Indian Academy of Sciences (IASc)
C V Raman Avenue, Post Box No. 8005,
Bengaluru 560 080

TENDER No IASc 01/2017-18

NOTICE INVITING TENDER

NAME OF WORK: PRINTING & SUPPLY OF DIFFERENT SIZES OF ENVELOPES
AND IASc FILE COVERS.
Cost of Tender document: Rs.500/-

1. IASc invites sealed Tenders for supplying of printed envelopes and file covers for one year in the
offices located at C V Raman Avenue, Post Box No. 8005, Bengaluru, under Annual Rate Contract.

2. Tenders should be on the specified form (Non-transferable) which may be obtained from Indian
Academy of Sciences (IASc), C V Raman Avenue, Post Box No. 8005, Bengaluru 560 080 during
office hours up to on payment of Rs. 500/- (Rupees Five hundred only) by demand draft of a scheduled
bank drawn in favour of Indian Academy of Sciences (Non-refundable) before 10 OCTOBER 2017 (3.00 PM).

3. The tender shall be dropped in the Tender box kept at Purchase Department, I Floor, Cabin No 106.,
IASc, C V Raman Avenue, Post Box No. 8005, Bengaluru – 560 080. Envelope of shall also contain
the EMD of Rs. 25,000/- (Rupees Twenty five thousand only) in the form of Demand Draft / Pay
Order payable in favor of Indian Academy of Sciences, Bengaluru, without EMD the Tenders will
be rejected summarily. The last date of submission of bid is 10 OCTOBER 2017 (3 PM)
The financial bids will be opened at 4 Pm on the same day in the presence of Tender
Evaluation Committee of this Academy and the representatives of the firms may be present. they so
desire.

4. The Financial bids would be sealed by the bidder in separate covers duly superscribed & both these
sealed covers are to be put in a bigger cover which should also be sealed & duly super scribed with
“Tender for Supply of Printed Envelopes and File Covers”. Tender documents can be downloaded
from IASc Website http://www.ias.ac.in/About_IASc/Tender_Notices/ or can be obtained from this
Academy personally from the Purchase Section, IASc, Cabin No. 106, I Floor, C V Raman Avenue,
Post Box No. 8005, Bengaluru – 560 080.

Date :

Place: BENGALURU

N. MAHESH CHANDRA
Executive Secretary
ELIGIBILITY CRITERIA

The contract is subject to the following eligibility criteria:

i) Only reputed firms which have vast experience in printing and supply of such items and registered with GSTN authorities are only eligible to supply.

ii) Copies of GST registration certificates and PAN card should be enclosed with the quotation.

iii) Details of such works undertaken during the last 2-3 years should be given with the quotation.

iv) The rates shall remain valid for the duration of the contract.

v) After issue of the work order, any increase in quantity of any item will be paid at the approved rates only.

vi) The firm should ensure that the printing is done and printed items are supplied within the given time frame.

vii) In case the firm is not able to undertake/supply the work/items due to any reasons, these will be arranged from some other agency at the cost and risk of Contractor.

viii) The quotation must be accompanied by Earnest Money of Rs. 25,000/- (Rupees Twenty Five Thousand Only) in the form of Demand Draft drawn on any Nationalized Bank and drawn in favour of Indian Academy of Sciences, Bengaluru. Quotations received without earnest money deposit will not be considered at all.

ix) Quotation should be sent on the letter head of the firm as per the proforma provided under Schedule of requirement. The cover containing the quotation should be sealed and subscribed "Quotation for Printing & Supply of Envelopes" and should be addressed to the undersigned in Cabin No. 106, 1st Floor, C V Raman Avenue, Post Box No. 8005, Bengaluru.

x) The IASc reserves the right to reject any or all the quotations without assigning any reason thereof.

xi) The estimated quantity required has been indicated in Annexure I in schedule of requirement. It is mandatory to fill the rates of all the items. Maximum variation in quantity can be limited to ± 20%. The firms are requested to keep in mind the economy of scale while quoting for the same. Different firms may be given different items depending upon L-1 quotation.

xii) Tender Acceptance Letter as per Annexure II should be filled in with the signature on the letter head of the company. The IASc reserves the right to accept or reject any tender in full or in part without assigning any reasons thereof. The decision of the Executive Secretary, IASc in this regard shall be final and binding on the firm.

[Signature]

N. MAHESH CHANDRA
Executive Secretary

Date:

Place: BENGALuru
CONDITIONS OF CONTRACT

a) Full payment will be made only after satisfactory completion of the contract.

b) If the contractor commits breach of any of the above terms and conditions or is not able to complete the work in time or the quality of work/paper is not of the desired level, the contract will be cancelled and security deposit shall be forfeited and the work will be assigned to another firm at the risk and cost of the contractor.

c) The representative of the firm will have to pick up the work orders from the dispatch or circulation section for printing of envelopes and will have to deliver the printed material in the Stores. No extra charges will be admissible for this purpose.

d) As most of the items of work will be of urgent and time bound nature, the work will have to be completed within the stipulated time frame.

e) The firm will ensure that proofs are shown and got approved before final printing. In case, the printing is done without getting the proofs approved and there is any error in the printing, this office will not accept such work and no payment will be made for such work.

f) No printing work shall be undertaken without prior permission/orders from the Dispatch Section / Executive Secretary (Admin.). This Academy may refuse to make payment for such work(s).

g) Very good workmanship and quality of printing & supply are of vital importance. Any shortfall in the workmanship/quality of paper will not be tolerated and the firm may be asked to undertake the work again at no extra cost.

h) If it is found at any stage that the performance, quality or work and paper is not satisfactory, the contract is liable to be terminated without any notice and the performance security shall be forfeited.

i) The lowest quoted bidder(s) shall be selected on the basis of total bid price received. However, the lowest bidder(s) has to match the rate of other technically responsive bidders for the items for which his/their rate are higher. The Academy may consider to appoint more than one printer on the same rates and in that case, order may be placed on any appointed printer at sole discretion of the Academy.

j) The contract shall be awarded to the selected bidder(s) on fixed rates for one year. However, the contract may be extended for the next two years on year to year basis, if mutually agreed by both the parties.

k) The EMD of unsuccessful bidders will be returned within 07 working days after submission of application in the prescribed format. The EMD of the successful bidder will be returned after submission of the “Performance Guarantee” or after furnishing security deposit.

l) Selected firm is required to submit “Performance Guarantee” at 10% of the contract value shall be provided by the Contractor within 15 days of awarding of Contract, failing which the entire amount shall be recovered in the first 04 months running bill. Alternatively, a Bank Guarantee from a Commercial Bank for the equivalent value may be furnished for the period of agreement with 3 months grace period. The security deposit is refundable after expiry of the agreement. The Academy reserves the right to deduct from the security deposit any amount for deficiencies in service by the contractor or to meet any statutory deficiencies. The security deposit does not carry any interest.

m) The finalized contract shall be interpreted under Indian Laws. In case of dispute of any kind, the firm shall abide by the decision of the Competent Authority, IASc, Bengaluru. In case the dispute is required to be referred to Arbitration, it shall be referred to sole arbitrator under Arbitration and Conciliation Act 1996. The place of settlement of dispute shall be Bengaluru. In the case of settlement of dispute is in the court, it will be in the jurisdiction of courts at Bengaluru.

Date:

Place: BENGALURU

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N. MAHESH CHANDRA
Executive Secretary
## SCHEDULE OF REQUIREMENT

Rates should be quoted as per unit/quantity indicated against each item.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item description</th>
<th>Size/Type</th>
<th>Approx Qty Required</th>
<th>RPU (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Printing &amp; Supply of 90 GSM Brown Envelopes with Window.</td>
<td>11 cm x 23 cm</td>
<td>3,000 ENVELOPES</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Printing &amp; Supply of 90 GSM Brown Envelopes with Window.</td>
<td>18 cm x 23 cm</td>
<td>5,000 ENVELOPES</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Printing &amp; Supply of 90 GSM Brown Envelopes with Window.</td>
<td>24 cm x 32 cm</td>
<td>3,000 ENVELOPES</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Printing &amp; Supply of 90 GSM Brown Envelopes without Window.</td>
<td>24 cm x 32 cm</td>
<td>10,000 ENVELOPES</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Printing &amp; Supply of 90 GMS Brown Envelope with cloth inside</td>
<td>24 cm x 15 cm</td>
<td>1,000 ENVELOPES</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Printing &amp; Supply of 90 GSM Brown Envelopes with Window.</td>
<td>10 cm x 15 cm</td>
<td>5,000 ENVELOPES</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Printed File Cover with the name of IASc and other details (As per sample provided)</td>
<td>Standard size</td>
<td>5,000 Files</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Printing &amp; Supply of Brown 90 GSM Sack paper in single colour duly die cut and pasted with centre tongue to hold the book intact. (As per sample enclosed)</td>
<td>23 cm X 30cm</td>
<td>36,000 ENVELOPES</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Printing &amp; Supply of Brown 90 GSM Sack paper in single colour duly die cut and pasted with centre tongue to hold the book intact. (As per sample enclosed)</td>
<td>24 cm x 31 cm</td>
<td>7500 ENVELOPES</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Printing &amp; Supply of Brown 90 GSM Sack paper in single colour duly die cut and pasted with centre tongue to hold the book intact. (As per sample enclosed)</td>
<td>25 cm x 32 cm</td>
<td>95,900 ENVELOPES</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Printing &amp; Supply of 90 GSM Kraft Folder (As per sample provided)</td>
<td>22.5 cm x 32.5 cm</td>
<td>2000 FOLDERS</td>
<td></td>
</tr>
</tbody>
</table>

Date: [Signature]

Place: BENGALURU

N. MAHESH CHANDRA
Executive Secretary
TENDER ACCEPTANCE LETTER
(To be given on Company letter Head)

To,

Sub: Acceptance of Terms & Conditions of Tender. Tender Reference No: Name of Tender / Work:

Dear Sir,

1. I/ We have downloaded/obtained the tender document(s) for the above mentioned ‘Tender/Work’ from the web site(s) namely:

As per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. to (including all documents like annexure(s), schedule(s), etc., which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ Organisation too has also been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/ entirety.

5. I/We do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department/Public sector undertaking.

6. I/We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found 'Violated, then your department/Organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

Date:

Place: (Signature of Bidder with Name)