

NIT/P & S/PRN/2016/3

Application Form No: _____

Dated : _____

Price Rs. 1000.00



TATA INSTITUTE OF SOCIAL SCIENCES

(a Deemed University under Section 3 of the UGC Act, 1956)

Purchase & Stores Section

Application and Tender Document for Empanelment of Agencies for Printing and Designing Work /for the Supply of Printed Materials

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TATA INSTITUTE OF SOCIAL SCIENCES

PURCHASE & STORES SECTION

SECTION I

GUIDELINES TO APPLICANTS

1. The application forms received from the printers will be scrutinized with reference to the qualification criteria mentioned in Appendix - 'A' of this document.
2. The applications of only such printers who fulfill the minimum criteria for empanelment and accept the Institute's printing schedule of rates and confirm their acceptance to abide by the condition of contract will be considered. Their establishments will be inspected by a Technical Committee.
3. This empanelment can be terminated if found guilty. Before submitting the application form duly filled in, please ensure that you have attached the duly attested photo copies of all the documents and the original documents as listed.
4. You have to submit the application form (Financial as well as technical Bids).
5. The copy of the cash receipt against which the application form has been obtained from the Cash Counter of the Institute should be attached with Application submitted by the Printer.
6. In case the application form has been downloaded from TISS website, a demand draft of Rs. 1000/- (Rupees One Thousand Only) from a scheduled bank in favour of the Tata Institute of Social Sciences, payable at Mumbai be submitted (as cost of Application Form – non refundable) with the application, in absence of which the application will not be considered.

SECTION – II

PROCEDURE FOR Empanelment of Agencies for Printing and Designing Work /for the Supply of Printed Materials

Release of advertisement: (Tender Notice): An advertisement is released in Hindustan Times (English) & Indian Express (English); Mumbai edition and on TISS's website.

Issue of Application Form (Fee: - Rs. 1000/- non refundable) Submit the application along with application fee of Rs. 1000/- (*Rupees One Thousand Only*) towards cost of the application form and submit the same in Purchase & Stores Section alongwith Technical and Finance Bid.

Selection Process: The process of selection will involve following steps :

1. Screening Committee will evaluate printer's capabilities, quality of printing and ability of man, machine and other facilities on the basis of his infrastructure mentioned in the application form.
2. The Screening Committee will first evaluate all the applications received and submit the short listed printers for the presentation meeting. The Committee will consider the selection on the basis of the presentations subject to the inspection of press by the Inspection Committee.
3. The printers shall be required to give presentation to Purchase Committee to show the quality of printing, skilled Man-power, turn-over, Sales & Marketing force and other facilities.
4. Based on recommendations of Purchase Committee, a separately constituted Inspection Committee shall visit the premises of the set up of shortlisted agencies.
5. Thereafter, the Financial Bids of the selected empanelled printers are opened in the presence of Assistant Registrar (Finance & Accounts), Consultant and Manager, (Publication Unit).

SECTION – III

NOTICE FOR EMPANELMENT OF AGENCIES **FOR** **Printing and Designing Work /for the Supply of Printed Materials**

TISS invites sealed expression of interest from reputed Agencies experienced in conceptualising, designing, printing of documents etc. with sound financial and technical, creativity and designing capability for giving their offer. In order to access the suitability of the Agency, an application for empanelment is to be sent alongwith the following documents:

DOCUMENTS FOR EMPANELMENT OF AGENCIES FOR PRINTING & DESIGNING WORK

1. The Institute has inserted an advertisement for empanelment of high class Agencies (printers and designers) who have sound back-up for excellent designing, scanning, planning, printing etc. of publication of various descriptions and for black & white and multi colour jobs including Technical Brochures, Technical Bulletins, Reports, Posters, Pamphlets, Leaflets, Logos, Newsletter, Calenders, Books, Diaries, Magazines, Visiting Cards, Letter Heads, Bill Books, Banners, Glow Sing, Flex Board, Sun Board, Digital Board etc. on the basis of modern facilities for international standards available capabilities and with track record of applicant organizations.
2. The Institute intends to make a panel of Agencies for awarding designing and printing jobs. The panel would be valid for a period of two years.
3. The Institute reserves right to (i) accept or reject the request of any agency for empanelment and (ii) assign any job to any agency in the panel or otherwise without assigning any reason (s).
4. The Institute reserves the right to keep or remove any agency on the panel approved for designing and printing jobs etc.

