Bid/Tender Document for Annual Rate Contract (Under 2 bid systems)
Printing (with paper), Binding and Supply of the monthly Academy
Journal – RESONANCE
(Tender No - 03/PUR/BNN/IASc-Publication/2022-23 Dt. 24 November 2022)

Tender Inviting Authority
EXECUTIVE SECRETARY, IASc
Fax: +91-080 –23616094, Tel: +91-080-22661203
E-Mail: office@ias.ac.in Visit us at www.ias.ac.in

To be downloaded from Website www.ias.ac.in tender link at below reference
(https://www.ias.ac.in/About_IASc/Tender_Notices/)

Tender document to be downloaded from the Academy website

CALANDER OF EVENTS

Date of issue of bid document: 24 November 2022 to 05 December 2022
(Except Saturday, Sunday & National Holidays)

Due date and Time for Receipt of Tender: Up to 05 December 2022 (12:00 Noon)

Date and Time of opening of bid: 05 December 2022 up to 3:00 PM.

Earnest Money Deposit (EMD): Rs. 50,000 /

Executive Secretary
24/11
Bid Document No. ........................................

Date of Issue...........................................

Name of the Firm:

................................................................................

................................................................................

................................................................................

**Important Notice**

An incomplete offer and/or late bid is liable to be ignored. Bids without Earnest Money Deposit (EMD) would be rejected. To aid the Bidders in submitting complete offers, a checklist is included in the bid document (Annexure-1). The bidders must fill this and submit along with their offer in their own interest.

**INTRODUCTION:**

Indian Academy of Sciences (referred as 'the Academy' in the document) is a professional institution under the Department of Science and Technology, Government of India. The Academy aims at promoting the progress and upholding the cause of science in pure and applied branches. Major activities include publication of scientific journals and special volumes, organizing meetings of the Fellowship, organizing discussion meetings on important scientific topics, recognizing scientific talent, improvement of science education, and taking up other issues of concern to the scientific community.

Reputed printed firms situated in Bengaluru and having satisfactory printing services/experiences of publishing scholarly journals are only to respond. The rate shall remain constant for one year from the date of award of contract. Penalty for delay – Rs. 1/- per day per copy for delay at printers end. Besides extra postage due to delay in supply of copies / failing to bulk post on the prescribed day, will be recovered from the printers bill.
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SECTION – I

INVITATION FOR THE BIDS

Printing, binding and supply of RESONANCE with Paper

1.1 Sealed bids in two parts, i.e., Technical Bid and Financial Bid are invited from high quality offset Printers in Bengaluru and adjoining region only for the Printing, Binding and Postal Despatch of the Academy Periodicals and Journals published by the Academy.

The bidder may inspect these publications of the Academy and have an idea about the nature of work involved in order to make estimates about the cost of work required to be done. Contact person:

Mrs. Srimathi,
Executive Editor of Academy Publications, Indian Academy of Sciences, C V Raman Avenue, Sadashiva Nagar, Bengaluru 80.
Phone: 080-22661248

1.2 The bids complete in all respects should reach the following address before 12.00 Noon on 02 December 2022. The Technical Bid will be opened on 05 December 2022 at 3.00 P.M in the presence of bidders who choose to be present at: Indian Academy of Sciences, C V Raman Avenue, Sadashivanagar, Bengaluru 560080.
SECTION – II

TECHNICAL SPECIFICATIONS

2.1 Introduction: The Academy is a professional body under the aegis of Department of Science & Technology, GoI. Among the activities undertaken by the Academy since 1934, publication of scientific journals has occupied pride of place. The number of journals currently published by the Academy is 13, covering all major disciplines in science & technology. The Academy is one of the biggest scientific journal publishers in the country. Besides regular journals, special publications of topical interest and Patrika – the newsletter of the Academy – are frequently brought out. Full and free access to the Academy journals is available worldwide on the website of the Academy (http://www.ias.ac.in).

2.2 Scope of Work Including Technical Specifications

To provide trouble-free Printing, Binding and Despatch services as per terms and conditions in the tender document to our satisfaction.

The journal in a month, required to be printed strictly as per schedule. The print order varies from month to month.

The periodical is published as per the following frequency (monthly)

The job is of highly prestigious nature and hence its quality and production schedule (about 07 days) have to be scrupulously maintained. In case there is any delay in supplying the proofs/printed copies to the Academy, the Executive Secretary of the Academy, reserves the right to withdraw the job and no payment would be made for any part of the job completed or in progress. The Academy also reserves the right to terminate the contract at any time without assigning any reason. The detailed technical specifications and the items for which the rates are required, are given in Annexures-1A & 1B.
SECTION - III

INSTRUCTIONS TO BIDDERS

3.1 Eligible Bidders

i) This invitation for bids is open to all high quality established and reputed printers located in Bengaluru and its adjoining regions (about 40 kms from the Academy premises in Sadashivanagar) only who have their own printing and related machinery and whose Annual Turnover of minimum of ₹ 50 Lakhs or above in printing work and capable of handling printing, supply and posting of scholarly journals. The Academy has the right to choose reputed printers outside Bengaluru.

ii) The Printer blacklisted by any Govt. Dept. Or by any other agency shall not be eligible for bidding.

3.2 Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid. The Academy will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the bidding process.

3.3 The Bidding Documents

3.3.1 The services required, bidding procedures and contract terms are prescribed in the bidding documents. In addition to the invitation for bids, the bidding documents include:

(a) Instructions to bidders
(b) Schedule of requirements
(c) Technical Specifications and Price Schedule
(d) General Terms & Conditions of Contract
(e) Contract form, etc.

3.3.2 The bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required or submission of bid not substantially responsive to the bidding documents in every respect will be at the Bidder’s risk and may result in rejection of its bid.

3.4 Preparation of Bids

3.4.1 Technical and Financial Bids: The bids are to be submitted in two separate sealed envelopes

(a) Technical Bid + EMD
(b) Financial Bid

(Sealed in two different envelopes)

3.4.2 Technical Bid
The Technical bid prepared by the bidder shall be provided in the following Technical
Response format:

Technical Response Format

1. Standing of each Bidder—Infrastructure and Experience in the Printing and Binding work, especially in printing magazines. The bidders have to submit the proof of printing three 4-colour offset printing jobs/similar contracts preferably magazine printing. For this purpose the bidder must submit the copy of three award letters, bills or payment proof, etc.

2. List of other Govt. Departments, Public Sector or Private Organizations/units for which the bidder is having the similar type of contracts.

3. Details of Typesetting, Printing, CTP, Platemaking, Binding Machinery/Equipment available with the bidder. The equipment/machinery should be fully owned and managed by bidder.

4. For the award of work, the printer should have the following equipment/facilities at one place only. In case, the printer owns more than one unit, it must clearly have mentioned.

MUST HAVE Pre-Press:

a. Pentium IV computers with higher configuration.

b. Software’s (latest versions) for formatting in English—MS Word, Pagemaker, CorelDraw, Photoshop, Winzip, InDesign, etc.

c. Media compatibility for transportation of digital data — CD, pen drive, DVD

d. Laser printer 600/1200 DPI B&W or colour.

e. Internet Connectivity.

MUST HAVE Press:

a. Four-colour sheetfed printing machine—4 Nos. (two machines must be in 23”x36” size or above)

b. CTP system

c. Automatic folding machines.

d. Flow line (gathering & stapling) machine

e. High precision cutting machine

f. Godown facility.

g. Generator facility.

5. Must enclose samples of printing paper (90 gsm Indian Gloss Art Paper indicating brand name, GSM and Mill’s name. Samples enclosed must be of high quality from reputed paper mills.

6. Copy of the certified turnover/balance sheet of the vendor for the year 2019-20 / 2020-21 and 2021-22 indicating turnover of minimum ₹ 50 Lakhs or above.

7. Copy of the PAN No.

8. Copy of valid Press Registration Certificate.

9. All the machinery should be fully owned by the printer only. Arrangements of printing
with other printer would not be acceptable. This may lead to the rejection of the bidder. Registration of GST No.
11. Printed samples demonstrating your capabilities for printing on Maplitho/Art Paper.
12. An affidavit that the bidder has not been blacklisted by any Govt. Dept./Govt. undertaking/any other agency.
13. Availability of internet access and related facilities. E-mail Address or website.

3.4.3 Financial Bid
Financial bid contains details and specifications, etc. to give rates on per copy basis, which shall include rate for Printing & Paper. GST as applicable, must also be given as asked in the price schedule.
(i) Prices quoted by the bidder shall be fixed during the bidders’ performance of the contract and not subject to variation on any account. A bid submitted with an adjustable price, quotation will be treated as non-responsive and will be rejected. Conditional Tender/Financial Bid will not be accepted.
(ii) All prices and other information like discount, etc., having a bearing on the price shall be written both in figures and words in the prescribed offer form. If there is discrepancy between the price quoted in words and figures, rectification shall be done as per clause 3.6.6.

3.5 Submission of Bids
3.5.1 Sealing and Marking of Bids
(i) The bids shall be submitted in two separate sealed covers which shall be marked as “Technical Bid” and “Financial Bid”. EMD must be enclosed with the Technical Bid.
(ii) The outer envelope containing Technical Bid and Financial Bid shall be addressed to The Executive Secretary, Indian Academy of Sciences, RRI Campus, Bengaluru 560080.
(iii) The outer and inner envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late.
(iv) Email or facsimile bids will be rejected.

3.5.2 Deadline for Submission of Bids
(i) Bids must be received by the Academy at the address given in Section-I not later than the time and date specified on the cover page. In the event of the specified date for the submission of bids being declared a holiday for the Academy, the bids will be received up to the appointed time on the next working day.
(ii) The Executive Secretary may, at his discretion extend this deadline for submission of bids by amending the bid documents, in which case all rights and obligations of the Academy and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
3.5.3 Late Bids

Any bid received by the Academy after the deadline for submission of bids prescribed by the Academy will be rejected and/or returned unopened to the bidder.

3.6 Bid Opening and Evaluation

3.6.1 Opening of Technical Bids

The Academy will open all technical bids in the first instance in the presence of bidders’ representatives, who choose to attend, at the time, on the date and at the place specified in Section-1. The bidders’ representatives present there, shall sign a register evidencing their attendance. In the event of the specified date of the bid opening being declared a holiday for the Academy, the bids shall be opened at the appointed time and location on the next working day.

3.6.2 Clarification of Bids

(i) During evaluation of the bids, the Academy may at its discretion, ask the Bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.

(ii) No Bidder shall contact the Academy on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Academy, it should be done in writing.

(iii) The tenderers could also be called for discussion and could also be allowed to modify their technical bids to suit the organization’s requirement. The idea is to arrive at a threshold level of acceptability above which all the bidders shall be treated on par. Those whose technical specifications do not reach the threshold level of acceptability shall be rejected as technically unsuitable. The bidders who finally emerge as technically acceptable shall be allowed to withdraw their price bids and send again a revised bid in a sealed envelope or to adhere to the original price bid sent. These price bids shall be opened, evaluated and the contract awarded to the lowest evaluated bidder.

(iv) Any effort by a Bidder to influence the Academy in its decisions on bid evaluation, bid comparison or contract award decisions may result in rejection of the Bidder’s bid.

3.6.3 Evaluation of Technical Bid

(i) Prior to the detailed technical evaluation pursuant to Clause 3.4.2, the Academy will determine the substantial responsiveness of each bid to the Bidding Documents. For purpose of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the Bidding Documents without material deviations.

(ii) A bid determined as not substantially responsive will be rejected by the Academy and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

(iii) The Technical bid evaluation will be done on the basis of bidder’s response to “Technical Response Format” furnished in Section 3.4.2 and 3.8.

(iv) The Technical Evaluation Committee may visit the printer’s premises for ascertaining their capabilities and the information given by them with regard to equipment/machinery and facilities available with them.

(v) Technical Bids of printers whose printing paper samples, 90 gsm Indian Gloss Art Paper, are not of acceptable quality would be rejected.
3.6.4 The bidders short-listed by the Academy based on evaluation of their technical bids may be called for detailed discussions to a team selected by the Academy for the purpose, at a specified date, time and venue, if needed.

3.6.5 Opening of Financial Bids

(i) The Academy will open the Financial bids of only those bidders which have been found to be technically qualified to undertake the job, pursuant to Clause 3.6.3.

(ii) The Financial Bids of the technically qualified bidders shall be opened in the presence of their representatives, who choose to be present, on a specified date and time and venue.

3.6.6 Evaluation and Comparison of Bids

(i) Procedure for dealing with ambiguities in rates: That if, on check there are differences between the rates given by the firm in words and in figures or in amount worked out by the firm, the following procedure shall be followed:

(a) When there is a difference between the rates in figures and in words, the rates which correspond to the amount worked out by the firm shall be taken as correct.

(b) When the amount of an item is not worked out by the firm, or if it does not correspond with the rates written either in figures or in words, then the rate quoted by the firm in words shall be taken as correct.

(c) When the rate quoted by the firm in figures and in words tallies, but the amount is not worked out correctly, the rates quoted by the firm shall be taken as correct and not the amount.

(ii) Bidders shall state their bid price for the payment schedule outlined in the Clause 4.7. Bids will be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate the reduction in bid price they wish to offer for such alternative payment schedule. The Academy may consider the alternative payment schedule offered by the selected Bidder but it may not be binding on the Academy.

3.7 Award of Contract

3.7.1 Award Criteria

(a) Subject to Clause 3.7.4, the Academy will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the best evaluated bid provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

(b) The printing work shall be entrusted to a printer

(i) Who has quoted the total lowest cost including Printing, Paper and Taxes.

(ii) Acceptable quality printing paper samples of 90 gsm Indian Gloss Art Paper for Text and 220 gsm Indian art card for cover.

(iii) Who qualifies the technical Bid in tune with the equipment and machinery installed.

As such, the printer shall execute the work as may be entrusted, as per the specific instructions and mutually acceptable production schedule and schedule of delivery in a business-like manner.
3.7.2 Executive Secretary’s Right to accept any Bid and to reject any or All Bids

Executive Secretary reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Academy’s action.

3.7.3 Notification of Award

(i) Prior to the expiration of the period of bid validity, the academy will notify the successful Bidder in writing by registered letter or by e-mail/hand delivered or by fax to be confirmed, that its bid has been accepted.

(ii) The notification of Award will constitute the formation of the Contract.

3.7.4 Signing of Contract

(i) At the same time as the Academy notifies the successful Bidder that its bid has been accepted, the Academy will send the Bidder the Contract Form provided in Annexure-6 of the Bidding Documents, incorporating all agreements between the parties.

(ii) Within three (3) days of receipt of the Contract Form, the successful Bidder shall sign and date the Contract and return it to the Academy.

3.7.5 Performance Security

(i) The Vendor should furnish performance security to the Academy for an amount of 10% of order value in accordance with the Conditions of contract, in the Proforma for Bank Guarantee for Performance Security prescribed by the Academy (Annexure-2) or another form acceptable to the Academy. The payment will be released subject to the production of this document.

(ii) Failure of the successful Bidder to comply with the requirement of Clause 3.7.4 or Clause 3.7.5 (i) shall constitute sufficient grounds for the annulment of the award in which event the Academy may make the award to the next evaluated bidder or call for new bids.

3.7.6 Corrupt or Fraudulent Practices

(i) Vendors shall observe the highest standard of ethics during the procurement and execution of the contract.

(ii) The Academy will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

(iii) The Academy will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for this bid, or in executing the contract.

3.7.7 Miscellaneous

(i) It will be imperative on each bidder to fully acquaint itself of all the local conditions and factors which would have effect on the performance of the work and its cost.

(ii) During the validity of this bid or during the extended period, if any, if the bidder provides the same or equivalent services to any other Department/Organization in India at a price lower than the price fixed for the Academy, the bidder shall automatically pass on the benefits to the Academy.

(iii) Subject to commercial bid, the Academy reserves the right to give preferences to the service provider who has substantial experience in printing scholarly journals.
3.8 Factors affecting the Award of Contract

(i) The bidder should have their own Contract support facilities in the approved Industrial Area. The support facilities should be fully owned and managed by the bidder. Arrangements of printing with other printer would not be considered.

(ii) Conformity with the Request for Bid/Tender required and conditions.

(iii) The assessment based on the response to Technical Response Format 3.4.2.

(iv) The assessment of the capability of the bidder to meet the terms and conditions.

(v) Experience in printing magazines.

(vi) The assessment of the capability of the bidder with respect to facilities and equipment/machinery available with the printer for the satisfactory execution of the job.

(vii) Quality of paper samples enclosed by the printer; Art paper 90 gsm for text and 220 gsm for cover to be used by the printer for printing the magazine. Technical Bid of the printer whose printing paper samples are not of desired quality would be rejected.
SECTION - IV

GENERAL TERMS AND CONDITIONS OF CONTRACT

4.1 Definitions and Interpretation

In this contract, the following terms shall be interpreted as indicated:

(i) "The Contract" means the agreement entered into between the Academy and the Vendor as recorded in the Contract Form signed by the parties, including all the attachments and appendices thereto and all documents incorporated by reference therein;

(ii) "The Contract Price" means the price payable to the Vendor under the Contract for the full and proper performance of its contractual obligations;

(iii) "the Academy" means the organization intending to get Printing & Binding services. It means and includes an officer who is authorised on behalf of the Executive Secretary, Indian Academy of Sciences, C.V. Raman Avenue, Bengaluru 560080.

(iv) "The Vendor" means the firms providing the desired services under this Contract;

(v) "The Site" means the Academy Premises; and

(vi) "Day" means calendar day.

4.2 General Terms & Conditions of the Contract

1. Quotation must be submitted ONLY ON THE ENCLOSED PROFORMA and every page must be signed by the authorized official of the quoting firm, failing which it is liable to be rejected. The vendor must return the tender document duly signed and stamped as a token of acceptance of Terms and Conditions.

2. If the firm fails to execute the job within the stipulated time or leaves the job incomplete or refuses to complete the work or takes more time than the schedule fixed, then the firm will be liable to be penalized. The Executive Secretary of the Academy, reserves the right to impose a penalty at his discretion. In such cases, the Executive Secretary reserves the right to the termination of the contract without any advance notice and the firm will be black-listed.

3. Printing bills will be accepted and admitted only after the work is done satisfactorily after completion and approval. The press should submit pre-receipted bills in triplicate.

4. The Institute reserves the right to terminate the contract at any time without assigning any reason. In case of any dispute arising out of the job contract, the decision of the Executive Secretary of the Academy will be final.

5. The Executive Secretary of the Academy reserves the right to get one or more issues printed from other presses if backlogs are accumulated.

6. The job is of highly prestigious nature and hence its quality and production schedule have to be scrupulously maintained. The Executive Secretary of the Academy production staff may visit printer’s premises to check printing, paper quality, etc.
7. There will not be any enhancement of rates quoted and approved during the period of contract. Hence, the vendor shall quote the rates keeping in mind the enhancement of printing and paper costs during the tenure of the contract. Renewal of contract for subsequent years may be considered on satisfactory completion of jobs.

8. In case of
   (I) Default in maintaining time schedule;
   (II) Delayed
   (III) Bad quality printing;
   (IV) Short supply or damaged copies.

Penalty would be imposed.

9. Penalty for delay in completion of work will be invoked @ \₹3000/- per day & 2% of the value of work for non-fulfillment of requirement and terms & conditions.

10. Deductions on account of short supply or copies found damaged would be done by the Academy.

11. Printing may be required to be done on 90 gsm Indian Gloss Art Paper. Best quality printing inks are to be used for Printing. The print-quality and the materials used can also be checked by the Academy staff during the printing on the machines at printer's premises.

12. To and Fro free messenger service would have to be provided by the Press for collecting the material and delivery of proofs at the Academy.

13. Colour laser proofs of 4-colour pages are to be shown for approval for which no extra payment would be made.

14. The printer would have to ensure safe custody of material supplied for printing, e.g. Manuscripts, proofs, photographs, floppies, zips, CD, pen drives etc. In case of any loss or damage, the printer would have to make good the loss as per the decision of the Academy.

15. The bound copies must be properly packed and supplied to the Academy Stores at the stipulated dates as per schedule. The packing shall be in bundles of 50 copies each.

16. Once the final lot of copies is delivered at the Academy, printer is also required to submit the final data of respective month in soft copy i.e. CD for uploading on website of the Academy.

17. All the damaged or badly printed copies would be replaced by the Press at its own cost for which no additional paper or printing cost would be paid by the Academy.

18. This contract will remain valid for a period of 12 months (ONE YEARS) initially. However, the contract may be extended or curtailed at the discretion of the Executive Secretary of the Academy, depending on the performance of the firm.

19. The Earnest Money Deposit (EMD) amounting to \₹50,000/- (Rupees Fifty Thousand Only) by way of Demand Draft in favour of INDIAN ACADEMY OF SCIENCES issued by any Nationalised bank, should accompany the original tender. All tenders which are received without earnest money will be rejected.
20. The Earnest Money can be adjusted against the Performance Security Deposit required to be furnished by the successful tenderer.

21. The successful tenderer will be required to deposit 10% of order value as Performance Security Deposit.

22. The Earnest Money will be liable to be forfeited if the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of his tender or fails to furnish the Security Deposit.

23. Earnest Money is liable to be forfeited if the contractor selected for the work fails to confirm the acceptance of the order within seven days from the date of intimation to that effect or fails to start the work from the date of commencement given in the work order.

24. Canvassing in connection with the tender is strictly prohibited and the tenders submitted by the contractor who resort to canvassing will be liable to rejection on that ground alone.

25. The Printing & Binding work contract of the Academy journals and periodicals will be made on the basis of evidence of their experience and performance in their respective areas and not merely on the basis on lowest rate basis.

26. Tenders must enclose best quality printing paper samples of: 90 gsm Indian Gloss Art Paper (high gloss), Art Card 220 GSM for Cover Page. Samples must contain details like:
   (i) Brand Name
   (ii) Mill’s Name
   (iii) GSM

27. Tenders are requested to please enclose a pre-receipt towards the receipt of their Earnest Money so that the same may be returned to un-successful tenderers.

28. Tenders should be submitted in a SEALED COVER with quoting reference written on the envelope and address to the Executive Secretary, Indian Academy of Sciences, C V Raman Avenue, Bengaluru 560080. They will be received up 12.00 Noon on or before 05 December 2022 and will be opened on 05 December 2022 at 15.00 hours on the same day at the Academy Office, in the presence of the authorised representative of quoting firm (One member only).

29. Tenders and/or Earnest Money received after 12.00 Noon on 05 December 2022 whether sent by post or delivered in person are liable to be rejected.

30. The Executive Secretary of the Academy reserves the right to accept or reject any or all the quotations without assigning any reason and engage more than one printing contractor for award of printing jobs.

4.3 Performance Security

(i) The Vendor/Contractor should furnish performance security to the Academy for an amount of 10% of order value valid up to 12 months from the date of implementation of the Contract.

(ii) The proceeds of the performance security shall be payable to Indian Academy of Sciences as compensation resulting from the Vendor’s failures to complete its obligation
under the contract.

(iii) The performance security shall be in one of the following forms
(a) A Bank guarantee from a scheduled bank in as per form provided by the Academy in Annexure-2 or another form acceptable to the Academy, or a Bankers Cheque or Demand draft.

4.4 Payment Conditions
Payment will be made within 10 working days of receiving bills after satisfactory execution of the jobs.
The Executive Secretary of the Academy reserves the right to make suitable deduction from the Printer’s bill in case printing work is delayed and if the quality is not found satisfactory.

5. Work flow involved in printing and posting of the journal.

(i) Editorial Office sends the final PDF (distilled using Springer specifications) to the press between 2nd and 5th of every month (unless special permission is taken).

(ii) The hi-resolution original images are also shared with the press.

(iii) The press replaces the images on the PDFs to create hi resolution print files and send the soft copy of all pages (including cover and contents) for approval.

(iv) Any changes/corrections are communicated to the press. Corrections in the articles are carried out at the journal office and the PDFs are resent. Any corrections in the cover or contents are carried out at the press.

(v) After the approval of the soft copy, the press prepares the plates and provides the machine proofs for approval.

(vi) Post approval of the machine proof, 10 advanced copies are printed and made available to the office within 7 working days.

(vii) The issues are posted to the subscribers on the 15th of every month.

(viii) All matters with regard to technical specifications are to be discussed with copy editor and Executive Editor.

(ix) Mailing address of the subscribers in soft copy will be provided by the Academy sufficiently in advance of the day of posting, on monthly basis. They should be posted on the envelope approved by the Academy, sorted and posted at PATRIKA CHANNEL MYSORE ROAD BENGALURU on 17th of every month.
**SECTION - V**

**ANNEXURES/ FORMATS FOR BID SUBMISSION**

*ANNEXURE - 1*

**Check List for Bid/Tender Submission**

The following check-list must be filled in and submitted with the bid/Tender document:

**Technical Bid**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Has the bid document been issued to you?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>2. Has the bid document been downloaded from the internet?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>3. Have you attached the Bid/Tender Form (Technical Bid) shown in Annexure-3</td>
<td>Yes/No</td>
</tr>
<tr>
<td>4. Have you attached a copy of the Turnover/audited balance sheet of your firm?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>5. Have you provided details of Typesetting, Printing, CTP, Platemaking, Binding Machinery/Equipment's available with you?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>6. Have you attached the copy of Press Registration.</td>
<td>Yes/No</td>
</tr>
<tr>
<td>7. Copies of relevant work orders.</td>
<td>Yes/No</td>
</tr>
<tr>
<td>8. Have you attached Questionnaire Annexure – 7</td>
<td>Yes/No</td>
</tr>
<tr>
<td>9. Have you attached paper samples of LWC 60 gsm and 90 gsm</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

**Financial Bid**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Have you attached the Bid/Tender Form (Financial Bid) in the format shown in Annexure-4?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>2. Have you attached Price Schedule as specified in Annexure – 1(B)?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>3. Have you attached the statement of deviations, if any, from the Financial terms and conditions in the format specified in Annexure-5?</td>
<td>Yes/No</td>
</tr>
<tr>
<td></td>
<td><strong>TECHNICAL SPECIFICATIONS &amp; MECHANICAL DATA</strong></td>
</tr>
<tr>
<td>---</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>1.</td>
<td><strong>TITLE</strong> : RESONANCE (An English Monthly Science Journal)</td>
</tr>
<tr>
<td>2.</td>
<td><strong>PRINT ORDER</strong> : a) May range from 500-1000 Copies per month / b) 1000-1500 Copies per month / c) 1500-2000 Copies per month / d) 2000-2500 Copies per month (The print order may vary). The press should have the capacity to print significantly higher number.</td>
</tr>
<tr>
<td>3.</td>
<td><strong>NUMBER OF PAGES</strong> : 150 pages (Text) + (i-iv) Cover An issue of 150 pages contains 75 pages in 4-colour; 75 pages in B/W OR • 200 pages (Text) + (i-iv) Cover An issue of 200 pages contains 100 pages in 4-colour; 100 pages in B/W (May vary will be indicated in Work Order every month)</td>
</tr>
<tr>
<td>4.</td>
<td><strong>TRIMMED SIZE</strong> : 18 x 24 cm</td>
</tr>
<tr>
<td>5.</td>
<td><strong>PRINT AREA</strong> : 14.5 cm x 22 cm</td>
</tr>
<tr>
<td>6.</td>
<td><strong>PRINTING</strong> : Text: In 4-colour and B/W Cover: In 4-colour</td>
</tr>
<tr>
<td>7.</td>
<td><strong>TEXT FORMES BREAK-UP</strong> : (Form break-up may vary)</td>
</tr>
<tr>
<td>8.</td>
<td><strong>PAPER</strong> : Cover: 220 gsm Indian Art card and Text: 90 gsm Indian Gloss Art paper (To be arranged by the printer. Must be White, glossy and high quality with high brightness (85%, Min.) from reputed Indian paper mills).</td>
</tr>
</tbody>
</table>
**ANNEXURE – I(b)**

**TECHNICAL SPECIFICATIONS & MECHANICAL DATA AND PRICE SCHEDULE FOR QUOTING THE RATES PER COPY**

(Printing + Paper)

The complete text and cover material (4-colours) in print ready PDF would be provided in a computer CD, pen drive and the printer would have to carry out the printing of the copies and deliver at the Academy as per the schedule.

<table>
<thead>
<tr>
<th>No.</th>
<th>Specification</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>TITLE</td>
<td>RESONANCE (An English Monthly Science Journal)</td>
</tr>
<tr>
<td>2.</td>
<td>PRINT ORDER</td>
<td>a) 500-1000 Copies per month / (b) 1000-1500 (c) 1500-2000 (d) 2000-2500</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The press should have the capacity to print significantly higher number.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Note - Present order is 1000-1500</td>
</tr>
<tr>
<td>9.</td>
<td>NUMBER OF PAGES</td>
<td>150 pages (Text) + (i-iv) Cover</td>
</tr>
<tr>
<td></td>
<td></td>
<td>An issue of 150 pages contains (75 pages in 4-colour; 75 pages in B/W)</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>OR</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- 200 pages (Text) + (i-iv) Cover</td>
</tr>
<tr>
<td></td>
<td></td>
<td>An issue of 200 pages contains (100 pages in 4-colour; 100 pages in B/W)</td>
</tr>
<tr>
<td>3.</td>
<td>TRIMMED SIZE</td>
<td>18 x 24 cm</td>
</tr>
<tr>
<td>4.</td>
<td>PRINT AREA</td>
<td>14.5 cm × 22cm</td>
</tr>
<tr>
<td>5.</td>
<td>PRINTING</td>
<td>▶ Cover is printed in 4-colour (1st to 4th cover),</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▶ An issue of 150 PP contains 50% in 4c; 50% IN b/w pp (May vary issue to issue) printed on 90 gsm Indian Gloss Art Paper.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▶ Cover is printed on 220 GSM Indian art card. Perfection.</td>
</tr>
<tr>
<td>6.</td>
<td>BINDING</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>TEXT FORMES BREAK-UP</td>
<td>(Printed in 4-colour on both sides.)</td>
</tr>
<tr>
<td>8.</td>
<td>PRINTING PAPER</td>
<td>To be arranged by the printer at his costs.</td>
</tr>
<tr>
<td>9.</td>
<td>Posting</td>
<td>Mysore road post office</td>
</tr>
</tbody>
</table>
**PRICE SCHEDULE (Printing with Paper)** Quote Your Rates per Copy

- **Text:** 90 gsm C2C Gloss Art Paper, white  
  (Best quality/90gsm)  
  **Cover:** 220 GSM Art Card

2. GST if any (.....%)

### A) Rate per copy for 500-1000 (Printing + Paper) (in ₹)

| In Figures | In Words
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>₹ ....per copy</td>
<td>₹ ....per copy</td>
</tr>
</tbody>
</table>

### B) Rate per copy for 1000-1500 (Printing + Paper) (in ₹)

| In Figures | In Words
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>₹ ....per copy</td>
<td>₹ ....per copy</td>
</tr>
</tbody>
</table>

### C) Rate per copy for 1500-2000 (Printing + Paper) (in ₹)

| In Figures | In Words
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>₹ ....per copy</td>
<td>₹ ....per copy</td>
</tr>
</tbody>
</table>

### D) Rate per copy for 2000-2500 (Printing + Paper) (in ₹)

| In Figures | In Words
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>₹ ....per copy</td>
<td>₹ ....per copy</td>
</tr>
</tbody>
</table>

3. **Mailing charges**

   - * Rate per unit for 500-1000
   - * Rate per unit for 1000-1500
   - * Rate per unit for 1500-2000
   - * Rate per unit for 2000-2500

\[ \text{.........................} + \text{GST} \quad \text{......% if any} \]

\[ \text{.........................} + \text{GST} \quad \text{......% if any} \]

\[ \text{.........................} + \text{GST} \quad \text{......% if any} \]

\[ \text{.........................} + \text{GST} \quad \text{......% if any} \]

---

**Note:** Must enclose samples of printing paper giving Brand name, GSM and Mill’s name. Without samples quotations would not be considered. Samples enclosed must be of high quality from reputed paper Mills.
ANNEXURE-2

PROFORMA FOR BANK GUARANTEE FOR PERFORMANCE SECURITY
(To be stamped in accordance with the stamp act)

Page | 21

Ref: ___________________________

Bank GuaranteeNo: ___________________________

To

The Executive Secretary,
Indian Academy of Sciences, C V Raman Avenue, Bengaluru 560080

Dear Sir,

In accordance with the Award of ‘Printing and Binding of _____’ Contract at the Academy, M/s ___________________________ (hereafter called the Vendor) having their Registered/Head Office at ___________________________ wish to avail the same. As an irrevocable Bank Guarantee against supply of goods and its warranty for an amount of ₹ _______________ (Rupees ___________________________), equivalent to the ____________% of the contract price is required to be submitted by the Vendor as a condition precedent for the award of contract, which amount is liable to be forfeited/adjusted on the happening of any of the following:

1. If the Vendor withdraws his contract during the period of contract specified by the Vendor on the bid form.
2. If the Vendor, having been accepted the Award of contract
   (a) fails or refuse to execute the contract within the stipulated time, i.e., 10 days
   (b) fails or refuse to provide the satisfactory services during the warranty period.

We, the ___________________________ Bank at having our head office at ___________________________ and local office ___________________________ Guarantee and undertake to pay immediately on demand by the Academy, the amount of ₹ _______________ (Rupees ___________________________) without any reservation, protest, demur and recourse. Any such demand made by the Academy shall be conclusive and binding on us, irrespective of any dispute or difference raised by the Vendor.

The Guarantee shall be irrevocable and shall remain valid up to 12 months, if any further extension of any guarantee is required, the same shall be extended to such required period on receiving instructions from M/s ___________________________ on whose behalf this guarantee is issued.

In witness whereof the bank through its authorised officer, has set its hand and stamps on this day of _______________, 2018.

Witness:

1) Signature: ___________________________ 2) Signature ___________________________
   Name: ___________________________ Name: ___________________________
   Address: ___________________________ Address: ___________________________

Signature
Name: ___________________________
(Designation with stamp)

21 | Page
ANNEXURE -3

BID FORM
(technical bid)

(to be submitted on the firm's letter head and signed by an authorised person)

To
The Executive Secretary,
Indian Academy of Sciences, C V Raman Avenue, Bengaluru 560080

Ref: Bid document No............................
dated...............................  

Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer for Printing & Binding of _______ as per the schedule of requirements and in conformity with the said bidding documents.

We undertake, if our bid is accepted, to provide Printing & Binding Services in accordance with the schedule specified in the bidding documents.

If our bid is accepted, we will submit a bank guarantee for the sum equivalent to 10% of ₹ ................... of the Estimated Contract Price for the due performance of the Contract, in the form prescribed by the Academy.

We agree to abide by this bid for a period of 90 days after the date fixed for opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

WE DECLARE

1. That we are equipped with adequate machinery for undertaking Printing & Binding of ______________ with paper, monthly magazine, published by the Academy.

2. We hereby offer to supply the Services at the prices and rates mentioned in the Financial Bid.

3. We enclose herewith the complete Technical Bid as required by you. This includes:
   - Bid form
   - Copy of the audited balance sheet of the company.
   - Details of PAN No.
   - Technical details of the services offered
   - Copies of relevant work orders
   - Details of Machinery/equipment available with us for undertaking the jobs.
   - Printing Paper samples.
4. We have carefully read and understood the terms and conditions of the bid/tender documents and the conditions of the contract applicable to the bid document and we do hereby undertake to provide services as per these terms and conditions.

5. Certified that the bidder is a sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of the sole proprietor, or

a partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney, or

a company and the person signing the document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorised to sign the bid document)

6. We do hereby undertake, that, until a formal work order is prepared and executed, this bid, together with your written acceptance thereof and placement of letter of intent awarding the work order, shall constitute a binding contract between us.

Dated this day of .................. 2021

Details of enclosures.

Signature of Bidder

Full Address ............................

Telephone No..........................

Telegraphic Address: ....................

Fax No .................................

E-mail .................................

COMPANY SEAL
ANNEXURE - 4

BID FORM
(Financial Bid)

(on the letterhead of the firm submitting the bid document)

To
The Executive Secretary,
Indian Academy of Sciences,
C V Raman Avenue, Bengaluru 560080

Ref: Bid document No ...................... dated ......................

Sir,

Having examined the bidding/tender documents and having submitted the technical bid for the same, we, the undersigned, hereby submit the financial bid for Printing, binding and supply of RESONANCE with Paper as per the schedule of requirements and in conformity with the said bidding documents.

We hereby offer to supply the Services at the prices and rates mentioned in the Commercial Bid.

We do hereby undertake, that, in the event of acceptance of our bid, the supply of Services shall be made as stipulated in the schedule to the Bid document and that we shall perform all the incidental services.

We enclose herewith the complete Financial Bid as required by you. This includes:

- Bid Letter
- Price Schedule
- Statement of deviations from Financial terms and conditions

We agree to abide by our offer for a period of 90 days from the date fixed for opening of the bid documents and that we shall remain bound by a communication of acceptance within that time.

We have carefully read and understood the terms and conditions of the bid document and we do hereby undertake to abide as per these terms and conditions. The Financial Deviations are only those mentioned in the statement of deviations from financial terms and conditions.
Certified that the bidder is:

a sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of sole proprietor,

or

a partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/ by virtue of general power of attorney,

or

a company and the person signing the bid document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorised to sign the bid document.)

We do hereby undertake, that, until a formal work order is prepared and executed, this bid, together with your written acceptance thereof and placement of letter of intent awarding the work order, shall constitute a binding contract between us.

Dated this day of .................. 2021

Signature of Bidder

Details of enclosures

Full Address:..............................................
Telephone No.:...........................................
Telegraphic Address:.................................
Fax No.:...................................................
E-mail:...................................................

COMPANY SEAL
Dear Sir,

Following are the Financial deviations(s) and variation(s) from the exceptions to the specifications and documents for the Bid document. These deviation(s) and variation(s) are exhaustive. Except these deviation(s) and variation(s), the entire work shall be performed as per your specifications and documents.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Section No.</th>
<th>Clause No.</th>
<th>Statement of deviation(s) and variation(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

(Signature of the bidder)

Name:........................................
Place:........................................
Date:........................................
Seal:..........................................
ANNEXURE-6

CONTRACT FORM

This agreement made the ......................... day of ..................... 2021 between
Indian Academy of Sciences (Hereinafter the “Academy”) of
one part

.......................... ................................................................. (Name of the Vendor)
(Hereinafter the ‘Vendor’) of the other part.

Whereas the Academy invited bids for certain services, viz. Printing of RESONANCE
JOURNAL OF SCIENCE EDUCATION with paper, and has accepted a bid by the supplier for
the supply of those services in the sum of

.......................... ................................................................. Rupees

..................) (Contract Prices in words and figures) (hereinafter called the ‘Contract
Price’)

Now this agreement is witnessed as follows:
1. In this agreement words and expressions shall have the same meanings as are respectively
assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this
agreement, viz.,
(a) the bid form and the price schedule submitted by the bidder
(b) the technical specifications
(c) the General terms and conditions of the contract
(d) the Academy’s notification of award

1. In consideration of the payments to be made by the Academy to the Vendor as hereinafter
mentioned, the Vendor hereby covenants with the purchaser to provide the services and to
remedy defects therein conformity in all respects with the provisions of the contract.

2. The purchaser hereby covenants to pay the Vendor in consideration of the provisions of
services, the contract price or such other sum as may become payable under the provisions of
the contract at the times and in the manner prescribed by the contract.

Brief particulars of the Vendor are as
under: TOTAL VALUE:
In Witness whereof the parties hereto have caused this Agreement to be executed in accordance
with their respective laws the day and year first above written.
Signed sealed and delivered by the
Said ....................................................... (for the purchaser)

In the presence of ..........................................................

Signed sealed and delivered by the
Said ....................................................... (for the supplier)

In the presence of ..........................................................
## QUESTIONNAIRE

<table>
<thead>
<tr>
<th>Machinery/Equipment's/Facilities</th>
<th>Qty.</th>
<th>Model Yr.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. TYPESETTING</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pentium IV Computers with higher configuration</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Software's (latest version) — MS Word, Page Maker, Corel Draw, Photoshop, Win Zip, InDesign, etc. for formatting both in English and Hindi</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Media for Transportation of digital data — CD, pen drives and uninterrupted Internet connectivity</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Laser Printer 600/1200 DPI (B&amp;W)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Laser printer (colour)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>2. CTP SYSTEM</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3. CTP FACILITIES</strong></td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td><strong>4. PRINTING MACHINES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Four-colour Sheet-fed Offset Printing Machine (23&quot; × 36&quot; or above)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Four colour web offset (heatset) printing machine (23&quot; × 36&quot; or above)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>5. BINDING FACILITIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Folding machine</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Flowline (Gathering &amp; Stapling) Machine</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Cutting Machine (high precision)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>6. GODOWN FACILITY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capacity to store printing paper</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>7. GENERATOR</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>