



Ref: **INS/W-5046/2018-2019(Y)**

Date : 17/07/2018

ENQUIRY

Dear Sirs,

Please let us have your lowest Quotation for the following :

Sl.No	Cat.No	Item Description	Make/Model	Item Qty	UOM
1		Design of Annual Report 2017-18 for inStem	-	1.00	No.

Remarks : It is 2part tender: The Technical and Financial/price bids shall be submitted simultaneously in two (2) cover (sealed) system. The proposal shall be evaluated in two stages: 1) Technical and 2) Price/Financial.

Note :

1. The bids shall be enclosed in an envelope , and due date sealed duly marked "Tender for _____" Ref No : _____. The bids should be addressed and to be mailed to "**THE HEAD-PURCHASE**". The bids are liable to be rejected if the sealed envelope is not addressed to "**THE HEAD-PURCHASE**" with Tender Ref No and Item Description and due date. The bids delivered in person shall be dropped in Purchase Section. If the bids are sent through courier or mail , it should reach by submission Date and Time and inStem will not be responsible for the delay.

2. DUE DATE FOR SUBMISSION OF QUOTATION AGAINST THIS ENQUIRY IS
23/07/2018 till 5.30 p.m.

3. QUOTATIONS RECEIVED AFTER THE DUE DATE SHALL BE REJECTED.

4. The Validity of your quotation should be for 60 days from the date.

5.All duties,taxes,surcharge and cess as currently applicable must be sated in your quotation,seperately.Otherwise your quote is liable to be rejected.

6.Your quotation should indicate delivery period & Warranty period.

7.Delivery to be made to our Stores.Please indicate charges,if any extra.Transit Insurance should be done upto inStem Stores.

8.If you are unable to supply the quality,specifications or brand as mentioned in our enquiry,Please state so and then offer alternative to quality/Specifications.

9.Payment :within one month after delivery & acceptance/satisfactory installation.

10.Please ensure that the enquiry number and the due date is superscribed on the envelope failing which your quotation is liable to be rejected.

11.Since we are a public funded research institution,we are exempted from paying Customs Duty(Except advolerum duty of 5% + 2% cess and CVD @4% vide Notification No.51/96 with latest amendments) and excise duty vide Notification No.10/97 CENTRAL EXCISE dated 01-03-1997 for all scientific equipments,technical instruments,equipments(including computers),their accessories,spares,consumables and software.Hence,please offer your prices taking this option into consideration.



Institute For Stem Cell Biology and Regenerative Medicine
Autonomous institute of the Department of Biotechnology, Government Of India



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12.If the item is covered under DGS&D rate contract,please quote the rate as per the DGS&D rate contract with xerox copy of the DGS&D order.

13.Any dispute or differences that may arise between the parties shall be referred to the sole arbitration of the Centre Director or his nominees.The decision of the arbitrator shall be final and binding on the parties.The venue for arbitration shall be Bangalore.The provisions of the Arbitration and Concillation Act,1996 as amended from time to time shall apply.The Courts in Bangalore shall have exclusive jurisdiction to deal with any or all disputes between the parties.

Yours faithfully

For and on behalf of Insitute For Stem Cell
Biology and Regenerative Medicine




Yesu R

GKVK, Bellary Road, Bangalore-560065,INDIA

Phone No. : 91-80-23666343/344/345/346

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Email Id: purchase@ncbs.res.in

Website : www.ncbs.res.in



inStem

Ref No: INSW-5046/2018-2019(Y)

Summary

The Institute for Stem Cell Science and Regenerative Medicine (inStem), located in Bangalore, is an autonomous institute funded by the Dept of Biotechnology, Govt. of India. inStem is a state-of-the-art research institute dedicated to the study of stem cell and regenerative biology. inStem's mandate is to allow cross-disciplinary, multi-pronged approach to research, straddles the divide between clinical and laboratory research in stem cell biology. In trying to answer intractable and challenging questions that face the field, inStem seeks to rewrite the paradigm of the research institute: without barriers and across disciplines. inStem is also part of the Bangalore Bio-Cluster, which collaborates to together fundamental research, translational studies, and technology development.

Website: www.inStem.res.in

inStem is looking for proposals by established graphic/Print designers for its 2017-2018 Annual Report.

The report will highlight inStem's scientific achievements in the years 2017-18, and provide an overview of the Centre, with faculty profiles and various highlights, as well as focusing the centre's core scientific themes.

This report is to be submitted to government departments and is also intended to provide information to prospective students, researchers, institutes and individuals who would be interested to study or collaborate with inStem.

The report will be designed for a **bilingual** print (English and Hindi).

Text for the Hindi version of the report will also be provided.

To view the quality and nature of the project please view the inStem Annual Reports at <https://instem.res.in/annual-report>



SECTION 1: TECHNICAL REQUIREMENTS SPECIFICATION

Background Information

The Institute for Stem Cell Science and Regenerative Medicine (inStem) seeks to appoint a reputable service provider with a strong track record, to design, edit and manage the annual report.

The deadline is extremely tight, as the successful service provider will have to generate a copy, edit, design and secure approvals on both edited copy and design. The design, layout and pictorial illustrations must be aligned with the expectations of the management as institute has set the bar high as is evident from the past reports. Please visit <https://instem.res.in/annual-report> to view the report archives.

Scope of Work

The following sections describe the Services in greater detail and identify the respective responsibilities of the vendor and inStem and mutual responsibilities necessary for completion of the Services in the timeframe.

inStem Annual Report is printed in 3 stages.

1stEnglish Draft for GC meeting Approximately 100 pages (Preparation time: July-August)

2ndRevised Report with inputs after the GC meeting. Produced in English and Hindi versions along with 30 additional pages of accounts details (Time period for preparation Sept – October, Printed 1st week November) Approximately 150 pages.

3rdEnglish Premium Prints, without accounts pages (November end) Approximately 100-120 pages.

Following guidelines have been outlined for this year's report:

- The publication would be about 100-120 pages of content and 4 pages for the Cover.
- This would include about 80 pages of scientific write-ups and research reports from 15 PIs.
- Single page notes from the Director, Administration Departments and other Content (30 pages)
- 30 page accounts sheets for 2nd stage of printing.



- Generate an online PDF version of the report that can be hosted on inStem and other websites.

Services Required

English Report (No. of pages without accounts 140 pages - No. of pages with accounts – 170 pages)

- The scope of work includes designing the report, text layout, images, and art-working the same.
- Art work will include Cover design, Scientific Report template, additional templates/layouts for Administrative write-ups and other sections that will contain information in the form of lists, Graphics specially created for sections of the report (includes one layout of the campus). Campus layout to be created using Architectural Planning Software.
- Setting of 30 pages of accounts sheets for stage 2 of printing stage, as given by the client without any errors.
- Editing and proof –reading of the content to ensure consistency of language style and appropriate use of language.
- Management of photo shoot (of faculty & possibly of facility)
- Galley Proof Stage – The Report will go through a rigorous review stage from the institute and at this point various changes based of errors or minor revisions will be expected.
- Suggesting size of the paper for the report, weight and variety of paper to be used for print and
- Print supervision for all 3 versions of Prints.
- Interaction with the identified staff of inStem during the design and printing of the annual report.

Hindi Version with accounts

- The scope of work includes designing the report (up to 170 pages), laying out the text and images and art-work for the same as designed for the English Reports to fit Hindi Script along with Hindi translated accounts.
- Editing and proof reading of the accounts sheets to fit as given by the client without any errors from the design team (*we do not expect proof reading for the Hindi version*).

System Requirements:

System Requirements for the project – Mac OS/Windows



Design– InDesign publishing software, Adobe Photoshop and Adobe Illustrator (expertise in all 3 is essential). *The designer must use legally licenced versions of all software.*

Design and Typesetting

- Design and typesetting will be done on edited and approved text, with at least three (3) alternative designs to be forwarded to inStem Committee.
- 4 cover pages and 2 examples of inside page illustrations

Content

inStem will provide

- All Content (English and Hindi versions text)
- Accounts Spreadsheets in Excel
- Some Photographs including fillers (rest need to be taken)
- Logos

Designer's Qualifications -

Head Designer should be established with proven credibility for already designing annual and other reports for reputed research organizations/institutions. The bidders are required to attach at least 3-4 copies of their previous similar work.

Report Progress, Completion & Delivery schedule:

- Stages for development for the report will be defined at the preliminary meeting with the chosen vendor.
- Project review meetings will be conducted at a mutually agreed upon time and location to discuss the project status, issues, new requirements and overall project satisfaction.
- Collaborate to adjust project schedules and re-deploy resources in an expeditious manner in the event of schedule delays that are beyond the control of either party.
- Meet at the conclusion of this project to bring to closure the project and capture, discuss and resolve any project issues that may have arisen.

Local Production and Content

The Design of the Report will require frequent communication between the chosen vendor and the institute representative. This shall include presentations or meetings at various milestones. Local travel to the institute will not be reimbursed. Hence the bid is set for a local vendor from **Bangalore**, as the institute will not consider remuneration of TA and TDA.



Milestones:

	Milestone	Description of Work
1	Creative Brief	Signed off creative brief outlining the communication mandate of the Report
2	Design template	Presentation of Design concepts
3	Design Finalisation	Finalisation of design and page layouts
4	Content collection	Content will be collected by inStem from various PIs and departments for the report
5	Galley proof Stage	Galleys will be distributed for internal review
6	Draft version English–GC meeting (1 st print)	Printed copy ready
7	English and Hindi version of the report with Accounts information (2 nd round of Printing)	Content set in design and ready for print
8	Printed Report (3 rd and Final Round of printing)	Handing over of artwork to printer and print supervision



SECTION 2: TECHNICAL EVALUATION CRITERIA

Preference will be given to the vendor that scores higher in the following categories:

Experience	The bidder must demonstrate at least 5+ years of experience in design, layout, editing, proofreading for a leading Scientific Institute's Annual Report	30%
Work Plan	A project management plan for the document with defined timeline.	20%
Team	No. of members which includes a head designer and a professional team consisting of graphic designers (with knowledge of InDesign, Adobe Illustrator and Adobe Photoshop). Please provide CVs of members along with contact details.	10%
References	3 references (includes at least 1 from a research institute)	10%
Portfolio	A detailed digital portfolio with links to previous Scientific annual report examples	20 %
Communication Skills	Ability of designer and team to communicate concepts clearly and accurately, and explain technical design and printing terms.	10%

Preparation of Bid Response

- All the documentation submitted in response to this bid must be in English.
- The bidder is responsible for all the cost that they shall incur related to the preparation and submission of the bid document.



- A letter of intent outlining why your firm/team should be chosen.
- A project management plan for the document with defined timeline.
- Digital portfolio with relevant examples of brochure, annual reports and customised graphic presentations and the sample design report.
- A list of all references (minimum of 3) must be included in the bid response.
- An estimate for the document design, proof reading, print supervision, dummy prints and any other expenses.

Digital version and hard copies of Portfolios (optional) should be sent along with other information on Section 2 to be sent to :

Name: Mahinn Ali Khan

Telephone Number: +91 80 23666305

Email address: mahinnak@ccamp.res.in; comms@ncbs.res.in

Institute for Stem Cell Science and Regenerative Medicine
(Bangalore Life Sciences Cluster campus)
GKVK – Post, Bellary Road,
Bangalore 560065, India.

Udertakings by the Bidder

- The bidder shall prepare for a possible presentation should inStem require such and the bidder shall be notified in good time before the actual presentation date. Such presentation may include a practical demonstration of products or services as called for in this tender.
- The bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the Principal(s) liable for the due fulfilment of this contract.

DECLARATION

Having examined the tender documents, we/I have understood the terms & conditions indicated and hereby confirm our acceptance of the same.

Place :



Signature of Tenderer:

Date :

Name & Address:

Telephone Nos.

Office:

Email:

