

पूछताछ /ENQUIRY

समस्त पत्रव्यवहार निदेशक को नामित होने चाहिए और निदेशक आई.आई.एस.ई.आर. पुणे के तरफ से एस एंड पी कार्यभारी के अवधान दिखाना चाहिए /All Communications to be addressed to The Director IISER PUNE for the attention of INCHARGE S & P FOR DIRECTOR	
टेंडर पूछताछ क्र. Tender Enquiry No:	IISER/PUR/0898/21
दिनांक Date	09/09/2021

महोदय/ Dear Sirs,

विषय/Subject: दर सूची के लिए अनुरोध /REQUEST FOR QUOTATION

DUE DATE: 17/09/2021

कृपया निम्नलिखित वस्तुओं के लिए आपकी प्रमुख दर सूची वितरण अवधि दिखाने वाले पूर्ण विनिर्देशों और साहित्य के साथ सीलबंद लिफाफे में वितरण अवधि के साथ देय दिनांक पर या उससे पूर्व इस कार्यालय में पहुँचनी चाहिए। कठिनाई की अवस्था में कृपया हमें purchase@iiserpune.ac.in पर संपर्क करें। /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

अनु क्र./S.No:	सामग्री का विवरण/Description of Material	संख्या/Quantity
1.	Printing of Annual Report 2020-21 (Year 1): English version	250 copies
2.	Printing of Annual Report 2020-21 (Year 1): Hindi version	50 copies
3.	Printing of Annual Report 2021-22 (Year 2): English version	250 copies
4.	Printing of Annual Report 2021-22 (Year 2): Hindi version	50 copies
(As per attached specifications for printing)		
<p>Note: 1) Vendors should go through specific terms and conditions listed below and submit the required documents and sample prints along with the quotation.</p> <p>2) This tender shall select vendors for printing of the institute annual report for a period of two years, Year 1 being approximately during September 2021 to November 2021 and Year 2 being approximately during September 2022 to November 2022. Vendors shall quote separately for Year 1 and Year 2. Cumulative price of the two years will be considered for the selection of vendors</p>		
<p>1. Quotation received after due date will not be considered at all देय दिनांक के पश्चात प्राप्त दर सूची का विचार नहीं किया जाएगा।</p> <p>2. आपके दर सूची को समाविष्ट करने वाले सिलबंद लिफाफे पर उपरोक्त अनुसार हमारा पूछताछ क्र. दिनांक और देय दिनांक अभिदत्त होना चाहिए /Our Enquiry No, date and DUE date as above must be subscribed on the sealed envelope containing your quotation.</p> <p>3. हम अग्रिम भुगतान का शर्तों या दस्तावेजों के प्रतिकुल बैंक के माध्यम से भुगतान स्वीकार नहीं करते। /We do not accept the advance payment terms or through bank against documents.</p>		<p>भवदीय/Yours Faithfully</p> <p>सलीम शेख</p>

Printing of Annual Report 2020-21 and 2021-22 as per the following specifications:

Job: Printing (4-color), perfect binding, lamination with matte finish or aqueous coating as is required, etc, for Annual Report; Print ready pdf version will be provided by the institute

Number of copies: 250 (English); 50 (Hindi) (200 English-only copies (with ~172 pages each) should be bound separately; 50 copies with English and Hindi reports (with 172+172 pages each) should be bound together with a common cover

Number of Pages: Cover + 172 Inside pages (the final number of pages may increase or decrease by about 10 pages)

Paper Size: A4

Type of Paper: Primo Plus

Paper Thickness: Primo Plus paper at 105 GSM for inside pages and 300 GSM for cover page

Binding: Perfect Binding

Specific Terms and Conditions:

- 1) The vendor's registered office must be located in Pune.
- 2) Vendors should please go through all specifications above and specific terms and conditions given below carefully.
- 3) This tender shall select vendors for printing of the institute annual report for a period of two years, Year 1 being approximately during September 2021 to November 2021 and Year 2 being approximately during September 2022 to November 2022. **Vendors shall quote separately for Year 1 and Year 2. Cumulative price of the two years will be considered for the selection of vendors.**
- 4) Vendors should quote cost per copy of the Annual Report separately for English and Hindi versions considering a page count of 172 pages per copy.

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.

The final invoice that the vendor provides after the completion of the work should account for a corresponding increase (if final page number is >172) or decrease (if final page number is <172) in cost.

- 5) 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 printing work of annual reports of government organisations. They should also include letter of completion from the corresponding organisations.
- 6) Submission of sample prints for IISER Pune's 2020-21 annual report along with quotation: Final files for printing will be supplied in InDesign format and pdf formats. Vendors should have the capability of working directly with InDesign files without the requirement of conversion into other softwares.

Therefore, along with the submission of the quotation, vendors should confirm that they can open, read, and print the sample files supplied to them without any technical difficulty. Vendors should submit a print copy of the sample file on Primo Plus paper (105 GSM). Sample file can be downloaded from the link below.

Sample file:

https://drive.google.com/drive/folders/14_TjijeEigApfPawhFujm6hE7CV6Gymf?usp=sharing

- 7) Vendors may visit the institute to see a physical copy of a previous year's annual report of IISER Pune as a reference for the quality expected.
- 8) When the final files for printing are shared with the selected vendor, the vendor should supply 1 or 2 sample copies of the full report to the institute for approval before proceeding with printing the total number of required copies.
- 9) Please note that 50 copies are required with Hindi and English reports bound together with a common Cover. The rest 200 English copies should be bound separately.
- 10) Payment will be as per actual printed copies, i.e., 250 copies of English Report approx 172 pages each; 50 copies of Hindi Report approx 172 pages each. Part payment will be made for the English portion after printing and delivery of 200 English copies. Subsequent payment will be released after the completion of the work with printing and delivery of 50 copies of the Hindi version bound with 50 copies of the English version.
- 11) Prices shall remain valid till 31/12/2021 for Year 1 and till 31/12/2022 for Year 2.

पूर्ति के लिए नियम और शर्तें/TERMS AND CONDITIONS FOR ENQUIRY.

1. प्रत्येक दर सूची सीलबंद होनी चाहिए और उसमें पूछताछ क्र. दिनांक और देय दिनांक का उल्लेख होना चाहिए।/Each quotation should be SEALED and mention the ENQUIRY NO:DATE and DUE DATE
2. दर सूची का केवल शाम 5.00 बजे तक की स्वीकार किया जाएगा। देय दिनांक के अगले कार्य-दिवस पर दोपहर के 3.30 बजे दर सूची कंपनी के यदि कोई प्रतिनिधि उपस्थित हो तो उनके सामने दर सूची को खोला जाएगा। /The quotations will be accepted only upto 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. आई.आई.एस.ई.आर. पुणे के निदेशक, आपूर्ति एवं निपटान महानिदेशालय के प्रत्यक्ष मांग अधिकारी है। यदि पूछताछ में उल्लिखित कोई भी वस्तु मौजूदा दर- चालू संविदा सूची के अनुसार हो तो कृपया डीजीएस एंड डी के दर, संपर्क संदर्भ को उद्धृत करें और दर संविदा की प्रति भी भेज दें। /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 contact reference and also send the copy of the rate contract
4. वस्तुओं के व्यक्तिगत/ प्रति वस्तुओं के लागत का विश्लेषण प्रदान किया जाना चाहिए।/Break up of individuals cost of items should be provided.
5. मूल्य का उद्धरण निम्नानुसार निर्दिष्ट किया जा सकता है।/The price quoted may be indicated as below:
 - a) बाहर गांव की कंपनियों के लिए/For Outstations firms- आई.आई.एस.ई.आर. पुणे के लिए/FOR IISER Pune/FOR destination basis
 - b) स्थानीय कंपनियों के लिए/For Local firms: आई.आई.एस.ई.आर. पुणे में मुफ्त वितरण/Free delivery at IISER Pune
6. आपके दर में पैकिंग और अग्रेषण शुल्क का समावेश होना चाहिए। एफ.ओ.आर. स्थान की दर सूची के मामले में बीमा भी कराया हुआ होना चाहिए। पारगमन के दौरान चोरी, हानि क्षति या टूटना के खिलाफ आपके पक्ष में माल का बीमा होना चाहिए।/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.
7. यदि वितरण पूर्व स्टॉक में या भंडार में या आयात करना होगा या कार्य से प्राप्त और आदेश की रसीद के बाद वितरण के लिए कितना समय जरूरी होगा इसका विशेष उल्लेख किया होना चाहिए। अगर आपके प्रस्ताव के सामने खरीद आदेश रखा गया तो वितरण अवधि का सख्त रूप से पालन करना होगा। /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
8. जहां भी परिव्ययनीय है वहां GST का दर स्पष्टरूप से निर्दिष्ट किया जाना चाहिए। /The RATE OF GST should be clearly indicated wherever chargeable.
9. Penalty for delayed Services / LD
 - 10.1. 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.
 - 10.2. 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.
10. 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.

11. हम दस्तावेजों के विरुद्ध अग्रिम भुगतान शर्तें या भुगतान स्वीकृत नहीं करते। निम्न स्वीकृत भुगतान शर्तों के विवरण को देखिए। We do not accept advance payment terms or payment against documents. See below details of accepted payment terms.
परीक्षण/निरीक्षण और गुणवत्ता, संख्या और विनिर्देशों के आदेशों को संतोषजनक पाने के बाद आपूर्ति के नियम और शर्तें पूरी होने का समाधान के बाद, माल के प्राप्ति के बाद, आदाता के खाते में देय चेक द्वारा आपूर्तिकर्ताओं को सीधे रूप से भुगतान किया जाएगा।
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.
12. अगर उपर्युक्त किसी शर्त का पालन नहीं किया गया तो दर सूची अस्वीकृत होने की संभावना है। /The quotations are liable to be rejected if any of the above condition are not complied with
13. निविदाओं/ दर सूचियों की मुद्रित शर्तें हम पर बंधन कारक नहीं होंगी। /Printed condition of the tenders/quotations shall not be binding on us.
14. दर सूची की स्वीकृति निदेशक, भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान पुणे पर निर्भर होगी, जो सबसे कम दर सूची को स्वीकृत करने के लिए स्वयं बाध्य नहीं है और वे किसी कारण को बताए बिना किसी भी या सभी दर सूची को आंशिक रूप से स्वीकार करने या पूर्णतः अस्वीकार करने के लिए अपना अधिकार आरक्षित रखते हैं। /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.