

INSTITUTE OF SEISMOLOGICAL RESEARCH (ISR)
Near Petroleum University, Raisan, GANDHINAGAR 382007
www.isr.gujarat.gov.in Phone: 079-66739009

Short Tender Notice

ISR is organizing international workshop on “**Shallow Subsurface Investigations for Resource Exploration and Seismic Hazard Assessment**” on 19th -20th Jan 2017. Sealed tenders are invited from reputed firms /vendors for designing and printing of abstract volume, banners, invitation card, id card and posters etc. The tender document may be collected from the Institute of Seismological Research, Raisan, Gandhinagar between 9-12-2016 to 23-12-2016 or download from the above mentioned website. The last date for submitting the tender form with offer 23-12-2016, **11:00AM**, which will be opened on the same day at **11.30 AM** at ISR.

Director General
Institute of Seismological Research

Tender No.	ISR/2016/AES 2017
Ref.No	
Description	Printing Work of Abstract Volume, Banners with Stand, Invitation Card with Cover, Note Pad, ID Card with Pouch and Tag.
Tender fee (non-refundable)	Rs.100/- (along with bid)
Tender EMD	Rs.10,000/- (along with bid)
Performance/Bank Guarantee/Security deposit	EMD will be held by ISR as PBG
Date of Issue	9/12/2016
Closing date and time of bid	23/12/2016, 16:00hrs
Place, Date and Time of opening bid (only for qualified bidders)	Institute of Seismological Research, Next to PDP, Raisan, Gandhinagar, Gujarat-382009 Date: 23/12/2016 Time:16:30 (Vendor is allowed to remain present at the time of opening of price bid)

**SHORT TENDER DOCUMENT FOR AES-2017,
BEING HELD DURING 19-20 January 2017 at
INSTITUTE OF SEISMOLOGICAL RESEARCH, GANDHINAGAR**

Background:

The Institute of Seismological Research, working under the aegis of Department of Science & Technology, Govt. of Gujarat is emerging as a world famous research institute in the country. Institute of Seismological Research is organizing symposium on “**Shallow Subsurface Investigations for Resource Exploration and Seismic Hazard Assessment**” during 19-20 January 2017 at **Institute Of Seismological Research**, Gandhinagar as an event of Vibrant Gujarat Summit -2017. On the first day, i.e., on 19th January, 2017 inaugural function is to be organized followed by lunch. There are special lectures, key note addresses and poster presentations during 19-20 January 2017. A total of 10 foreign and 40 Indian delegates will participate in the event. Sealed tenders are invited from reputed agencies/vendors for designing and printing of Abstract volume, banners, invitation card, id card, note pad and posters etc.

Location:

Institute of Seismological Research
Raisan, near PDP, Gandhinagar

Job Description:

The overall work elements of the event are as follow:

ITEM No.1:

Designing of abstract volume along-with cover page and back page, banner, backdrop, invitation card, ID card, note pad, standee of different sizes as per annexure-1 and 2..

ITEM No.2:

Printing and fixing auditorium backdrop with Stand (18ft long X 12ft height -1 no.), Printing and fixing of standee (@ 10 nos.). Please see the annexure -1 for details

Printing of abstract volume with cover and back page (100 Nos. of about 50 pages), banner, backdrop, invitation card (500 nos), ID card (150 nos), note pad (100 nos), standee (8 Nos.) with sizes as per annexure -1 & annexure- 2.

The firms can contact officials of ISR for requirement details & samples.

IMPORTANT:

1. Agencies/bidders can quote single or multiple items.

2. The firms can contact officials of ISR for requirement details of any of the above items.
 3. The firms/bidder may have to visit ISR many times for finalization of designing and printing work of Abstract volume, banner, standee, backdrop etc.
 4. Firms/ bidder will have to approval for final design before printing from ISR.
 5. Bidder will have to deposit EMD of Rs. 10,000/- in the form of DD, BG from any nationalized bank or co-operative banks recognized by Govt. of Gujarat valid upto 31-05-2017.
 6. The bidder shall make his own arrangement at his own risk for successful completion of designing & printing work. ISR will not be responsible for any accident mishap/losses to bidder which may happen daily carrying out the works.
 7. Apart from above bidder will have to adhere any additional condition added to purchase/work Order.
8. EMD of unsuccessful tenderers will be returned without interest. EMD of successful tenderers will be retained and will be converted into security deposit and shall remain with ISR during the tenure of contract

Payment:

Payment may be released after the completion of the event or works related to all items based on purchase order and actual work don. All supporting documents will have to be submitted by firm/bidder along with invoice.

