

कोटेशन आमंत्रित करने वाला नोटिस / NOTICE INVITING QUOTATIONS

Indian Institute of Science Education and Research (IISER) Berhampur, is an Institute of National Importance established under Ministry of Education, Government of India. Quotations are invited from prospective bidders for supply of items as per description at **sub para 5** below.

“**Sr. No. 16**” में बताए गए पूरे डॉक्यूमेंट्स अपने कोटेशन जमा करने की आखिरी तारीख/समय पर या उससे पहले नीचे दिए गए तरीकों से जमा करें: /

All prospective suppliers are requested to submit complete documents as mentioned in “**Sr. No. 16**” their quotations on or before the end date/time of submission in the following ways:

- a) purchase@iiserbpr.ac.in पर ईमेल करें। “**NIQ नंबर IISERBpr /NIQ/DO/2026-27/10, तारीख 19 जून, 2026 के हिसाब से सप्लाय के लिए कोटेशन**” सब्जेक्ट मेंशन करें। कोटेशन की स्कैन की हुई सॉफ्ट कॉपी (pdf) पासवर्ड से प्रोटेक्टेड होनी चाहिए। पासवर्ड NIQ खोलने के तय समय पर सप्लायर से लिया जाएगा। कोटेशन की अनप्रोटेक्टेड सॉफ्ट कॉपी रिजेक्ट की जा सकती है।
 / By email to purchase@iiserbpr.ac.in. Mentioning subject for “**Quotation for supply against NIQ No. IISERBpr/NIQ/DO/2026-27/10, dated June 19, 2026**” The scanned soft copy (pdf) of the quotation should be password protected. The password will be obtained from the suppliers at the specified time of opening of NIQ. The unprotected soft copy of quotation June be rejected.

या/OR

- b) सीलबंद लिफाफे के ऊपर उद्धरण निम्नानुसार लिखा होना चाहिए: “**एनआईक्यू संख्या IISERBpr /NIQ/DO /2026-27/10, दिनांक 19 जून, 2026 के विरुद्ध आपूर्ति के लिए उद्धरण**। /
 The sealed envelope should be duly super-scribed of the quotation should be as follows:
“Quotation for supply against NIQ No. IISERBpr/NIQ/DO/2026-27/10, dated June 19, 2026.

1.	जेम गारण्ट्स नं. / GEM GARPTS No.	NA
2.	इंडेंट नं./ Indent No.	NA
3.	एनआईक्यू नं. / NIQ No.	IISERBpr/NIQ/DO/2026-27/10
4.	एनआईक्यू दिनांक./ NIQ Date:	June 19, 2026
5.	खरीदी जाने वाली वस्तु का संक्षिप्त विवरण / Brief Description of the item to be procured/ Service	Design, Printing and Supply of Coffee Table Book, Abstract Book, Report of the Institute.
6.	मात्रा /Quantity	As per Technical Specifications (Refer Annexure- '1')
7.	वितरण अवधि (दिन/सप्ताह) और डिलीवरी का स्थान: / Delivery Period (Days/weeks) & Delivery Location:	The item should be delivered within 04 weeks from issue of Purchase/Work Order at the Office of Stores & Purchase, IISER Berhampur (Permanent Campus), Laudigam, Konisi, Ganjam, Odisha-760003. Penalty @ 0.5% per week or part there of subject to a maximum of 5% of the delivery price will be deducted from your bills if supply is not completed within stipulated period.
8.	अनुमानित मूल्य / Estimated value	₹3,50,000 /-
9.	NIQ सबमिशन की आखिरी तारीख और सबमिशन का समय / NIQ Submission End Date & Time of submission	July 04, 2026 at 11:00 hr
10.	NIQ खुलने की तारीख, समय और स्थान / NIQ Opening Date, Time & Venue	July 04, 2026 at 12:00 hr (Store & Purchase Office)

11.	बोली सुरक्षा / Bid Security	NA
12.	भुगतान की शर्तें / Payment Terms.	I. 100% payment shall be made against satisfactory, successful delivery and acceptance of the item subject to submission of original invoice. (No advance payment will be provided). II. GST invoice in triplicate should be sent to Deputy Registrar (Stores and Purchase), IISER Berhampur (Permanent Campus), Laudigam, Konisi, Ganjam, Odisha-760003 directly.
13.	NIQ जमा करने का पता / Address for submission of NIQ:	डिप्टी रजिस्ट्रार (भंडार एवं क्रय) आईआईएसईआर बरहमपुर, At/Po: - Laudigam, Konisi, जिला गंजम, ओडिशा-760003 ईमेल से: purchase@iiserbpr.ac.in (पूरी तरह से ऊपर दिए गए निर्देश के अनुसार) / Deputy Registrar (Stores and Purchase) IISER Berhampur, At/Po: -Laudigam, Konisi, Dist. Ganjam, Odisha-760003 Through email: purchase@iiserbpr.ac.in (strictly as per the above directive)
14.	गारंटी / Warranty	NA
15.	पूर्व-योग्यता मानदंड / Pre-Qualification criteria	The bidder must: • Be a registered Company/Firm/LLP/Proprietorship. • Possess valid PAN and GST registration. • Have at least three years of experience in publication design and printing. The bidder should have successfully completed at least one assignment of Coffee Table Book during the last three years for any Central or State Govt. dept./organizations/University/ Research Institute etc.
16.	अनिवार्य दस्तावेज़ / Mandatory Documents	The bidder should submit the following documents for evaluation failing which the bid cannot be considered: a. Technical Specifications (Refer Annexure- '1') b. Format of Compliance Statement of Specifications (Ref. Annexure- '2') c. Bidder Information Form (Ref. Annexure- '3') d. Declaration for non-blacklisting/debarment (Ref Annexure- '4') e. Quotation Format (Ref. Annexure- '5') f. Registration Certificate. g. GST Registration. h. PAN. i. Copy of the Work Orders/Completion Certificates form. j. Portfolio of at least three coffee table books or equivalent publications.
17.	Compliance of Make in India Policy 2017/DPIIT Guidelines	NA
18.	घोषणा /Declaration	वेंडर को अपने लेटर हेड में यह बताना होगा कि उन्होंने वही आइटम किसी दूसरी सरकारी कंपनी को बताई गई कीमत से कम कीमत पर नहीं बेचा है। / The vendor has to submit a declaration in their letter head stating that they have not offered the same item to any other govt. organization at a lower price than the quoted price.
19.	अनुबंध का पुरस्कार / Award of Contract:	जो बिडर टेक्निकल कम्प्लायंस को पूरा करता है, एलिजिबिलिटी क्राइटेरिया को पूरा करता है और सबसे कम अमाउंट कोट करता है, उसे कॉन्ट्रैक्ट दिया जाएगा। / The bidder who complies with the technical compliance, fulfils the eligibility criteria and quotes the lowest amount shall be awarded the contract.
20.	टेक्निकल क्लैरिफिकेशन के लिए कृपया संपर्क करें:/ For technical Clarifications please contact:	Director Office IISER Berhampur Email- directoroffice@iiserbpr.ac.in



IISER
BERHAMPUR

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान बरहमपुर
Indian Institute of Science Education and Research Berhampur
Established by the Ministry of Education, Govt. of India

21.	NIQ इनवाइटिंग अथॉरिटी:/ NIQ Inviting Authority:	डिप्टी रजिस्ट्रार (स्टोर और परचेज) निदेशक, आईआईएसईआर बरहमपुर की ओर से दूरभाष संख्या 0780 2227-705/709 Deputy Registrar (Stores and Purchase) for and on behalf of Director, IISER Berhampur Tel. No.0780 2227-705/ 709
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Lupala
19/6/26

डिप्टी रजिस्ट्रार (भंडार एवं क्रय)
Deputy Registrar (Stores & Purchase)

तकनीकी विशेष विवरण / TECHNICAL SPECIFICATIONS

((एनआईक्यू नं. IISERBpr /NIQ/DO/2026-27/10, दिनांक 19 जून, 2026) /
(NIQ NO. IISERBpr/NIQ/DO/2026-27/10, dated June 19, 2026)

The selected agency shall undertake end-to-end design, content formatting, artwork development, printing, binding and delivery of the following publications for the Institute:

A. Printing of Ten-Year Institutional Report (Qty: 150 copies)

The agency shall print and supply a commemorative report documenting the first ten years of the Institute, including academic growth, research achievements, faculty accomplishments, student success stories, infrastructure development, rankings, outreach activities, collaborations and future vision.

Technical Specifications:

- Size: A4 Portrait (210 × 297 mm)
- Extent: Approximately 48–56 pages including cover
- Printing: Four-colour (CMYK) throughout
- Inner Pages: 130–170 GSM Matte/Art Paper
- Cover: 300 GSM Art Card
- Binding: Perfect Binding / Centre Pin Binding (as per final page count)
- Cover Finish: Matte/Gloss Lamination
- Image Resolution: Minimum 300 DPI
- High-quality infographics, timelines, charts and photographs to be incorporated

B. Printing of Abstract Book (Qty: 100 copies)

The agency shall print and supply the Abstract Book containing conference/event abstracts, programme schedule, speaker profiles and related information. Content development and design shall be provided by the Institute.

Technical Specifications:

- Size: A4 (210 × 297 mm)
- Extent: Approximately 32 pages including cover
- Printing: Four-colour cover and black & white/four-colour inner pages as approved
- Inner Pages: 100–130 GSM Maplitho/Art Paper
- Cover: 250–300 GSM Art Card
- Binding: Centre Pin (Saddle Stitch) Binding
- Finish: Matte/Gloss Lamination on cover
- Image Resolution: Minimum 300 DPI
- Print-ready PDF and editable source files to be provided

C. Printing of Coffee Table Book (Qty: 50 copies)

A premium publication showcasing the Institute's journey, academic excellence, research achievements, infrastructure, innovation ecosystem, outreach activities, student accomplishments and institutional milestones.

Technical Specifications:

- Size: 12" × 12" Square Format (or approved equivalent)
- Extent: Approximately 80-120 pages
- Printing: Four-colour (CMYK) throughout
- Inner Pages: 170–200 GSM Premium Matte/Art Paper
- Cover: 300–350 GSM Art Card mounted on 2.5–3 mm board
- Binding: Section-sewn hardbound
- Finish: Matte/Gloss Lamination with Spot UV
- Image Resolution: Minimum 300 DPI

Scope of Work: The agency shall provide the following services for Coffee Table Book:

1. Collection, compilation and organization of content, photographs and archival material supplied by the Institute.
2. Professional copyediting, proofreading and formatting of text.
3. Conceptualization of design theme, visual identity and page layouts.
4. Development of infographics, illustrations, charts, timelines and graphical elements.

Common Scope of Work (For all items)

The agency shall provide the following services for all publications:

1. Designing of Cover Pages
2. Image enhancement, colour correction and optimization for print.
3. Preparation of print-ready artwork and submission of proofs for approval.
4. Printing, binding, packaging and delivery of final publications to the Institute.
5. Submission of editable source files, fonts (where transferable), graphics and print-ready PDF files.

Printing and Quality Standards:

1. Printing shall be carried out using high-quality offset printing technology.
2. Colour reproduction shall conform to approved proofs and maintain consistency across the print run.
3. Text, photographs and graphics shall be sharp, properly registered and free from distortion, ghosting or pixelation.
4. Trimming, folding, binding and finishing shall be neat and defect-free.
5. Lamination shall be uniform without bubbling, peeling or scratches.
6. A printer's proof/dummy copy shall be submitted for approval before bulk printing.
7. All publications shall be suitable for institutional dissemination, archival preservation and display.

Deliverables

- Print-ready PDFs of all publications.
- Editable source files (InDesign/Illustrator/Photoshop or equivalent).
- One printer's proof/dummy copy of each publication.
- Final printed copies in quantities specified by the Institute.
- All creative assets, photographs and graphics developed under the assignment.

All intellectual property rights arising from the assignment shall vest exclusively with the Institute.

FORMAT OF COMPLIANCE STATEMENT OF SPECIFICATIONS

((एनआईक्यू नं. IISERBpr /NIQ/DO/2026-27/10, दिनांक 19 जून, 2026) /
(NIQ NO. IISERBpr/NIQ/DO/2026-27/10, dated June 19, 2026)

Sr. No.	Description	Compliance (Yes/No)
1.	End-To-End design, content formatting, artwork development, printing, binding and delivery of the following publications for the Institute: A. Printing of Ten-Year Institutional Report (Qty: 150 copies) The agency shall print and supply a commemorative report documenting the first ten years of the Institute, including academic growth, research achievements, faculty accomplishments, student success stories, infrastructure development, rankings, outreach activities, collaborations and future vision. Technical Specifications: - Size: A4 Portrait (210 × 297 mm) - Extent: Approximately 48–56 pages including cover - Printing: Four-colour (CMYK) throughout - Inner Pages: 130–170 GSM Matte/Art Paper - Cover: 300 GSM Art Card - Binding: Perfect Binding / Centre Pin Binding (as per final page count) - Cover Finish: Matte/Gloss Lamination - Image Resolution: Minimum 300 DPI - High-quality infographics, timelines, charts and photographs to be incorporated B. Printing of Abstract Book (Qty: 100 copies) The agency shall print and supply the Abstract Book containing conference/event abstracts, programme schedule, speaker profiles and related information. Content development and design shall be provided by the Institute. Technical Specifications: - Size: A4 (210 × 297 mm) - Extent: Approximately 32 pages including cover - Printing: Four-colour cover and black & white/four-colour inner pages as approved - Inner Pages: 100–130 GSM Maplitho/Art Paper - Cover: 250–300 GSM Art Card - Binding: Centre Pin (Saddle Stitch) Binding - Finish: Matte/Gloss Lamination on cover - Image Resolution: Minimum 300 DPI - Print-ready PDF and editable source files to be provided C. Printing of Coffee Table Book (Qty: 50 copies) A premium publication showcasing the Institute's journey, academic excellence, research achievements, infrastructure, innovation ecosystem, outreach activities, student accomplishments and institutional milestones.	

	Technical Specifications: • Size: 12" × 12" Square Format (or approved equivalent) • Extent: Approximately 80-120 pages • Printing: Four-colour (CMYK) throughout • Inner Pages: 170–200 GSM Premium Matte/Art Paper • Cover: 300–350 GSM Art Card mounted on 2.5–3 mm board • Binding: Section-sewn hardbound • Finish: Matte/Gloss Lamination with Spot UV • Image Resolution: Minimum 300 DPI Scope of Work: The agency shall provide the following services for Coffee Table Book: 5. Collection, compilation and organization of content, photographs and archival material supplied by the Institute. 6. Professional copyediting, proofreading and formatting of text. 7. Conceptualization of design theme, visual identity and page layouts. 8. Development of infographics, illustrations, charts, timelines and graphical elements.	
2.	Common Scope of Work (For all items) The agency shall provide the following services for all publications: 1. Designing of Cover Pages 2. Image enhancement, colour correction and optimization for print. 3. Preparation of print-ready artwork and submission of proofs for approval. 4. Printing, binding, packaging and delivery of final publications to the Institute. Submission of editable source files, fonts (where transferable), graphics and print-ready PDF files.	
3.	Printing and Quality Standards: 1. Printing shall be carried out using high-quality offset printing technology. 2. Colour reproduction shall conform to approved proofs and maintain consistency across the print run. 3. Text, photographs and graphics shall be sharp, properly registered and free from distortion, ghosting or pixelation. 4. Trimming, folding, binding and finishing shall be neat and defect-free. 5. Lamination shall be uniform without bubbling, peeling or scratches. 6. A printer's proof/dummy copy shall be submitted for approval before bulk printing. All publications shall be suitable for institutional dissemination, archival preservation and display.	
4.	Deliverables • Print-ready PDFs of all publications. • Editable source files (InDesign/Illustrator/Photoshop or equivalent). • One printer's proof/dummy copy of each publication. • Final printed copies in quantities specified by the Institute. • All creative assets, photographs and graphics developed under the assignment. All intellectual property rights arising from the assignment shall vest exclusively with the Institute.	

फर्म का साइन और सील /
 Sign & Seal of the firm

तारीख: / Date: _____

अनुलग्नक - '3' Annexure- '3'

बोलीदाता सूचना प्रपत्र / BIDDER INFORMATION FORM
(कंपनी के लेटर हेड पर) / (On company letter head)

(Along with supporting documents, if any)

Bidder's Name _____

[Address and Contact Details]

Bidder's Reference No. _____ Date _____

Tender Document No.: _____; Tender Title: Goods/ Services

Note: Bidder shall fill in this Form following the instructions indicated below. No alterations to its format shall be permitted, and no substitutions shall be accepted. Bidder shall enclose certified copies of the documentary proof/ evidence to substantiate the corresponding statement wherever necessary and applicable. Bidder's wrong or misleading information shall be treated as a violation of the Code of Integrity. Such Bids shall be liable to be rejected as nonresponsive, in addition to other punitive actions provided for such misdemeanour in the Tender Document.

(Please tick appropriate boxes or strike out sentences/ phrases not applicable to you)

1) Bidder/ Contractor particulars:

- (a) Name of the Company:
- (b) Corporate Identity No. (CIN):
- (c) Registration, if any, with The Procuring Entity:
- (d) GeM Supplier ID (if registered with GeM, it is mandatory at the time of placement of Contract)
- (e) Place of Registration/ Principal place of business/ manufacture
- (f) Complete Postal Address:
- (g) Pin code/ ZIP code:
- (h) Telephone nos. (with country/ area codes):
- (i) Mobile Nos.: (with country/ area codes):
- (j) Contact persons/ Designation:
- (k) Email IDs:

Company's Legal Status
(tick on appropriate option)

- 1) Limited Company
- 2) Undertaking
- 3) Joint Venture
- 4) Partnership
- 5) Others

Company Category

- 1) Micro Unit as per MSME
- 2) Small Unit as per MSME
- 3) Medium Unit as per MSME
- 4) Ancillary Unit
- 5) SSI
- 6) Others

2) Taxation Registrations:

PAN number:

Type of GST Registration as per the Act (Normal Taxpayer, Composition, Casual Taxable Person, SEZ, etc.):

GSTIN number:in Consignor and Consignee States

Registered/ Certified Works/ Factory where the Goods would be mainly manufactured and Place of Consignor for GST Purpose:

Contact Names, Nos. & email IDs for GST matters (Please mention primary and secondary contacts):

☐ We solemnly declare that our GST rating on the GST portal/ Govt. official website is not negative/ blacklisted.

Documents to be submitted: Self-attested Copies of PAN card and GSTIN Registration.

3) Authorization of Person(s) signing the bid on behalf of the Bidder

Full Name: _____

Designation: _____

Signing as: _____

☐ A sole proprietorship firm. The person signing the bid is the sole proprietor/ constituted attorney of the sole proprietor,

☐ A partnership firm. The person signing the bid is duly authorised being a partner to do so, under the partnership agreement or the general power of attorney,

☐ A company. The person signing the bid is the constituted attorney by a resolution passed by the Board of Directors or in pursuance of the Authority conferred by Memorandum of Association.

Documents to be submitted: Registration Certificate/ Memorandum of Association/ Partnership Agreement/ Power of Attorney/ Board Resolution

4) Bidder's Authorized Representative Information

Name:

Address:

Telephone/ Mobile numbers:

Email Address:

(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of

[name & address of Bidder and seal)

क्लीन ट्रैक के बारे में घोषणा/कोई कानूनी कार्रवाई नहीं /
DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION
(को होना प्रदान किया पर पत्र सिर का व्यवसाय - संघ) / (to be provided on letter head of the firm)

I hereby certify that the above firm namely _____ is neither blacklisted by any Central/State Government/Public Undertaking/Institute nor any criminal case registered / pending against the firm or its owner / partners anywhere in India (or) against any of its branches (or) partners abroad.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm June be summarily terminated and the firm blacklisted.

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.:

उद्धरण प्रारूप / QUOTATION FORMAT

Ref: IISER Berhampur, NIQ No. _____ Dt. _____

Name of the Firm: _____

Name of Proprietor _____

Address _____

Quotation No. _____ Dt. _____

Mob No. _____ E-Mail: _____

GSTN. _____ Registration /License No. _____

PAN No. _____

Brief description of the material to be supplied: -

Sl.	Description of item	Qty	Unit Price	GST %	Total cost with GST
I.	Printing of Ten-Year Institutional Report	150 copies			
II.	Printing of Abstract Book	100 copies			
III.	Printing of Coffee Table Book	50 copies			
	Total				
	Total in words:				

- a) All above prices are F.O.R. IISER Berhampur.
- b) 100% payment shall be made against satisfactory, delivery and successful commissioning of the equipment subject to submission of original invoice and satisfactory report from the indenter.
- c) Validity of quotation _____ days
- d) Delivery period _____ (days/weeks)
- e) Warranty details: NA
- f) Bank Account Details: Name of A/c Holder _____
Bank Name _____ A/c No. _____
IFSC _____

Certified that I Hereby accepted all terms and conditions of NIQ under reference.

The following supporting documents must be submitted along with NIQ, namely: -

- (i) Attested copy of Certificate of Incorporation/Registration of agency.
- (ii) Attested copy of PAN card & GST registration certificate.
- (iii) Any other license/permission mandated by Government for appropriate business.

फर्म के साइन और सील
Sign & Seal of the firm**तारीख: / Date:** _____