Indian Institute of Tropical meteorology (IITM), Pune

LIP/Print/AR18   Dated: 28 August 2018

Sub: Notice inviting quotations for printing of IITM Annual Report 2017-18

Dear Sir/Madam,

Indian Institute of Tropical meteorology (IITM), Pune, an autonomous institute under the Ministry of Earth Sciences, Govt. of India, is in process to print its Annual Report 2017-18 as per the specifications given below. You are requested to provide quotations **in a sealed envelope** clearly marked on the top of envelope "**Quotation for IITM Annual Report 2017-18**". Sealed envelope should be submitted to the **Dispatch Section** of IITM latest by **10 September 2018 upto 12:00 PM.**

Specifications for printing of IITM Annual Report 2017-18

Size: 22 cm X 28 cm

Quantity: 650 copies of English version and 200 copies of Hindi version

Paper:

          Cover: 210 gsm glossy art paper with lamination on outer cover
          Inside: 100 gsm super white art paper

Pages: Total 170 (100 colour and 70 B/w)

Printing: Offset
          Cover: colour on both sides
          Inside: 90 colour and 60 B/w pages

          Note: 1. Printing of colour photos, images and graphics on the cover and inside colour pages
              will be the same for both English and Hindi versions.
            2. The actual number of printed pages (total, colour and B/w) may vary.

Binding: Perfect hot glue

Design and Layout: By the party; to be finalised in consultation with IITM officials. Will be the same for both the English and Hindi versions.

Input: MS Word file(s) including photos/images for both English and Hindi versions and its print out, if required, will be provided.

Time Frame for Printing:
- 3 samples of design and layout within 3 days from the date PO and the input are provided.
- First full draft/dummy within 10 days from the date of PO and the input is provided.
- Delivery of the final product within 10 days after the approval of final proofs from IITM.

Packing: The material is to be packed in sizeable cartons duly labeled with title and quantity.

Important: **Rate of addition/subtraction per page**
As the actual number of printed pages (total, colour and B/w) may vary from the proposed number of pages (total=170, colour=100 and B/w=70), so quote the rate per page (each for colour and B/w) for addition/subtraction of pages.

Terms & Conditions

1. **The rates/price quoted shall include the cost of paper, printing, binding, packing, DTP, design and layout, delivery, taxes, etc. and should be shown separately and distinctly. The rates/price should be quoted as per the Annexure-I. The quotation will be rejected if it is not submitted as per the format given in the Annexure-I.**
2. Submitting the quotation means accepting all the terms and conditions in this document.
3. Quotations will be opened on 10 September 2018 @ 03:00 PM.
4. The quotation will be valid for a minimum of 90 days.
5. The quotations received late or not fulfilling the terms & conditions will be rejected.
6. **Only those printing firms should quote that have complete in-house set-up of colour offset printing, DTP, design and layout, binding, etc. in Pune. No subletting of the work will be allowed. Representatives of IITM may visit to check the above facilities before awarding the work.**
7. The firm which is assigned the job will be responsible for collection of the input material, supply of the proof/dummy and the final printed copies of the annual report at the premises of IITM.
8. There will be no compromise on the quality of paper & printing and in case the printing work is not found satisfactory, the job will not be accepted and no payment will be made. Quality of paper will be approved by IITM before printing.
9. IITM reserves the right to accept or reject any or all quotation/s without assigning any reasons.
10. Once the PO is issued and the input provided, the firm has to provide 3 samples of design and layout in actual size and style as specified in our quotation **within three days** and the first full draft/dummy as specified in our quotation **within 10 days**.
11. The firm will start the printing work only after the approval of IITM.
12. IITM officials may visit to inspect the work at your press.
13. **No advance will be paid**. Payment will be released only after the completion of job and after the receipt of the printed material (along with a soft copy of the print ready CorelDRAW, etc. file and its editable pdf file in a CD/DVD/pendrive) in good condition and to the satisfaction of IITM. No partial job will be accepted for payment.
14. Place of delivery of the Annual Report is: **LIP Division, Indian Institute of Tropical Meteorology (IITM), Dr. Homi Bhabha Road, pashan, Pune - 411008.**
15. The final printed copies of the annual report will have to be supplied **within 10 days from the date of approval of the final proofs by IITM,** failing which liquidated damage/delay charges will be imposed @ 1% per week maximum of 10% of the total contract value.
16. Old copies of IITM Annual Reports are accessible at http://www.tropmet.res.in/Annual%20Reports-43-Page as PDFs. Hard copies can be seen at LIP Division, IITM.

Yours Sincerely,

(Abhay SD Rajput)
Scientist-D
For Director
Ph.020-25904472
Email: abhaysdr@tropmet.res.in

Format for submitting the quotation
(on Letter Head)
With GST No.

S.No.	Printing job description	Quantity	Rate (inclusive all taxes and expenditure (the cost of paper, printing, binding, DTP, design and layout, packing, collection, delivery, etc.)
1.	IITM Annual Report 2017-18 with pages (total=170, colour=100 and B/w=70) as per the specifications vide NIQ No. LIP/Print/AR18/ Dated: 26 August 2018	650 copies of English version & 200 copies of Hindi version	
2.	Rate of addition/subtraction per colour page	-do-	
3.	Rate of addition/subtraction per B/w page	-do-	

By submitting this quotation, it is certified that that I/we have read and fully understood, and have accepted all the terms and conditions given in the IITM notice inviting quotations (NIQ) No. LIP/Print/AR18 dated 27 August 2018.

Signature of the firm with stamp & date