ID / UTR No.		
ii)	Transaction date:		
iii)	Amount of Transaction		
iv)	Name of Bank		
v)	Address of Bank		

5. Name and address of the Officer/contact person to whom all references shall be made regarding this tender enquiry.

Sr. No.	Particulars	Details
i)	Name:	
ii)	Address:	
iii)	Phone Number	
iv)	Fax	
v)	Mobile No.	
vi)	Email ID	
vii)	Website address	

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Rate quoted

S. No.	Item Description	Size	Paper Description	No. of Pages (approx.)	Qty./year (approx.)	Rate quoted
1.	Booklet- 1 (Multicolours)	A-4	Title page: 300GSM Inner page: 130GSM	100 pages	50	
2.	Booklet-2 (Multicolours)	20 cm x 20 cm	Title & Inner page:130 GSM	28 pages	150	
3.	Booklet-3 (Multicolours)	20 cm x 20 cm	Title & Inner page:130 GSM	28 pages	150	

Place _____

Date _____

Signature_____

Name _____

Seal of Company