

**GOVERNMENT OF INDIA  
DEPARTMENT OF SPACE  
INDIAN INSTITUTE OF REMOTE SENSING  
DE<sup>IIRS</sup>UN  
PURCHASE & STORES**

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

Date : 19/10/2016

**INVITATION TO TENDER**

M/s

000000

Our Ref No : GIPP 2016-000187-01

Tender Due: 15:00 Hrs ISTon 01/11/2016

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

**Note: Bidders who have already submitted your quotes against the subject Tender Enquiry can also give their revised quote if required and submit the same on or before the due date and time. If you want to retain your earlier quote, you are requested to send a letter for considering the same, otherwise your quote will not be considered.**

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

टेलीफोन: 0135-2524317, 4318  
फैक्स: 0135-2748041  
ईमेल: [ps@iirs.gov.in](mailto:ps@iirs.gov.in)

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

दिनांक: 19/10/2016

निविदा जमा करने की अंतिम तिथि: 01.11.2016 (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 कैटेलॉग/पैम्फलेट/लिट्रेचर आदि भी जमा करें। मुहरबंद लिफाफे पर ऊपर की ओर संदर्भ संख्या तथा अंतिम तिथि अंकित होनी चाहिए। सामग्री की पूर्ति से संबंधित 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 two 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

OK

**Note: Bidders who have already submitted your quotes against the subject Tender Enquiry can also give their revised quote if required and submit the same on or before the due date and time. If you want to retain your earlier quote, you are requested to send a letter for considering the same, otherwise your quote will not be considered.**



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PURCHASE DEPARTMENT

NO. GIPP-2016-000187-01

Date : 19/10/2016

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. **GI PP-2016-000187-01, Due on 01.11.2016 at 1500 hrs** (Techno-Commercial Bid) and Tender No. **GI PP-2016-000187-01, Due on 01.11.2016 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. **GI PP-2016-000187-01, Due on 01-11-2016 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.

7. **Binding:** Different types of binding such as center pin binding/ side-stitch binding/book binding/pasting/perfect binding/ thermal binding etc. or any possible binding whenever required, international quality binding is to be provided.
8. **Deliverables:** 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 four colour printing facility set up at their premises will be considered.
12. **EMD:** EMD of Rs. 20,000/- 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 attempts to procure the contract by furnishing false/incorrect documents and by giving false declarations.
13. No interest shall be paid by the IIRS on EMD. The EMD of un-successful bidders shall be returned within a reasonable time.
14.
  - a) Facility available should 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.
15. Quotation submitted must contain signature, date and office seal of the company.



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**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 as 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): 130/170 GSM need to be mentioned, separately.
2. **Input Material and Designing:** The input material for print text can be either 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 wherever 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 up to 100 copies. **Please quote separately for each type of printing per unit area e.g. sq. inch/sq.cm/ per page/plate.**
8. **Diapositives 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. **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:** 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. The .CDR/ coral draw, DTP files and MS word file should be provided.
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 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 cannot 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 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 thereof
  - c) To impose penalty in case the work is found to be of poor quality and not conforming to the specifications of the order.
20. Final product should be delivered within the minimum period specified in the order. Sometimes 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 and 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.
23. Printer needs to provide the typeset and composed material as proof for correction within one week for 20 or less than 20 pages, within 20 days for 20-50 pages and one month for more than 50 pages.
24. In case the supplier does not deliver the goods according to the delivery schedule, liquidated damages are charged at 0.5% of the value per week or part of a week subject to a maximum of 10% of the total value of goods or 10% value of goods that could not be put to use due to late supply, whichever is lower.



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S. No.	Description of item	GMS	Size 23" x 36"	Size 20" x 30"	Rate
<b>PAPER SPECIFICATIONS</b>					
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"	
<b>INPUT MATERIAL &amp; DESIGNING</b>					
1	Designing including Visualizing, Conceptualizing and all effects composing -per page				
2	Proof reading/Editing-per page Hindi and English				
<b>PHOTOGRAPHY INPUT &amp; FILM OUTPUTTING</b>					
1	Photo inputting & drum scanning ( Minimum size up to 50 Sq. Inch) per photo				
2	Photo inputting & scanning ( More than 50 Sq. Inch) Per Sq. Inch				
3.	Per diapositives slide scanning cost				
4	Film outputting per Sq. Inch per colour				
<b>PRINTING &amp; SUPPLY OF ENVELOPS</b>				Size	
1.	Envelop window type (White), 100 gsm			9" x 4"	



2.	Envelop window type (White), 100 gsm	11" x 5"
3.	Envelop (White), 100 gsm	9" x 4"
4.	Envelop (White), 100 gsm	11" x 5"
5.	Envelop A/4 size (Yellow), 110/120 gsm	210x297 mm
6.	Envelop A/3 size (Yellow), 110/120 gsm	297x420 mm

#### 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 sq. inch. Film outputting	
3.	Per diapositives	
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 label designing and printing	
4.	Thermal Binding	