

**The Indian Institute of Metals**  
**Metal House, Plot 13/4, Block AQ, Sector -V, Salt Lake, Kolkata -700 091**

**Notice - Inviting Quotation for Printing of a monthly in-house journal**

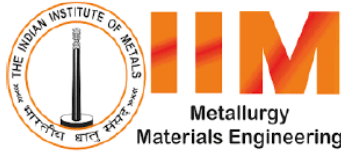
Dated: 31<sup>st</sup> October 2023

**Description of the Printing Job & related clauses:**

1. "Quotation for printing of IIM Metal News", a monthly journal of the Indian Institute of Metals (IIM), along with insertion flaps of the same number for two years, i.e. from November 2023 to October 2025 is invited from competent printers. The rates quoted should be valid for two years. This would be as per Two Bids System i.e. Technical & Commercial, and Financial Bids. The first envelope should contain the "Technical Bid" consisting of technical parameters and super scribed as such. The second envelope should be super-scribed as "Financial Bid" containing the financial aspects such as the rates to be charged and other financial terms and conditions. The both Bids contained in separate two sealed envelopes should be submitted in one sealed cover super-scribed as "Quotation for the printing of IIM METAL NEWS, a monthly in-house journal of The Indian Institute of Metals"
2. The Financial bids of only those bidders will be opened who qualify the Technical Bids.

**PROFORMA FOR TECHNICAL BID:** The details of the company are as under:

Name of the firm Contact Address with Telephone/Fax	
Tax/Income Tax Registration No.	
Tax/Income Tax Clearance Certificate PAN and Service Tax Details	
GST Registration #	
Details of experience if any on supply of printing items to any similar professional bodies along with copies of supply orders should be enclosed with the tender document. Print material samples should also be enclosed.	
Press Medium available	
No. of employees	
Type of Ownership	
Ownership details	



3. The prospective bidder should be in a position to undertake the production of captioned job, as per the following specifications, and supply the printed copies of the said magazine within the prescribed time schedule.

**Journal type : Fully colored magazine , language : English , Monthly Publication**

Specification of paper:

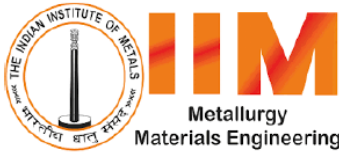
**DESCRIPTION: *Printing of monthly Metal News in multicolour.***

- A) Text Pages: Glossy Art Paper 100 gsm
  - B) Cover: Glossy Art Paper 170 gsm
  - C) Size of the Journal : 21.0 cm. x 28.0 cm.
  - D) Total copies to be printed each month (issue): 500 (approx.)
  - E) No. of Pages per magazine : 32 pages (excluding cover pages i.e., 4)
  - F) No. of colors to be used : As specified by IIM.
  - G) Method of Printing : Offset
  - H) Art work: To be prepared by the Printer under the supervision of IIM Official.
  - I) Binding : Perfect binding
  - J) Flap (Brown colour) of the same number as referred in C
4. Any failure on the part of printer to observe the prescribed procedure and any attempt to canvass for the work will prejudice his/her quotation. The quotation/ rates quoted in other than the prescribed proforma are liable to be rejected.
  5. **QUALITY:** All printing is expected to meet the following minimum standards: Consistent with the type of work being done. Inking must be consistent and uniform throughout in density and color. Pages must align with artwork, when applicable. Other finishing must be according to specifications (e.g., packaging, labeling). Work that does not meet the specified contract standards for quality may be rejected and, if time allows, reprinting may be required at the contractor's expense. No payment will be made for rejected printed matter or services. When time does not allow for a reprint, the state has the right to use the job without compensation to the contractor.

\*Each quotation must be accompanied by at least two sample documents of minimum four pages each, of same specification, printed by the firm.

**Eligibility Conditions:**

- a) The firm should have experience of at least 5 years in the field of printing of journals and supply of miscellaneous office stationary items.
- b) The average turn-over of the firm during the last 3 years should be Rs. 50 lakh or above.
- c) The firm should be having PAN & GST number and it should be registered with the concerned tax authorities.
- d) It should not be black listed by the government department or any PSU. An undertaking in this regard may be attached with Technical Bid.



### **Financial Bid Criterion**

1. Rates must be quoted in figures & words in INR with all levies and taxes.
2. Special discount/ rebate admissible to educational Institution/Professional body may be specifically indicated in the quotation.
3. Late receipt of bids (i.e. within 7<sup>th</sup> November 2023 within working hours) will not be considered.
4. Provide Pan and GST Numbers as applicable.
5. All eligible and interested agencies may quote their price of per printed magazine which includes printing cost, labour cost, cost of papers, cost for binding, etc. And also quote price for insertion flap of magazine separately. [Refer specifications as mentioned in # 4]

### **Terms and Condition**

1. The printer will be responsible for layout, design, composing and formatting related to the magazine. However, content inputs and pictures will be given every month by the IIM, which after finalization of print layout, shall be subject to final approval by the Institute.
2. Expenses for collection of printing matter/raw materials, proof reading and delivering of the magazine etc. to the Institute's Head Office, will be borne by the selected printing agency (printer).
3. The payment will be released only after successful completion of entire supply. No advance payment will be released. The delivery will be made as per the supply order and deviation, if any, may attract penalty.
4. The printer has to collect all the material (raw files, photos, advt. mat. etc.) in mail from IIM. The proof of the copy must have the due approval from the IIM before printing.
5. Work for a particular issue will start any time of the month, however, the soft copy should be send for proof checking within 2 days after receiving the raw file from IIM. The Printer need to adhere to the mutually agreed schedule to be prepared later.
6. A minimum of three hard copies proof reading of all the pages in regard to Text / Layout/ Designing should be executed as per satisfaction of the IIM.( As and when required) .  
Nominal modifications in the process of finishing and delivery should be executed as per the requirements of the IIM.
7. Soft copies of the monthly "IIM Metal News" magazine are to be provided by the printer to the IIM in compatible versions as requested by IIM.
8. There shall be no escalation in the price during the entire contract period, however, either of the parties may if so decides, shall have the option to terminate its contract by giving the other party prior written notice of three months
9. The Secretary General, on part of the IIM reserves the right to reject or ignore, any or all quotations and shall not be bound itself to accept the lowest offer.
10. Last date of submission : 7th November 2023 [Within office hours]

Dispute: In case of any dispute the matter shall be settled mutually, failing which the decision of The Secretary General, IIM will be final and binding to the bidders.

**Nabatara Mitra**

**On behalf of The Indian Institute of Metals**