



**IUSSTF**

Indo-US Science and Technology Forum

### **Request for Designing & Printing Proposal:**

IUSSTF invites proposals for designing & printing of Indo-U.S. Science & Technology Forum (IUSSTF) Annual Report for 2022-23. IUSSTF, established under an agreement between the Governments of India and the United States of America in March 2000, is an autonomous bilateral organization jointly funded by both the Governments that promotes Science, Technology, Engineering and Innovation through substantive interaction among government, academia and industry.

### **Technical Specifications:**

Printing, designing, page making & binding of the IUSSTF (Annual Report 2022-23):

<b>Particulars</b>	<b>Annual Report 2022-23</b>
Document Size	A4
Paper	High Bright Art Paper
Magnostar/Sinarmas	Matt
Grammage	300 GSM for Cover and 130 GSM for Inner Pages
Binding	Perfect with Section Sewing
Lamination	UV Lamination (Matt on Cover)
Printing	Offset 4 or 5 Colour Printing (both sides)
Number of pages	Approx. 120 to 150
Number of Copies	50 copies
Packaging	Envelopes with printed IUSSTF logo (colour)
Shutter Stock Images	Approx. 25-30

### **Terms and Conditions:**

1. IUSSTF has the right to ask for clarifications and/or any missing information in the submitted proposal from the bidders.
2. IUSSTF believes in high quality and credibility of the service and goods providers and is not bound to select the bidder on lowest commercial proposal criteria.
3. IUSSTF is not legally bound or to assign reasons for rejecting the proposal / quotations.

4. The commercial offer quoted by the bidder will be applicable for the entire duration the contact and will remain valid for up to 3 months from the date of commercial proposal and no request for revision shall be entertained.
5. TDS and other applicable taxes/levies will be withheld as per Indian laws before processing payment of the invoices.
6. In the event of any dispute, decision of the Executive Director, IUSSTF will be final and binding.
7. Only shortlisted bidders will be contacted for further discussions through a virtual pre-bid meeting. Queries from non-shortlisted/non-selects will not be entertained.
8. The commercial proposal should contain full details, as requested. During the validity of the commercial proposal, no price variation due to escalation, relaxation, inflation or any other market factors shall be accepted by IUSSTF. All taxes, and out of pocket expenses (if any) should be clearly shown in the commercial proposal.
9. Services offered shall be reviewed based on completeness and quality of the technical proposal submitted through proper channel with the minimum specifications described. Any follow up documents will not be considered after submission of bids.
10. The technical proposal that complies with all of the specifications, requirements and offers the best price, as well as meets all other evaluation criteria indicated, shall be selected. Any offer that does not meet the minimum requirements shall be rejected.
11. Please submit a list of references (Name, Organization, Title, Phone number, Email ID and number of years of business).
12. The detailed designing & printing proposal should be submitted in a **sealed envelope** to Mr. Manoj Prasad, Indo-US Science & Technology Forum, Fulbright House, 12 Hailey Road, New Delhi 110001 by 24<sup>th</sup> April 2023.

**Annexures for submission along with the designing & printing proposal bid:**

1. Vendor Registration Form
2. Entity registration certificate (self attested)
3. PAN card (self attested)
4. GST registration (self attested)
5. Last year Income Tax Return (self attested)
6. Last GST Return (self attested)
7. MSME Certificate, if applicable. If not, a certificate that you are not registered under the MSME Act 2006 or 2020.
8. Financial Bid in Annexure "A"

**Annexure “A”**

<b>Particulars</b>	<b>Copies</b>	<b>Amount (Rs.)</b>
Printing with Designing (Quote Total Price)	Upto 50	
Designing only	----	
Printing (Quote Per Unit Price)		
Shutter Stock Images	Approx. 25-30	
Packaging (Envelopes with printed IUSSTF colour logo)		