



National Center for Biological Sciences
Tata Institute of Fundamental Research

GKVK, Bellary Road, Bangalore 560 065. India

Tel. No : 080 2366, 6344

Email: sampattuks@ncbs.res.in, www.ncbs.res.in

ENQUIRY

Ref: NCB/CF18-83/181346

November 06, 2018

Dear Sirs

Please let us have your Quotation for the following:

S.No.	Item Code	Description	Qty	UOM
1	LSCSC000786	Printing of NCBS annual report (400 copies).	400.00	NO

1. The bids shall be enclosed in an envelope and due date sealed duly marked Tender for _____ Ref No: 181346. The bids should be addressed and to be mailed to 'THE HEAD-PURCHASE'.

The bids are liable to be rejected if the sealed envelope is not addressed to "THE HEAD-PURCHASE" with Tender Ref No. and Item Description and due date. The bids delivered in person shall be dropped in Purchase Section. If the bids are sent through courier or mail, it should reach by submission date and time and NCBS will not be responsible for the delay.

2. DUE DATE FOR SUBMISSION OF QUOTATION AGAINST THIS ENQUIRY IS 23/11/2018 BY 5.30PM.

3. QUOTATIONS RECEIVED AFTER THE DUE DATE SHALL BE REJECTED.

4. The validity of your quotation should be for 60 days from the due date.

5. All duties, taxes, surcharge and cess as currently applicable must be stated in your quotation, separately. Otherwise your quote is liable to be rejected.

6. Your quotation should indicate delivery period & warranty period.

7. Delivery to be made to our stores. Please indicate charges, if any extra. Transit Insurance should be done upto NCBS Stores.

8. If you are unable to supply the quality, specifications or brand as mentioned in our enquiry, please state so and then offer alternative to quality/specifications.

9. Payment: within one month after delivery & acceptance/satisfactory installation.

10. Please ensure that the enquiry number and the due date is superscribed on the envelope failing which your quotation is liable to be rejected.

11. Since we are a public funded research institution, we are exempted from paying Customs duty (Except ad valorem duty of 5% + 2% Cess and 1% Cus Sec & High Edu. CESS vide Notification No. 51/96 with latest amendments) and excise duty vide Notification No. 10/97 CENTRAL EXCISE dated 01-03-1997 for all scientific equipments, technical instruments, equipments (including computers), their accessories, spares, consumables and software. Hence, please offer your prices

12. If the item is covered under DGS&D rate contract, please quote the rate as per the DGS&D rate contract with xerox copy of the DGS&D order.

13. Any dispute or differences that may arise between the parties shall be referred to the sole arbitration of the Centre Director or his nominees. The decision of the arbitrator shall be final and binding on the parties. The venue for arbitration shall be Bangalore. The provisions of the Arbitration and Conciliation Act, 1996 as amended from time to time shall apply. The courts in Bangalore shall have exclusive jurisdiction to deal with any or all disputes between the parties

Yours faithfully
For and on behalf of
National Centre for Biological Sciences



Head Purchase

Copy to: Prof. / Dr. / Mr. / Mrs. / Ms. / Shri / Smt. AMBILI DINESH (NCB-18N2210)
Your Indent Req. No. TEM1510002 Dated: 02/11/2018 refers.

Remarks: Printing of NCBS annual report (400 copies).



Summary

The National Centre for Biological Sciences (NCBS), located in Bangalore, is part of the Tata Institute of Fundamental Research (TIFR), specializing in advanced biological research. The Centre engages in basic and inter-disciplinary research in biology, ranging from the study of single molecules to ecology and evolution. NCBS is also part of the Bangalore Bio-Cluster, which collaborates to together fundamental research, translational studies, and technology development.

Website: www.ncbs.res.in

Tender for the Printing of the NCBS Annual Report 2017-2018

NCBS is looking for proposals by established Printers for its 2017- 2018 NCBS Annual Report. The report will highlight its scientific achievements in the years 2017-18 and provide an overview of the Centre, with profiles of its faculty and various themes.

To view the quality and nature of the project please view the NCBS Annual Reports at <https://www.ncbs.res.in/annual-report>

SECTION 1: TECHNICAL REQUIREMENTS SPECIFICATION

Scope of Work

Name of Job: Offset Printing of the NCBS Report Print

Cover : **Natural Evolution Ivory , Four (4 pages) in 280gsm - 350gsm**

Inside pages: **Natural Evolution Ivory on 120 gsm**

Size :**A4**

Binding :**Perfect Binding**

Colour : **Full colour throughout**

No. of Pages: **136 pages**

No. of copies :**400**

Print Progress, Completion & Delivery schedule:

- The Vendor will co-operate with the Designer and discuss specific details of the files.
- If the Printer is a local person, you will have to collect the files from the Designer's office.
- If the Printer is based outside the city, the files will be sent by the designer.
- The client, designer will have to view the final preprint digital version for approval.
- The preprint approval stage will require additional iterations and communication until the desired colour scheme and layout is achieved.
- Delivery will be made to the address mentioned below:

National Centre for Biological Sciences

GKVK – Post, Bellary Road,

Bangalore 560065, India.

Phone:91 80 23666001 / 02 / 18 / 19

SECTION 2: TECHNICAL EVALUATION CRITERIA

Preference will be given to the vendor that scores higher in the following categories:

Experience	The bidder must demonstrate at least 5+ years of experience in printing a Scientific Institute's Annual Report.	50%
Team	No. of members which includes a professional team which includes members with knowledge of InDesign, Adobe Illustrator and Adobe Photoshop, for on the spot corrections.	20%
References	2 references (includes at least 1 from a research institute)	20%
Portfolio	A detailed digital portfolio with links to previous Scientific annual report examples	10 %

Preparation of Bid Response

- All the documentation submitted in response to this bid must be in English.
- The bidder is responsible for all the cost that they shall incur related to the preparation and submission of the bid document.
- A letter of intent outlining why your firm/team should be chosen.
- Digital portfolio with relevant examples of brochure and annual reports
- A list of all references (minimum of 2) must be included in the bid response.
- An estimate for the prints.

Digital version and hard copies of Portfolios (optional) should be sent along with other information on Section 2 to be sent to :

Name: Chetana R

Email address: chetana@ccamp.res.in

**National Centre for Biological Sciences,
GKVK – Post, Bellary Road,
Bangalore 560065, India.**

D E C L A R A T I O N

Having examined the tender documents, we/I have understood the terms & conditions indicated and hereby confirm our acceptance of the same.

Place :

Signature of Tenderer:

Date :

Name & Address:

Telephone Nos.

Office:

Email: