



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

Ref:NCB/CF19-39/190760

July 31, 2019

ENQUIRY

Dear Sirs

Please let us have your Quotation for the following:

S.No.	Item Description	Qty	UOM
1	Designing of NCBS annual report 2018-19 to be presented to the NCBS board members and other stakeholders. Detailed specifications attached	1.00	NO

1. The quotation shall be submitted in a sealed envelope duly superscribed with the enquiry number, and the due date for Ref No: 190760. The bids should be addressed and to be mailed/couriered (sent by post/courier) 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 19/08/2019 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.

14. TIFR is a public funded research institute and is entitled to concessional rate of GST @ 5% for certain items supplied for research purpose vide notification no. 47/2017 and 45/2017 dated 14th Nov, 2017. The offer should be submitted after fully considering the above notification.

15. Liquidity Damages: If the equipment/ items as per specifications in our P.O. is not supplied (shipped) within the specified delivery schedule, then liquidated damages (not in terms of penalty) will be imposed automatically and shall be deducted from the bill at the rate of 0.5% per week subject to a maximum of 10% of the order value.

16. Income Tax at the applicable rates as per the Indian Income Tax Act 1961 will be deducted at source for the services availed / ordered. In case of service provider, the rate of tax deduction shall be at 2% as per Section 194C, and in case of fee for professional / technical services under section 194J, the tax deduction shall be at the rate of 10%. In case service provider does not provide PAN number, the deduction shall be at 20% under section 206 AA.

-Tax Deduction Certificates will be provided on request for non PAN holders & Foreign Vendors and PAN holders could avail them through NSDL site dealing with 26AS.

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



for Head Purchase

Summary:

The National Centre for Biological Sciences (NCBS), located in Bangalore, is part of the Tata Institute of Fundamental Research (TIFR), specialising 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 forms part of the Bangalore Life Sciences Cluster, which collaborates to bring together fundamental research, translational studies, and technology development.

Website: www.ncbs.res.in

Tender for the Design of the NCBS Annual Report 2018-2019

NCBS is looking for proposals by established Print designers for its 2018- 2019 NCBS Annual Report.

The Report will highlight the scientific achievements in the years 2018- 2019, provide an overview of the Centre and feature profiles of faculty and various departments. This report is required to be submitted to government departments and also intended to provide information to prospective students, researchers, and institutes who would be interested in studying at or jointly working with NCBS. We are also looking at this report to act as a brochure of sorts for visitors to NCBS, allowing them a clear picture of who we are, what we do, and our specialisations.

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

SECTION 1: TECHNICAL REQUIREMENTS SPECIFICATIONS:

Background Information:

The National Centre for Biological Sciences (NCBS) seeks to appoint a reputable service provider with a strong track record, to design, edit, and manage the annual report. The deadline is tight, as the successful service provider will have to generate a copy, edit, design, and secure approvals on both edited copy and design. The design, layout and pictorial illustrations must be aligned with the expectations of the management, as the institute has set the bar high as is evident from the past reports.

Please visit <https://www.ncbs.res.in/annual-report> to view the report archives and have a clearer sense of the expectations at hand.

The following guidelines have been outlined for this year's report:

- The publication will be approx. 190 pages of content with 4 cover pages
- This includes about 90 pages of scientific write-ups, features, and research reports from our 35 PIs.
- Single page notes from the Director, administration departments, and other content (100 pages)
- Have online PDF version of the report that can be hosted on NCBS website
- Have a version that can be loaded on pen drive for distribution

Scope of Work:

The following sections describe the services in greater detail and identify the respective responsibilities of the vendor and NCBS and mutual responsibilities necessary for completion of the services in the timeframe.

Services Required:

1. The scope of work includes designing the report (up to 190 pages), laying out the text, images, and art-work of the same.
2. Art work will include cover design, scientific report template, additional templates/layouts for administrative offices write-ups, and other sections that will contain information in the form of lists, ten (10) graphics (including one layout of the campus) specially created for sections of the report. Art work to be created using InDesign and Adobe Photoshop and Adobe Illustrator. Campus layout to be created using Architectural Planning Software
3. Editing and proof-reading of the content to ensure consistency of language, spelling and grammar, style, and appropriate use of language
4. Management of photography shoot (of faculty and possibly of facility)
5. 2 copies of dummy print for proof reading
6. Suggesting size of the paper for the report, weight and variety of paper to be used for print
7. Print supervision for the final run

System Requirements: Mac OS/ Windows

InDesign publishing software, Adobe Photoshop, and Adobe Illustrator (expertise in all 3 is essential). **NOTE: The designer must use legally licenced versions of all software.**

Design and Typesetting:

Design and typesetting will be done on edited and approved text, with at least three (3) alternative designs to be forwarded to NCBS Committee. 4 cover pages and 2 examples of inside page illustrations

Content:

NCBS will provide all content, photographs, including page fillers (unless indicated), and logos

Designer's Qualifications:

Head Designer should be professionally qualified with a degree or a diploma from a leading, highly-reputed design institute. Designer should have at least 10 years working experience with a reputed design firm or similar.

S/he should be established with proven credibility for already designing annual and other reports for reputed research organisations/institutions. The bidders are required to attach at least 3-4 copies of similar work undertaken.

Please provide details of employment and educational qualifications

Report Progress, Completion & Delivery Schedule:

- Stages for development for the report will be defined at the preliminary meeting with the chosen vendor.
- Project review meetings will be conducted at a mutually agreed upon time and location to discuss the project status, issues, new requirements and overall project satisfaction.
- Collaborate to adjust project schedules and re-deploy resources in an expeditious manner in the event of schedule delays that are beyond the control of either party.
- Meet at the conclusion of this project to bring to closure the project and capture, discuss and resolve any project issues that may have arisen.

The design of the report will require frequent communication between the chosen vendor and the institute representative. This shall include presentations or meetings at various milestones. Local travel to the institute will **not** be reimbursed. Hence the bid is set for a local vendor from **Bangalore** only, as the institute will not consider remuneration of TA and TDA.

Project Milestones:

Steps	Milestone	Description of Work	End Dates
1	Creative Brief	Signed off creative brief outlining the communication mandate of the Report	
2	Design concept and theme template	Presentation of design concepts	
3	Design Finalisation	Presentation of design concepts and finalisation of design and page layouts	4 weeks after step 1
4	Content collection	Content will be collected by NCBS from various PIs and departments for the report	To be completed by September first week 2019
5	Completed Report	Final version and 2 dummy prints of report for final approval before printing	6 weeks after step 3
6	Printed Report	Handing over of artwork to printer and print supervision	2 weeks after step 4

SECTION 2: TECHNICAL EVALUATION CRITERIA

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

Experience	The bidder must demonstrate 10 years of experience in design, layout, (editing and proofreading a plus) for a leading scientific Institute's Annual Report or similar	20%
Work Plan	A meticulous project management plan for the document with defined steps timelines	30%
Team	No. of members which includes a head designer and a professional team consisting of graphic designers (with knowledge of InDesign, Adobe Illustrator and Adobe Photoshop). Please provide CVs of members along with contact details.	5%
References	Three references (includes at least one from a research institute)	15%
Portfolio	A detailed digital portfolio with links to previous scientific annual report examples	20%
Communication Skills	Ability of designer and team to communicate concepts clearly and accurately, and explain technical design and printing terms.	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
- A project management plan for the document with defined timeline.
- Digital portfolio with relevant examples of brochure, annual reports and customised graphic presentations
- A list of all references (minimum of three) must be included in the bid response
- An estimate for the document design, proof reading, print supervision, dummy prints and any other expenses

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

Name: Mahinn Ali Khan
Telephone Number: +91 80 23666305
Email address: mahinnak@ccamp.res.in; comms@ncbs.res.in

**National Centre for Biological Sciences,
Tata Institute of Fundamental Research
GKVK - Post, Bellary Road
Bangalore
India - 560065**

Undertakings by the Bidder:

- The bidder shall prepare for a possible presentation should NCBS require such and the bidder shall be notified in good time before the actual presentation date. Such presentation may include a practical demonstration of products or services as called for in this tender.
- The bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the Principal(s) liable for the due fulfilment of this contract.

DECLARATION

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:

