

International Institute for Population Sciences

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TENDER NOTIFICATION NO. IIPS DLHS-3/PROJECT-PRINTING/ 09 /10

Sealed tenders are invited on behalf of the Director, International Institute for Population Sciences from reputed printers/offset printers for printing of fact sheets as mentioned below:

Sr.No.	Description	Quantity
1.	Printing of Compendium fact sheets- India and States (300 pages approx.)	500 copies

EMD Amount: Rs.10,000/- (Refundable)

Tender Cost: Rs.1,000/- (Non-Refundable)

Details of the technical specifications, terms and conditions may be obtained from the **Accounts Officer** of the Institute by paying cash/demand draft in favour of “**Director, IIPS**” for the tender cost of Rs.1,000/-. The documents can also be downloaded from our website and while submission of tender document a separate demand draft should be enclosed towards the tender document fee of Rs.1,000/-. The offers/bids will be received up to **2.00 p.m. on or before 18th August 2010**, and the technical offer will be opened on the same day at 3.00 p.m.

The Institute reserves the rights to accept or reject any or all the tenders without assigning any reason thereof.

REGISTRAR

TECHNICAL BID

QUESTIONNAIRE TO BE FILLED UP BY THE AGENCY APPLYING FOR TENDER FOR OF Printing of Compendium fact sheets- India and States, DLHS -3 Project

1. (a) Name of the Firm/Agency
(Full address with Tel. No.)

(b) Status of Agency
Including partners
2. Bio-Data of key top
Official (please attach)
3. Details of any Tie-ups
(please attach)
4. Experience in automated
Data-management
5. CTC of IT clearance of last
Three assessment year
(Please attach)
6. Financial Status of Bidder And/or his Associates
Including Annual Report of Past 3 years with ROC
(Registration of Companies) receipts duly authenticated
by Chartered Accountant.
7. Name of 3 clients wherein the contract amount
exceeding Rs.4.00 lakhs had been executed
(attach copies of work order in relevant to
Research Work Printing)
8. Registration No. of the firm/Agency
Under Maharashtra Govt or any
other Act.
9. Income Tax No./ PAN No.
10. Details of Security Money

Bank Draft No. Dated for Rs.
Date:

Signature of the Contractor or
his Authorised Signatory with
Seal of the Agency/Firm

The technical tender shall be opened at 3.00 p.m. on the date mentioned above. If the said date is declared as holiday, at a later date the tender will be opened on the next working day at 2.00 p.m.

Tender shall remain open for acceptance for ninety days from the date of opening of tenders.

Tender received without earnest money and not in proper form shall be liable to be the summarily rejected. EMD (also a separate demand draft for the tender cost in case of downloaded tender documents) should be submitted through DD for required amount in favour of **International Institute for Population Sciences, Mumbai.**

The invitation to tender calls for tender in two parts viz.,

- a) Technical Bid and**
- b) Price Bid**

- i. Technical bid shall consist of EMD (also a separate demand draft for the tender cost in case of downloaded tender documents) for the required amount as per the tender documents. Technical details should be submitted in duplicate. Deviations from tender specifications, clause-wise and commercial terms and conditions should be clearly mentioned. The tender form shall be submitted with this bid duly signed by the bidder.
- ii. Price bids shall consist of price details item-wise is also required to be submitted in duplicate.
- iii. The technical bids and price bids should be submitted in individual separate sealed covers, which shall again be put in an envelope duly sealed and super scribing the tender number.
- iv. At the time and date of opening of tender only technical bids shall be opened and read out in public.
- v. The time and date of opening of price bids shall be intimated later (if required).
- vi. Tenders not complying with the above conditions are liable to be ignored without any further reference.
- vii. Your tender should be submitted in duplicate. This tender is not transferable.

Tender document can be obtained from the **Accounts Section** of **IIPS** against submission of tender document fee as per NIT in the form of Banker's cheque/DD or cash.

General: International Institute for Population Sciences reserves the right to choose, accept or reject any or all requests/offers, in full or part, at any stage, reduce or increase the quantity, split the order, criteria of workmanship will also be a factor in the decision. IIPS will not be responsible for any postal losses or delays in receipt of documents. The tender documents are non-transferable.

International Institute for Population Sciences, Mumbai takes no responsibility for delay, loss or non-receipt of the tender document sent by post either way.

No person making a tender shall be allowed at any time on any account whatsoever, any claim for revision or modification of the rates quoted by them. No clerical error, typographical error will be considered after the opening of the tender.

Liquidated damages @ 0.5% per fortnight subject to a maximum of 5% value of order may be imposed in case of late delivery.

The quotation should be typewritten, every correction in the tender should invariably be initialled by the tenderer, failing which, and the tender will be rejected.

The tenderers should specify the minimum period required for printing of reports from the date of receipt of firm work order contract. Further extension of time will not be provided for delivery, than the minimum time indicated in the tender by the printer after firm work orders are placed by International Institute for Population Sciences.

The Director reserves the right of ordering/not ordering/altering any of the quoted requirements. The rates quoted should be inclusive of transportation, delivery of the printed reports at the Institute premises.

All tenderers should forward a declaration in the enclosed format, which should form a part of tender documents. Tenders received without this declaration will not be considered.

DECLARATION

I declare that I will abide by all the conditions set forth in the Tender Notification No. _____ dated _____ issued by the Director, International Institute for Population Sciences, Mumbai calling for tender for printing of fact sheets.

Tenderer's Signature

PRICE BID

Detailed Technical Specifications and other terms & conditions for Printing of Compendium fact sheets- India and States of DLHS -3 Project

Sr. No.	Description	Quantity
1.	No. of copies	500 copies
2.	Total text pages	300 (aprox)
3.	Total covers	500
4.	Size	8 ½ inches X 11 inches.
5.	Text Paper Quality	Imported Art paper 90 GSM
6.	Cover Page Quality	Austrian Art card 300 GSM with Lamination
7.	Text Printing	All in multi colour
8.	Cover Printing	Covers in colours with backkground colour. The printer will have to make art work for Ground colour, the specimen of which will be supplied by the IIPS.
9.	Printing Process	Offset printing for covers and text pages
10.	Binding	Section-stitching (Perfect bound)

** Except few pages, the whole test will be printed back to back (both side)*

Note: Specimen Copy is available for observation as Sample.

Rate per copy as per specifications above: _____.

Terms & Conditions:

1. Payment for any increase or decrease in number of pages as well as number of copies of Compendium fact sheets will be made on pro-rata basis.
2. The rates quoted by you should be inclusive of all charges up to IIPS, Mumbai (including printing, designing, cover creasing, binding, lamination, etc.)
3. Printers should submit their valid tax authorization certificate from appropriate authority.
4. Printers should enclose copies of similar printing orders executed by them in the recent past years.
5. 100% payment shall be released within 30 days after receipt and acceptance of full quantity of National reports at our end in good condition.
6. Before bulk printing the proof has to be approved by IIPS.
7. The printing should be error free and best quality.
8. The printer has to submit the cover page design and get it approved by IIPS within 10 days of placement of order.
9. Delivery Period:- Within 10 days from the date of final clearance/ confirmation given by IIPS for printing of Compendium fact sheets, DLHS-3 Project

A person/firm having once given a tender shall not withdraw if after its opening/acceptance and if he does so the EMD made by him will be forfeited and the tenderer is liable to make good the loss sustained.

The decision of the Director, IIPS, Mumbai shall be final in all the controversies that may arise in the matter.

Note: Complete text matter to be printed will be supplied to the printer on laser prints/tracing papers, as well as on CD.