5. The Agency should have full fledged unit of their own for usual design, preparation of art work, translation in English, Hindi and other regional languages etc., proof reading, designing, composing & printing etc.
6. The agency will be responsible for collecting the manuscript and other materials free of charge, preparation of designs, printing, proof-reading, typesetting, editing, spiral binding, perfect binding, etc. as per directions of the council.
7. It will be the responsibility of the agency to return all materials concerned like manuscript, art work, photographs, negatives & positives, floppies, CDs/DVDs etc. after completion of the job failing which the costs of the items will be recovered from the firm.
8. The empanelled agency should have adequate arrangements for packing and dispatching the documents, if so required, for which charges would be reimbursable. The postal/packing charges of courier service/postal department charges will be admissible as per actual rates.
9. The detailed terms & conditions for empanelment and execution of designing & printing jobs of the Institute are given in **Appendix – 'A'**. Interested agencies may apply for empanelment in TISS for undertaking designing and printing jobs in the Performa given at **Appendix - 'D'**.
10. The empanelment documents duly filled in all respects in sealed envelop should be placed in the tender box located at the Despatch Section of the Tata Institute of Social Sciences, Main Campus, Sion Trombay Road, Opp. Deonar Bus Depot, Deonar, Mumbai 400 088, latest by 28th March, 2016 by 3:00 p.m. on any working day. The Institute remains closed on Saturdays and Sundays.

General Terms and Conditions
applicable to the Agencies on being selected for printing and designing jobs

1. Proof of single job execution of a minimum of Rs. 3 lakhs for printing & designing work during the last two years should be attached by the agency.
2. The work of the Institute is time bound and the agency which is assigned the job would be required to complete the job within the time-frame set by the Institute, failing which the agency will be liable to pay penalty as decided by the Director. The agency would keep the Institute informed about the status of the assigned job at every stage.
3. On completion of the job, the agency would be required to send pre-receipted bills in triplicate (all originals) along with (i) delivery vouchers for the supply made (ii) manuscripts, photographs, graphs, negatives & positives, floppy, CDs/DVDs and other materials given by the Institute, and (iii) samples of the job executed.
4. In the event of detection of any error or defect made by the agency at any time after the delivery of the copies ordered, the agency shall be bound, if called upon to do so to rectify such error or defect at its cost to the satisfaction of and within time fixed by TISS. In the event of the delivery of any defective work which, owing to urgency or for any other reasons cannot be wholly rejected. The Director, TISS shall have the power to deduct from any payment due to the agency or security deposit amount, such sum as he may deem expedient not exceeding 10% of the value of the particular portion or portions adjudged to be defective.
5. A schedule for the work and for the delivery of printed copies will be drawn by the Institute and will be intimated to the agency while placing the order for the job. The agency should accept the job only if it is in a position to complete the job according to

the schedule. If the agency is unable to adhere to the schedule, for reasons not attributable to the Institute, the Director shall have the power to cancel the order and withdraw the printed (and folded) sheets, forms, etc. the original art works, paste ups, photographs, manuscripts etc. of the job and shall have the power to assign the job to another printer & designer for completing the remaining part of the job at the cost of the agency to which the job was originally assigned. The agency shall extend all facilities to the Institute or his authorized representative for withdrawing the printed and unprinted material.

6. Notice of the printing job would also be sent to the empanelled agency by fax/mail/e-mail/voice telephone/by-hand etc.
7. For some printing & designing jobs, for which technical specifications or CRC is ready, only price quotation will be asked. In other cases, the agencies will be required to submit both layout/cover design/sample of photo/artwork as well as the price quotation.
8. The Director, TISS shall have the right to delete any agency from the panel during the currency of the period of the panel, without assigning any reasons thereof.
9. The agency applying for empanelment should furnish all the particulars related to its status and functioning as per **Appendix- 'B' & 'C' (Technical & Financial Details)**.
10. The agencies applying for empanelment will be required to state Service Tax No., validity of registration with appropriate authority, Sales Tax No., PAN No. etc.
11. The date of declaration of qualified/empanelled agencies will be at the discretion of the Director, TISS.

12. The agency should not be placed in defaulter category by any Govt. Department.

13. In case of any dispute arising out of this contract during the progress of the work or after the cancellation, termination, completion or abandonment, the decision of the Director, TISS, shall be final and binding on the supplier.

Particulars to be furnished by the Agencies applying for Empanelment in TISS for Printing & Designing Work

(Turn over for last three financial years: **Minimum Rs.20 lakhs**)

Technical Details:

1	Name & Postal address of Agency:	
	Telephones Nos.:	
	E-mail:	
	Fax Nos.	
	Mobile Nos:	
2	Nature of Agency (Sole/Partnership/otherwise)	
	Name & address of Partners of Directors or Owner	
3	If Registered, Regn. No.:	
	Validity of registration with appropriate authority	
	Sales Tax Regn. No.:	
	Service Tax No.:	
	PAN No.:	
	Description of in-house facilities of the agency:	

Contd....

Technical Details:

4	(a) Personnel	
	(b) Equipment	
5	Minimum machinery required (Give details)	
	(a) Computers	
	(b) Processing equipments - Scanner/Image set-up	
	(c) Plate making	
	(d) Offset Machine - Four colours	
	(e) Cutting & binding	

Appendix - C

Particulars to be furnished by the Agencies applying for Empanelment in TISS for Printing & Designing Work

(Turn over for last three financial years: **Minimum Rs.20 lakhs**)

Financial Details:

1	Details of number of Publications designed/Printed alongwith the turnover for the last three financial years (indicate year-wise)	
2	Details of minimum Rs. 3 lakhs for single job execution from any Govt. Dept. or PSUs during the last two financial years (indicate year-wise)	
3	Copy of Income & expenditure Account for the last 3 years:	
4	List of clients - work done in respect of GOI/State Govt. Dept. /PSUs belonging to Central and State Govt. bodies with telephone No.:	
5	Good track records with the three clients : (Name, Address & Tele. No.)	(1) (2) (3)
6	Has your organisation been placed in defaulter category by any Govt. Department? If not, please submit a self attested certificate to this effect.	
7	Sample of work done to show creativity and designing capability	

Place:

Signature of the Proprietor / Authorized Signatory

Date:

Rubber Seal indicating complete address

SCHEDULE OF REQUIREMENTS AND SPECIFICATIONS

SL	Description of items (Please Quote along with specifications or full details of the equipments)	Nature	MoU	Annual Requirements (Qty)	TOTAL COST including taxes
1	Attendance Register – 200 Pages	Seasonal	No.	150	
2	Casual Leave Cards with Both Side Printing	Seasonal	No.	500	
3	Examination Answer Sheets	Seasonal	No.	20000	
4	Requisition Books	Regular	No.	50	
5	Bill Books	Regular	No.	100	
6	Gate Pass Book	Regular	No.	45	
7	Book Card Stickers	Regular	No.	10000	
8	Due Date Slip	Regular	No.	10000	
9	Library Instruction Slip	Regular	No.	10000	
10	Prescription Pads for Doctors	Regular	No.	100	
11	Dispatch Registers	Regular	No.	10	
12	Transport Bill Book	Regular	No.	30	
13	Student's Register	Regular	No.	5	
14	Identity Cards with Plastic Cover	Regular	No.	20000	
15	Occurrence Register for Security	Regular	No.	30	
16	Cash Receipts Book	Regular	No.	100	
17	Goods Received Note Books for Dining Hall	Regular	No.	100	
18	Advance Register for Accounts Section	Regular	No.	10	
19	White Envelopes 14.5” x 9.5” Printed with Logo	Regular	No.	4000	
20	Salary Register for Accounts	Regular	No.	20	
21	Intake Register for Special Cell	Regular	No.	200	
22	Dining Hall Stock Register	Regular	No.	10	
23	Attendance Books for Students	Seasonal	No.	6000	
24	Writing Pads 1/6 with TISS Logo (40 Pages)	Regular	No.	2000	
25	Writing Pads 1/8 TISS Logo (40 Pages)	Regular	No.	2000	
26	Ajanta Spiral Pad No. 8 TISS Logo (40 Pages)	Regular	No.	1000	
27	Visitor's Book for Security	Regular	No.	1000	

