

ADVERTISEMENT PUBLISHED

Govt. of India, Dept. of Space
Indian Space Research Organisation
Indian Institute of Remote Sensing
4, Kalidas Road, Dehradun – 248001
Uttarakhand

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E-mail : pns@iirs.gov.in

Notice Inviting Tender

On behalf of President of India, Indian Institute of Remote Sensing, Dehradun invites sealed tender for the followings.

Sl. No.	Tender No	Description	Qty.
1.	GIPP2014000335-01	Rate Contract for Printing & Supply of various documents such as News Letters, Course Brochures, Course Reports, memoirs, Lecture Notes, Letter Head etc., (Detailed Specifications, Terms & Conditions as per tender documents)	01 Job.
2.	GIDI2014000336-01	Work Contract for Security arrangements at main gate of IIRS Campus round the clock. (Detailed Specifications, Terms & Conditions as per tender documents)	01 Job.
3.	GIDI2014000352-01	Work Contract for carrying out Data Entry/Computerization of records etc. (Detailed Specifications, Terms & Conditions as per tender documents)	01 Job.

Tender Fee	₹ 227/-
Last date for issue of Tender Forms	05-01-2015 upto 12:00 hrs
Due date for Receipt of Tender	06-01-2015 upto 14:00 hrs
Date of opening of technical Bids	06-01-2015 at 15:00, 15: 30 & 16:30 hrs respectively

Tender forms can be purchased from Purchase & Stores Section, IIRS on all working days on payment of ₹ 227/- in the form of DD drawn in favour of Pay & Accounts officer, IIRS Dehradun payable at Dehradun or can be downloaded from www.iirs.gov.in. When tender forms are downloaded, DD for ₹ 227/- drawn in favour of Pay & Accounts officer, IIRS Payable at Dehradun shall be attached with tender document.

निदेशक / Director

AMAR UJALA (HINDI), DATED : 10.12.2014
THE HINDU (NATIONAL) ENGLISH, DATED: 12.12.2014

**GOVERNMENT OF INDIA
DEPARTMENT OF SPACE
INDIAN INSTITUTE OF REMOTE SENSING
IIRS
DEHRADUN
PURCHASE & STORES
INVITATION TO TENDER**

Ph No: 0135 - 2524317, 4318
Fax 0135 - 2748041
Email: pns@iirs.gov.in

Date : 16/12/2014

M/s

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Our Ref No : GIPP 2014-000335-01

Tender Due: 14:00 Hrs ISTon 06/01/2015

Opening : 15:00 Hrs ISTon 06/01/2015

Dear Sirs,

Please submit your sealed quotation , in the Tender Form enclosed here along with the descriptive catalogues / pamphlets /literature ,superscribed with Our Ref.No. and Due Date for the supply of the following items as per the terms & conditions mentioned in Annexure(Form No:)

S.No.	Description of Items with Specifications	Unit	Quantity
1	Rate Contract for Printing & Supply of various documents such as News Letters, Course Brochures, Course Reports, Memoirs, Lecture Notes, Letter Head etc., Note: Period of Contract: 01 Year which is extendable by two more years	Job.	1

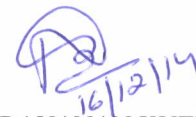
DELIVERY AT: IIRS

MODE OF DESPATCH ON SITE

DUTY EXEMPTIONS

SPECIAL INSTRUCTIONS NIL

SPECIFIC TERMS


16/12/14

V.V. NARAYANAN KUTTY
PURS. & STORES OFFICER

For and on behalf of the President of India
The Purchaser

GOVERNMENT OF INDIA
DEPT. OF SPACE, GOVT. OF INDIA
INDIAN SPACE RESEARCH ORGANISATION
INDIAN INSTITUTE OF REMOTE SENSING
No.4, KAIKAS ROAD, P.B.NO.135, DEHRADUN-248001


PURCHASE DEPARTMENT

NO.IIRS/P&S/GIPP-2014-000335-01/ PT-08/14-15

Date : 15/12/2014

SPECIAL TERMS AND CONDITIONS FOR SUBMITTING TWO PART BID

1. This is a two part tender viz., Techno-Commercial Bid (consisting of Technical Specifications, Commercial terms & condition etc.) and Price Bid. Hence, quotation should be submitted in separate sealed covers super-scribing "Tender No. **GIPP-2014-000335-01/PT-08/14-15, Due on 06.01.2014 at 15:00 hrs** (Techno Commercial Bid) and Tender No. **GIPP-2014-000335-01/PT-08/14-15, Due on 06.01.2014 at 15:00 hrs. (Price Bid)**.
2. Both the sealed tenders (Techno commercial & Price bid) should be kept in one big cover super scribing TENDER for Rate Contract for Printing & Supply of Various Documents etc. against Enquiry No. **GIPP-2014-000335-01/PT-08/14-15, Due on 06.01.2014 at 15:00 hrs** and put in the Tender Box available in Purchase Division, IIRS or send by post within the due date and time prescribed.
3. Only Techno Commercial bid will be opened on the date of tender opening. The price Bids of those tenderers whose Techno Commercial Bids are found to be meeting our specifications / requirements will be opened in the presence of attending tenderers at the date and time to be notified later.
4. The Techno-Commercial Bid should have technical & commercial details only. No price should be quoted in the Techno-Commercial Bid.
5. Tenderer can download the tender documents from the Website (www.iirs.gov.in) When Tender form is downloaded DD for Rs 227/- drawn in favour of Pay & Accounts Officer, IIRS payable at Dehradun shall be attached along with the technical bid.
6. Fax/e-mail offers shall not be considered for TWO PART BIDS
7. All the pages of your offer should be signed/initialed by competent authority and affixed with your company's seal.
8. EMD of Rs. 10,000/- to be submitted along with the quotation in the form of Crossed Demand Draft drawn on any Nationalized / scheduled bank in favour of Pay & Accounts Officer, IIRS, payable at Dehradun Quotation received without EMD will not be considered. The EMD of unsuccessful bidder will be returned after finalization of order.


16/12/14

Purchase & Stores Officer

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Date : 15/12/2014

PART –I – Pre-qualification for Technical Bid


For Printing of high quality international level brochures, pamphlet, letter pads invitation cards, Magazine, Souvenir, Lecture Notes , visiting cards etc and book publication with the following terms and conditions:

1. **Papers:** All possible types of paper such as imported, Indian, Glossy and Matte and of different densities such 70/80/90/110/135/150/210/250/300 GSM. All samples are to be attached.
2. **Input Material and Designing:** The input material for printing text can be either is hand written/typed matter/softcopy in MS Word or in any other suitable software in English and Hindi. The System designing of the matter shall be the responsibility of the supplier. The supplier should come out with innovative design for cover page and inside pages of various publications (may enclose a few samples) The System designing shall include printing effects such as feathering, background, use of vignettes, shading etc. The final selection/modification of design/printing of test/photographs will be done at IIRS where ever necessary. Please provide the samples of different input material and their corresponding alternate designs. Please indicate the infrastructure available for converting the different material.
3. **Proof Reading:** The correct proof reading and spell check should be carried out by the supplier. Indicate the manpower of software personnel English and Hindi proof reader, etc. that is available for carrying out correct proof reading.
4. **Photography input:** (including photo quality drum scanning of slides (diapositives) or photographs at 3600 dpi or above & reproduction): The input material for color printing should be acceptable to the firm in the form of photographs/digital photographs/diapositive/slides/images/maps etc. in most widely acceptable graphic formats. The supplier should have the facility to convert any possible material into printable form. Please mention the equipment/system available for this work. The supplier should have the software for enhancing the photograph or part of a photograph.
5. **Printing:** Printing will be in Black and White/Single/Multi Color (Four Color) of high quality with CTP facility. . Provide some samples for different type of printing that has been carried out. Indicate the infrastructure available for printing and lamination with UV varnishing.
6. **Lamination:** Lamination of various thickness of paper and also various thicknesses of laminations are required. Indicate the possibility of laminations that can be carried out. Indicate the infrastructure available for lamination. Facility for glossy coating of photographs and matt on cover.

7. **Binding:** Different types of binding such as center pin binding/side stitch binding/book binding/pasting/perfect binding etc. or any possible binding whenever required, international quality binding is to be provided.
8. **Deliverables:** If necessary the final printed material should be provided on DVD/CD-ROM/ to the office in pdf or desirable format. Indicate the infrastructure available for this work.
9. **Internet:** The supplier should have the active Internet connection and also file transfer protocol (FTP) to exchange the material from various sources. Indicate the existing facility for this.
10. Only printers having experience in high quality international books and journals publications are to be considered. Please provide evidence for this.
11. Printers having its own four colour printing facility set up will be considered
10. **EMD:** EMD of Rs. 10,000/- in the shape of bank draft from a Nationalized Bank in favour of Pay & Accounts Officer, IIRS is to be submitted along with technical bid.

EMD shall be forfeited in the following event:

- If the offer is withdrawn during the period of validity of the offer or any agreed extension.
 - If the offer is modified/alterd in a manner not acceptable to IIRS
 - If the tenderer back-out
 - If the tenderer attempts to procure the contract by furnishing false/incorrect documents and by giving false declarations.
11. No interest shall be paid by the IIRS on EMD. The EMD of un-successful bidders shall be returned within a reasonable time.
 12.
 - a) Facility after service is to be confirmed with details
 - b) Firms with Sales-Tax registration only need apply. Mention CST/UA Registration number with validity date.
 - c) Permanent Account Number (PAN) allotted by Income Tax authorities or with documentary proof of having applied for PAN is to be furnished.
 13. Quotation submitted must contain signature, date and office seal of the company.


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Date : 15/12/2014

PART –II – Commercial & General Terms & Conditions

1. **Papers:** All possible types of paper such as imported, Indian, Glossy and Matte and of different densities such 70/80/90/110/135/150/210/250/300 GSM. **Please quote separately for each type of paper size and also the density. Cost of Indian Paper with size and paper (in inches) : (a) 130/170 GSM need to be mentioned separately .**
2. **Input Material and Designing:** The input material for print text can be either is hand written/typed matter/softcopy in MS Word or pdf in any other software. The system designing of the matter shall be the responsibility of the supplier. The system design shall include printing with all kind of effects such as feathering, background, use of vignettes, shading etc. The final selection/modification of design/printing of text/photographs will be done at IIRS where ever necessary. **Please quote separately for converting different input material into printable form and also quote for different designs.**
3. **Cost of translation:** Cost of translation from English to Hindi or vice versa per page (about 1000 words) need to be quoted.
4. **Cost of Hindi Typing:** Per page cost of Hindi typing need to be quoted.
5. **Proof Reading:** The correct proof reading and spell check should be carried out by the supplier. **Please quote separately for the proof reading per page for English & Hindi.**
6. **Photography input: (including photo quality scanning at 3600 dpi or above & reproduction):** The input material for color printing should be acceptable in the form of photographs/digital photographs/images/maps etc. in most widely acceptable graphic formats. **Please quote separately rates for conversion of different photographic input material.**
7. **Printing :** Printing will be in Black and White/Single color /Multi Color (four color) CTP of high quality including processing of negative and positive films and system output upto 100 copies . **Please quote separately for each type of printing per unit area e.g. sq. inch/sq.cm/ per page/plate.**
8. **Diapositive Slide/Photographs scanning at 3600 dpi through drum or any other scanner with 175 lines. Rate per unit may be mentioned.**
9. **Lamination:** Lamination (PVC, Bopp and Matt) of various thickness of paper and also various thickness of laminations are required. of various thickness of paper and also various thicknesses of laminations are required. **Please quote separately for lamination of different thick papers and also different densities of laminations and UV varnishing. Per page glossy coating with effect on photographs and matt on cover.**

10. **Binding:** Different type of binding such as center pin binding/side stitch binding/book binding/pasting/perfect binding etc or any possible binding whenever required, international quality binding is to be provide. **Please quote separately for each type of binding.**
11. **Deliverables:** If necessary the printed material should be provided on DVD/ CD-ROM. to office in pdf, or animated CDs in HTML format or other desirable format. **Please quote separately for each type of media including design and mailer jacket as per requirement.**
12. **Making of Dye: Dye for double embossing of matter with gold/silver leaf on the cover etc.**
13. **Terms of Price:** Quotation should be submitted on F.O.R Dehradun of F.O.R destination price.
14. This is a two part bid. Tender should be submitted in two part (Technical & Commercial) in a sealed envelope super-scribing our tender number and due date. Please see the special terms & conditions for two part bid.
15. Quotation should be valid for a minimum period of 90 days from the date of opening
16. **Payment:** Will be made within 30 days from date of receipt and acceptance of the material on submission of Bill in duplicate.
17. IIRS can not furnish C/D Form. Please indicate full rate of Trade TAX/VAT in your quotation if applicable.
18. The contract is for a period of one year, which is extendable by one or two more year if the services are found satisfactory, as decided by the competent authority with mutual consent .
19. **IIRS reserves the right:**
 - a) to enter into rate contract simultaneously or at any time during the period of rate contract with one or more tenderers.
 - b) To terminate contract at any time without assigning any reason
 - c) To impose penalty in case the work if found to be of poor quality and not confirming to the specifications of the order.
20. Final product should be delivered within the minimum period specified in the order. Some times depending upon the urgency it should be made at very short notice also.
21. All disputes arising in connection with executing the order will be subject to the jurisdiction of the **Courts in Dehradun only**
22. **Security Deposit:** The successful tenderer shall have to place a security deposit of Rs. 1,00,000/- by demand draft of any nationalized bank in favour of Pay. Accounts Officer, IIRS for due fulfillment of the contract . This deposit will bear no interest and will be returned only after completion of the contract.


