

GOVERNMENT OF INDIA
DEPARTMENT OF SPACE
INDIAN INSTITUTE OF REMOTE SENSING
DEH IIRS UN
PURCHASE & STORES

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

Date : 27/09/2016

INVITATION TO TENDER

Our Ref No : GIPP 2016-000187-01

M/s

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Tender Due: 15:00 Hrs ISTon 13/10/2016

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 Letter, Course Brochures, Course Reports, Memoires, Lecture Notes, Letter Head, Envelops etc., Note: Period of contract: 1 years which may be extended by two more years	Job.	1

DELIVERY AT: IIRS

MODE OF DESPATCH DOOR DLVRY

DUTY EXEMPTIONS

SPECIAL INSTRUCTIONS NIL.

SPECIFIC TERMS

V.V. NARAYANAN KUTTY
PURS. & STORES OFFICER

For and on behalf of the President of India
The Purchaser

भारत सरकार
अन्तरिक्ष विभाग
भारतीय सुदूर संवेदन संस्थान
देहरादून
क्रय एवं भंडार अनुभाग
निविदा आमंत्रण

टेलीफोन: 0135-2524317, 4318
फैक्स: 0135-2748041
ईमेल: prs@iirs.gov.in

संदर्भ सं. जी.आई.पी.पी. 2016-000187-01

दिनांक: 27/09/2016

निविदा जमा करने की अंतिम तिथि: 13.10.2016 (1500 बजे)

सेवा में,

महोदय,

1. इस संस्थान द्वारा निम्नलिखित सामग्री का क्रय किया जाना है। आपसे आग्रह है कि उक्त सामग्री की पूर्ति हेतु संलग्न निविदा प्रपत्र में अपनी मुहरबंद बोली जमा करने का कष्ट करें। उक्त बोली के साथ यथावश्यक कैटलॉग/पैम्फलेट/लिट्रेचर आदि भी जमा करें। मुहरबंद लिफाफे पर ऊपर की ओर संदर्भ संख्या तथा अंतिम तिथि अंकित होनी चाहिए। सामग्री की पूर्ति से संबन्धित निबंधन एवं शर्तें संलग्नक (प्रपत्र सं.....) में वर्णित हैं।

क्रम सं.	सामग्री का विवरण तथा विनिर्देश	इकाई	संख्या
1.	Rate Contract for Printing & Supply of Various Documents such as News Letter, Course Brochures, Course Reports, Memoires, Lecture Notes, Letter head, Envelopes etc., Note : Period of Contract: 01 years which may be extended by 2/ more years	Job.	1

डिलिवरी का स्थान : भारतीय सुदूर संवेदन संस्थान

प्रेषण की विधि : द्वार पर

शुल्क छूट :

विशेष निर्देश : कुछ नहीं

विशिष्ट शर्तें :

वी.वी. नारायणन कुट्टी
क्रय एवं भंडार अधिकारी
कृते भारत के राष्ट्रपति,

क्रेता

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

PURCHASE DEPARTMENT

NO. GIPP-2016-000187-01

Date : 27/09/2016

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-2016-000187-01, Due on 13.10.2016 at 1500 hrs** (Techno-Commercial Bid) and Tender No. **GIPP-2016-000187-01, Due on 13.10.2016 at 1500 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-2016-000187-01, Due on 13-10-2016 at 1500 hrs.** and put in the Tender Box available in Security Gate, IIRS or send by post or Courier 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.
4. The Techno-Commercial Bid should have technical & commercial details only. No price should be quoted in the Techno-Commercial Bid.
5. EMD of Rs. 20,000/- 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.
6. **PART I- TECHNO-COMMERCIAL BID – In one cover**
Techno-commercial part should clearly indicate the technical details, scope of supply, payment terms, delivery terms (FOR/EX-Work/) delivery period, taxes and duties. Warranty, Guarantee, Security Deposit, Performance Bank Guarantee, etc. under separate head. Please note that the price should not be indicated in the Techno-commercial Offer.

Complete literature/leaflets/catalogues or brochures relevant to the offered models are to be enclosed with the Techno-commercial Part of the Tender.
10. **TENDER OPENING:** The Techno-commercial Bid will be opened on the specified date and time. In case any further clarifications/discussion are required, such clarification/discussions shall be called for before opening of Price Bid.
11. Late and Delayed Tenders will not be considered. Therefore, please ensure that your tender is posted well in time to reach us before the due date and time.

12. Technical compliance statement should be enclosed with your quotation.
13. Fax/Email offers shall not be considered for TWO PART BID.
14. All the pages of your offer should be signed/initialed by competent authority and affixed with your company's Seal
15. Tenders which are not prepared in terms of these instructions are liable to be rejected.

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PURCHASE DEPARTMENT

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 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 text/ photographs will be done at IIRS wherever 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 available for desktop publishing, English and Hindi proof reading, printing, binding, etc.
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/ diapositives/ 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. 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 infrastructure available for lamination. Facility for glossy coating of photographs and matt on cover to be mentioned.