28	Member Ship Card	Regular	No.	4000	
29	Date Slip	Regular	No.	4000	
30	Book Packet	Regular	No.	4000	
31	Glass Stickers for Vehicles	Regular	No.	1000	
32	Ordinary Stickers for Bikes	Regular	No.	3000	
33	Conference Pads	Regular	No.	4000	
34	Letter Head – Small	Regular	No.	40000	
35	Letter Head – A4 Size	Regular	No.	40000	
36	Continuation Sheet – A4 Size	Regular	No.	20000	
37	Property Tax Register	Regular	No.	10	
38	Noting Sheet – A4	Regular	No.	40000	
39	Noting Sheet – Small	Regular	Regular No.	40000	
40	Miscellaneous Coupon Book	Regular	No.	1000	
41	Tea Coupon Book	Regular	No.	1000	
42	Dinner Coupon Book	Regular	No.	1000	
43	Breakfast Coupon Book	Regular	No.	1000	
44	Lunch Coupon Book	Regular	No.	1000	
45	Inventory Register	Regular	No.	As required	
46	Asset Register	Regular	No.	As required	
47	Fund Register	Regular	No.	As required	
48	Trust Register	Regular	No.	As required	
49	Miscellaneous Register	Regular	No.	As required	
50	Imprest Book	Regular	No.	As required	
51	Field Work Journal	Regular	No.	5000	
52	Minutes Book	Regular	No.	As required	
53	Envelopes With Window (with TISS Logo & Address)	Regular	No.	10000	
54	Envelopes Without Window (with TISS Logo & Address)	Regular	No.	10000	
55	Brown Envelopes Small Size	Regular	No.	5000	
56	Brown Envelopes A-4 Size with TISS Logo & Address	Regular	No.	10000	

57	Green Clothline Envelopes A-3 Size with TISS Logo & Address (Self-adhesive)	Regular	No.	10000	
58	Green Clothline Envelopes A-4 Size with TISS Logo & Address (Self-adhesive)	Regular	No.	10000	
59	Visiting Cards	Regular	No.	Regular	
60	Annual Report	Seasonal	No.	Regular	
61	Prospectus	Seasonal	No.	Regular	
62	Bill Forwarding Register	Regular	No.	Regular	
63	Degree/Diploma Certificate	Seasonal	No.	Regular	
64	Guest House Checked in/Checked Out Register	Regular	No.	10	
65	Participation Certificate	Regular	No.	Regular	
66	Leave Travel Concession Forms	Regular	No.	Regular	
67	Diary	Seasonal	No.	2000	
68	Service Register	Regular	No.	Regular	
69	Bin Card	Regular	No.	Regular	
70	Barcode Stamp for Envelope	Regular	No.	Regular	
71	Green Clothline Envelopes A-3 Size with TISS Logo & Address (Box Type)	Regular	No.	4000	
72	Cash Books for Accounts Section	Regular	No.	Regular	
73	Receipt Books for Publication Unit	Regular	No.	5000	
74	Letterheads for Director Sir – A4 Size	Regular	No.	4000	
75	Tea Mugs with TISS LOGO & Title	Regular	No.	5000	
76	Jute Folder with TISS LOGO & Title	Regular	No.	1000	
77	Contributory Provident Fund Receipt Book 100 pages (1+1)	Regular	No.	Limited	
78	Livery Register with Index	Regular	No.	Limited	

The information provided in this Application (above) are true and correct to the best of my knowledge and belief.

**Signature of the Authorised Signatory
of the Firm (with Stamp & Seal)**

Dated:

Name:

Note: Each page of the application is to be signed by the Authorised signatory of the firm.