



National Center for Biological Sciences

Tata Institute of Fundamental Research

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Ref: NCB/CM20-299/200399

ENQUIRY
Reminder

September 01, 2020

Dear Sirs

Please let us have your Quotation for the following:

S.No.	Item Code	Description	Qty	UOM
1	LMPMS000311	Tender for the Design of the NCBS Annual Report 2019-2020	1.00	NO
<p>Summary:</p> <p>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.</p> <p>Website: www.ncbs.res.in</p> <p>Tender:</p> <p>NCBS is looking for proposals by established Print designers for its 2019-2020 NCBS Annual Report.</p> <p>The Report will highlight the scientific achievements in the years 2019-2020, 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.</p> <p>To view the quality and nature of the project, please view the NCBS Annual Reports online at: https://www.ncbs.res.in/annual-report</p> <p>SECTION 1: TECHNICAL REQUIREMENTS SPECIFICATIONS:</p> <p>Background Information:</p> <p>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.</p>				

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. 200 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 (110 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.

(EXTRA DETAILS TO BE PUT IN THE ATTACHED DOCUMENT)

1. The quotation shall be submitted in a sealed envelope duly superscribed with the enquiry number, and the due date for Ref No: 200399. 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 07/09/2020 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.

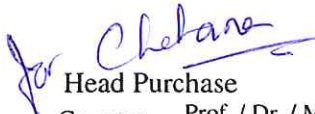
13. Any dispute or differences that may arise between the parties shall be referred to the sole arbitration of the Centre Director or his nominees. The decision of the arbitrator shall be final and binding on the parties. The venue for arbitration shall be Bangalore. The provisions of the Arbitration 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 reresearch 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

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


Head Purchase

Copy to: Prof. / Dr. / Mr. / Mrs. / Ms. / Shri / Smt. KAMESHWAR RAO (NCB-20N2210)
Your Indent Req. No. TEM3970014 Dated: 06/08/2020 refers.

Remarks: Please inform to the relevant authorised dealers the following work order for design of the NCBS annual

