



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

Dated: 14th May 2019

“Quotation for printing of IIM Metal News”, a monthly journal of the Indian Institute of Metals (IIM), along with insertion flaps for one year, i.e. from July 2019 to June 2020, is invited from competent printers. The prospective bidder should be in a position to undertake the production of captioned job, as per the given specifications, and supply the printed copies of the said journal within the prescribed time schedule.

The IIM will award the contract to the successful bidder where bid has been determined to be a techno commercially acceptable and financially lowest, provided further that the bidder is determined to be qualified to perform the contract satisfactorily.

This contract shall be valid on mutual terms and conditions for the period of One year and it may be further extended on the satisfactory ground of consistent best quality of work, which includes using good-quality paper, timely collection and submitting of proofs, meeting deadlines, prompt services and delivery of the magazine at IIM.

The IIM reserves the right to accept or reject any or all or any part of the quotation without assigning any reason thereof, and the decision of IIM in this respect will be final.

Journal type: Fully coloured magazine, hither to referred as ‘Journal’, with proper binding;
Language: English; Monthly Publication

Technical Details:

DESCRIPTION: Printing of monthly Metal News in multicolour.

- A) Inside Paper: Glossy Art Paper 100 gsm
- B) Cover: Glossy Art Paper 150-200 gsm
- C) Size of the Journal : 21 cm. x 28 cm. (Strict adherence)
- D) Total copies to be printed each month (issue): 500 numbers
- E) No. of Pages per journal : 32 pages (excluding cover pages i.e., 4)
- F) Method of Printing : Offset
- G) Art work: To be prepared by the Printer under the supervision of IIM Official.
- H) Flap (Brown colour) to contain the journal as referred in C
- I) Binding: Central clipping (Staple) or other appropriate

Terms and Condition

- 1) The printer will be responsible for layout, design, composition and inputs related to the journal. However, technical Manuscripts, other texts and pictures as inputs will be supplied every month by the IIM, the final composition will be subject to approval by the IIM authority.
- 2) Expenses for collection of printing matters/raw material, proof reading and delivering of the journal, etc. will be borne by the selected printing agency (printer).
- 3) The printer has to collect the material, Proof readings, photos in a pen drive or other suitable device, from time to time from the office of the IIM. The proof of the copy must have the due approval from the IIM before printing.
- 4) Work for a particular issue is such started in the 25th of the previous month (or even earlier) , which can be finished up to 11th of the current month in order to ensure the delivery of the magazine to the Institute by 20th instant. The composed copy should be provided to IIM within two days after receiving the individual matter, for proof corrections.
However, a mutual work schedule may be prepared by the printer enabling the journal to be delivered on or before stipulated date. No compromises in this regard shall be allowed. Any deviation shall attract penalty on payment terms.
- 5) IIM-approved soft copy of the Journal "IIM Metal News" is to be provided by the printer to IIM in PDF version for uploading in IIM website prior to printing.
- 6) No compromises in quality of paper and printing shall be allowed. Any deviation from the specifications shall be liable to penalty.
- 7) A minimum of three copy (hard or soft, as per requirement) 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).
- 8) Sample of paper to be used ("Paper Type" for Cover Page and Inner Pages) should necessarily be sent along with the quotation. A sample of the published work already done by the bidder may also be provided.
- 8) No advance payment whatsoever, shall be released for any printing work. The payment would be made after receipt of the printed items in required standard specification/format/design and quantity along with proper bill and challan.
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.

General Instructions

1. Rates must be quoted in figures & words in INR with all levies and taxes, **in sealed envelope**. Also, quote price for insertion flap of the journal separately.
2. Bidders to provide Pan and GST Numbers as applicable.
3. 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.

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

All eligible and interested agencies may quote their price, which includes printing cost, labour cost, cost of papers, cost for binding, etc. And also quote price of flap (Brown colour) for insertion of magazine separately. Kindly note that the quotation should be Inclusive of all the mandatory taxes as applicable. It is requested to include all such taxes in the quoted price.

The Quotation inclusive of price bids and compliance of specifications to reach IIM HO by 30th May 2019, in sealed envelope. Late receipts will not be entertained.

Bid Submission/Addressed to:

IIM Head Office
Metal House
Plot 13/4, Block AQ
Salt Lake, Sector V
Kolkata 700 091

Addressed to :
Mr. Kushal Saha , Secretary General
Or/And
Ms. Atashi Saha, DGM
Enquiry: 033-2367-9768
atashi.sahaiiom@gmail.com