Tender Documents Submission:

The firm/bidder should submit the quotation clearly specifying the name of the item.

Method for Selection:

1. Based on experience, quality and price, the selection committee of ISR will finalize the bidders.
2. ISR reserves the right to reject one or all the offers without assigning any reason thereof and is not bound to award work to the lowest bidder.
3. Work order will be issued to the tenderer which satisfies selection committee after due deliberation.
4. ISR reserves the right to cancel the contract/order on any reasonable ground/violation of contract etc. for which no compensation will be given.
5. In case of any dispute, courts in Gandhinagar will have jurisdictions.
6. In the case of damage to structures/constructions etc. due to natural calamity, the ISR will not be liable or responsible in any way.
7. The above shown numbers are only indicative and may change as per actual requirement.

Termination of Contract:

If at any point of time, ISR finds that the work of the Tenderer is not satisfactory or as per the approved plan, ISR can terminate the contract and award the same to one or more parties in the panel to complete the assignment within the required timeframe. In such an event, the fabricator/ tenderer who have failed in the performance shall be liable for penalty, damages and expenditure that ISR will have to incur for this work and no dispute regarding this will be entertained by the ISR.

Submission of Tenders:

Quotations shall be prepared and submitted in one sealed envelope. Envelopes shall be securely sealed and subscribed with name and reference number of the tender.

The Financial offer should be inclusive of all taxes, duties, service tax, VAT, Transportation , etc. and no additional payment shall be made to the Tenderer over and above the quoted price offers by Fax, e-mail or received in open condition will not be entertained.

Director General
Institute of Seismological Research

Description of Work

Description
<p><u>ITEM No.1:</u> Designing of abstract volume with cover and back page, banner, backdrop with stand, invitation card, ID card, note pad, and standees as per annexure-1</p>
<p><u>ITEM No.2:</u></p> <p>(i) Printing and fixing auditorium backdrop with Stand (18ft long X 12ft height -1 no.), standees as per annexure-1</p> <p>(ii) Printing of abstract volume with cover and back page, Banner, Backdrop, invitation card with envelope, ID card, Note pad, Standee (8 Nos.) with size as per annexure 2.</p>

Price Bid

Annexure 1

S no.	Standee /banner/ Backdrop Size	Nos.	Rate	Total
1	(4ft long X 10ft height)	2		
2	(3ft long X 12ft height)	2		
3	12ft long X 6ft height -1 no.),	1		
4	((8ft long X 10ft height -2 no.),	2		
5	(4ft long X 10ft height -2 nos.),	2		
6	(16ft long X 8ft height -1 no.),	1		
7	Podium poster (2 ft. Long X 3.5 ft Height).	1		
8	Backdrop (18 x 12 feet)	1		
9	Banner (10 * 10 feet)	2		
		G.		
		Total		

Annexure 2

Price Bid

S.NO.	Item (Designing and Printing)	Specifications	Nos.	Page	Rate	Total
1	Abstract Volume (cover page & back page)	250 ART card with mat lamination. A4 size.	100	2		
2	Abstract Volume (Inside)	80 GSM, White printing pages	100	50		
3	Note Pad	100 GSM white super shine paper, Small size.	100	20		
4	ID-Card with Pouch and tag	250 ART paper, Multiple Color Printing.	100	1		
5	Invitation card	250 GSM, A8 size with multi-color printing both sided.	200	4		
6	Invitation card (Envelop)	80 GSM with multiple color printing on two sides	200	2		
			G. Total			

Notes:

1. Prices should be inclusive of all taxes.
2. Bidders can quote single/multiple items
3. The firms can contact officials of ISR for requirement details.