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NO.IIRS/P&S/GIPP-2014-000335-01/ PT-08/14-15

Date : 15/12/2014

Specification of Papers as follows :

S.No	Description of item	GMS	Size 23"x 36"	Size 20" x 30"	Rate
1.	Indian Art Paper Matt/Glossy	070	23"x 36"	20" x 30"	
2.	Indian Art Paper Matt/Glossy	080	23"x 36"	20" x 36"	
3	Indian Art Paper Matt/Glossy	090	23"x 36"	20" x 30"	
4	Indian Art Paper Matt/Glossy	110	23"x 36"	20" x 36"	
5	Indian Art Paper Matt/Glossy	135	23"x 36"	20" x 30"	
6	Indian Art Paper Matt/Glossy	150	23"x 36"	20" x 36"	
7	Indian Art Paper Matt/Glossy	210	23"x 36"	20" x 30"	
8	Indian Art Paper Matt/Glossy	250	23"x 36"	20" x 36"	
9	Indian Art Paper Matt/Glossy	300	23" x 36"	20" x 36"	
1.	Imported Art Paper Matt/Glossy	070	23"x 36"	20" x 36"	
2.	Imported Art Paper Matt/Glossy	080	23"x 36"	20" x 36"	
3	Imported Art Paper Matt/Glossy	090	23"x 36"	20" x 30"	
4	Imported Art Paper Matt/Glossy	110	23"x 36"	20" x 36"	
5	Imported Art Paper Matt/Glossy	135	23"x 36"	20" x 30"	
6	Imported Art Paper Matt/Glossy	150	23"x 36"	20" x 36"	
7	Imported Art Paper Matt/Glossy	210	23"x 36"	20" x 30"	
8	Imported Art Paper Matt/Glossy	250	23"x 36"	20" x 36"	
9	Imported Art Paper Matt/Glossy	300	23" x 36"	20" x 36"	
1	Map litho print paper	070	23"x 36"	20" x 30"	
2	Map litho print paper	080	23"x 36"	20" x 36"	
3	Map litho print paper	090	23"x 36"	20" x 30"	
1	Map litho Sunshine super print paper	070	23"x 36"	20" x 30"	
2	Map litho Sunshine super print paper	080	23"x 36"	20" x 36"	
3	Map litho Sunshine super print paper	090	23"x 36"	20" x 30"	
INPUT MATERIAL & DESIGNING					
1	Designing including Visualizing Conceptualizing and all effects composing –per page				
2	Proof reading/Editing-per page Hindi and English				
PHOTOGRAPHY INPUT & FILM OUTPUTTING					
1	Photo inputting & drum scanning (Minimum size upto 50 Sq. Inch) per photo				
2	Photo inputting & scanning (More than 50 Sq. Inch) Per Sq. Inch				
3.	Per diapositive slide scanning cost				
4	Film outputting per Sq. Inch per colour				

PRINTING			
1	Black & White printing per 4 pages per 1000		
2	Black & White printing per 4 pages subsequent per 1000		
3	Single color printing per 4 pages per 1000		
4	Single color printing per 4 pages subsequent per 1000		
5	Four colour printing per 4 pages per 1000		
6	Four color printing per pages subsequent 1000		
LAMINATION			
1	U.V Lamination 1000 Nos. Minimum single side		
2	U.V Lamination above 1000 Nos. single side		
3	U.V Lamination 1000 Nos. Minimum both side		
4	UV Lamination above 1000 Nos. both side		
5	Gloss / Matt (Standard) Thickness of 12 Micron Minimum single side		
6	Gloss / Matt (Standard) Thickness of 12 Micron Minimum both side		
BINDING –SECTION SEWING WITH PERFECT BINDING (SOFT BOUND)			
1	Pages	001	100
2	Pages	101	150
3	Pages	151	200
4	Pages	200	Above
BINDING SECTION SEWING WITH PERFECT BINDING (SOFT BOUND)			
1	Pages	001	100
2	Pages	101	150
3.	Pages	151	200
4.	Pages	200	Above
CENTRE PIN BINDING			
1	0-8 Page		
2	Above 9 pages (in multiples of four)		
PROCESSING CHARGES			
2.	Photo inputting and scanning above size 50 Sq. Inch		
3.	Photo inputting & scanning above size 50 Sqr. Inch.Film outputting		
3.	Per diapositive		
4.	Film outputting		
C.D. WRITING CHARGES.			
1.	Master DVD/CD Writing Charges: Auto Run Multimedia CD in HTML/PDF format		
2.	DVD/CD in page Maker/Coral Draw format/pdf (or in any other format used by us for printing		
3.	DVD/CD lable designing and printing		


 16/12/14
Purchase & Stores Officer