Institute For Stem Cell Biology and Regenerative Medicine
Autonomous institute of the Department of Biotechnology, Government Of India

inStem

Ref: **INS/W-5083/2018-2019(Y)** **Date :** 06/11/2018

ENQUIRY

Dear Sirs,
Please let us have your lowest Quotation for the following :

Sl.No	Cat.No	Item Description	Make/Model	Item Qty	UOM
1		Printing of INSTEM annual report 400 copies (Scope of work Attached)	-	400.00	Nos.

Remarks : The Price quoted against this RFQ should be extended to Bangalore Life Science Cluster (BLiSc)of NCBS, Instem and C-CAMP for placing repeat order as per norms, by any one or all institutes of Bangalore Life Science Cluster (BLiSc) **inStem is a public funded research institute and is entitled to concessional rate of GST @ 5% for items supplied for research purpose. The offer should be submitted after fully considering the above notification. **

Note : The Tenders to be quoted in foreign currencies & any other currencies approved/traded by RBI - USD/Euro/JPY/GBP/SGD/CAD/INR.

1. The bids shall be enclosed in an envelope, and due date sealed duly marked "Tender for _____" Ref No : _____ . The bids should be addressed and to be mailed to **"THE HEAD-PURCHASE"**. The bids are liable to be rejected if the sealed envelope is not addressed to **"THE HEAD-PURCHASE"** with Tender Ref No and Item Description and due date. The bids delivered in person shall be dropped in Purchase Section. If the bids are sent through courier or mail, it should reach by submission Date and Time and inStem will not be responsible for the delay.

2. **DUE DATE FOR SUBMISSION OF QUOTATION AGAINST THIS ENQUIRY IS 20/11/2018 till 3.30 p.m.**
3. QUOTATIONS RECEIVED AFTER THE DUE DATE SHALL BE REJECTED.
4. The Validity of your quotation should be for 60 days from the date.
5. All duties,taxes,surcharge and cess as currently applicable must be sated in your quotation,seperately.Otherwise your quote is liable to be rejected.
6. Your quotation should indicate delivery period & Warranty period.
7. Delivery to be made to our Stores.Please indicate charges,if any extra.Transit Insurance should be done upto inStem Stores.
8. If you are unable to supply the quality,specifications or brand as mentioned in our enquiry,Please state so and then offer alternative to quality/Specifications.
9. Payment :within one month after delivery & acceptance/satisfactory installation.
10. Please ensure that the enquiry number and the due date is superscribed on the envelope failing which your quotation is liable to be rejected.
11. Since we are a public funded research institution,we are exempted from paying Customs Duty(Except advolerum duty of 5% + 2% cess and CVD @4% vide Notification No.51/96 with latest amendments) and excise duty vide Notification No.10/97 CENTRAL EXCISE dated 01-03-1997 for all scientific equipments,technical instruments,equipments(including computers),their accessories,spares,consumables and software.Hence,please offer your prices taking this option into consideration.

The successful bidder will have to agree that in case the item is not supplied within the agreed delivery schedule and after a grace period of seven days, then Liquidated Damages (not in terms of penalty) will be imposed automatically and be deducted from their bill at the rate of 0.5% per week subject to a maximum of 10% of the order value.

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12.**If the item is covered under DGS&D rate contract,please quote the rate as per the DGS&D rate contract with xerox copy of the DGS&D order.**

13.Any dispute or differences that may arise between the parties shall be referred to the sole arbitration of the Centre Director or his nominees.The decision of the arbitrator shall be final and binding on the parties.The venue for arbitration shall be Bangalore.The provisions of the Arbitration and Concillation Act,1996 as amended from time to time shall apply.The Courts in Bangalore shall have exclusive jurisdiction to deal with any or all disputes between the parties.

Yours faithfully
For and on behalf of Insitute For Stem Cell Biology and Regenerative Medicine

Yesu R

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GKVK, Bellary Road, Bangalore-560065,INDIA
Phone No. : 91-80-23666343/344/345/346 Fax : 91-80-23636662
Email Id: purchase@ncbs.res.in Website : www.ncbs.res.in

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Summary

The Institute for Stem Cell Biology and Regenerative Medicine (inStem), located in Bangalore, is an autonomous institute funded by the Dept of Biotechnology, Govt. of India. inStem is a state-of-the-art research institute dedicated to the study of stem cell and regenerative biology. inStem's mandate is to allow cross-disciplinary, multi-pronged approach to research, straddles the divide between clinical and laboratory research in stem cell biology. In trying to answer intractable and challenging questions that face the field, inStem seeks to rewrite the paradigm of the research institute: without barriers and across disciplines. inStem is also part of the Bangalore Bio-Cluster, which collaborates to together fundamental research, translational studies, and technology development.

Website: www.inStem.res.in

Tender for the Printing of the inStem Annual Report 2017-2018

inStem is looking for proposals by established Printers for its 2017- 2018 inStem Annual Report. The report will highlight its scientific achievements in the years 2017-18 and provide an overview of the Centre, with profiles of its faculty and various themes.

To view the quality and nature of the project please view the inStem Annual Reports at https://www.inStem.res.in/about-us/annual-reports

A printed version of the annual report will be provided upon request as a sample to provide a verifiable quality that this institute expects from the prospective printers.

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SECTION 1: TECHNICAL REQUIREMENTS SPECIFICATION

Scope of Work
Name of Job: Offset Printing of the InStem Report Print

Cover : Natural Evolution Ivory ,Four (4 pages) in 280gsm - 350gsm
Inside pages: Natural Evolution Ivory on 120gsm
Size :A4
Binding :Perfect Binding
Colour : Full colour throughout
No. of Pages: 130 pages
No. of copies: Quote for 250 copies and 400 copies.

Print Progress, Completion & Delivery schedule:

- The Vendor will co-operate with the Designer identified by the institute and discuss specific details of the files.
- The Printer shall have a local contact to facilitate collection of files from the Designer's office.
- If the Printer is based outside the city, the files will be sent by the designer through the local identified person of the printer.
- The client, designer will have to view the final preprint digital version for giving approval to print the final print.
- It is to be noted that before giving the preprint approval additional iterations and communication will invariably be required to arrive at the desired colour scheme and layout.
- Delivery will be made to the address mentioned below:

Institute for Stem Cell Science and Regenerative Medicine,
GKVK - Post
Bellary Road,
Bangalore 560065, India.
Phone:
91 80 23666001 / 02 / 18 / 19

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SECTION 2: **TECHNICAL EVALUATION CRITERIA**

Preference will be given to the vendor that scores higher in the following categories:

Experience	The bidder must demonstrate at least 5+ years of experience in printing a Scientific Institute's Annual Report. Please provide sample copies.	50%
Team	No. of members which includes a professional team which includes members with working knowledge of InDesign, Adobe Illustrator and Adobe Photoshop, for on the spot corrections.	20%
References	2 references (includes at least 1 from a research institute)	20%
Portfolio	A detailed digital portfolio with links to previous Scientific annual report examples	10 %

Preparation of Bid Response

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- All the documentation submitted in response to this bid must be in English.
- The bidder is responsible for all the cost that they shall incur related to the preparation and submission of the bid document.
- A letter of intent outlining why your firm/team's offer should be considered.
- Digital portfolio with relevant examples of brochure and annual reports
- A list of all references (minimum of 2) must be included in the bid response.
- An estimate for the prints.

Digital version and hard copies of Portfolios (optional) should be sent along with other information on Section 2 to be sent to :

Name: Yesu R
Email address: yesur@instem.res.in

Insitute for Stem Cell Science and Regenerative Medicine
GKVK – Post, Bellary Road,
Bangalore 560065, India.

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D E C L A R A T I O N

Having examined the tender documents, we/I have understood the terms & conditions indicated and hereby confirm our acceptance of the same.

Place :

Signature of Tenderer:

Date :

Name & Address:

Telephone Nos.

Office:

Email:

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