



भारतीय उष्णदेशीय मौसम विज्ञान संस्थान
(पृथ्वी विज्ञान मंत्रालय, भारत सरकार का एक स्वायत्त संस्थान)
डॉ. होमी भाभा मार्ग पाषाण, पुणे- ४११ ००८

INDIAN INSTITUTE OF TROPICAL METEOROLOGY
(An Autonomous Institute of the Ministry of Earth Sciences, Govt. of India)
Dr. Homi Bhabha Road, Pashan, Pune - 411 008. India



LIP/Print/DC16

Dated: 20 November 2015

Sub: Notice Inviting Quotations for Printing of IITM Desk Calendar 2016

Dear Sir/Madam,

Indian Institute of Tropical meteorology (IITM), Pune, an autonomous institute under the Ministry of Earth Sciences, Govt. of India, is in process to print desk calendar 2016 as per the specifications given below. You are requested to provide quotations **in a sealed envelope** clearly marked on the top of envelope **“Quotation for IITM Desk Calendar 2016”**. Sealed quotations should reach the Institute latest by **08 December 2015 upto 12:00 PM** which will be opened on **the same day @ 03:00 PM**.

Specifications

Desk Calendar

Calendar page/leaf size: 28 cm X 18 cm

Total leaves/pages: 26 (13 back to back)

Paper: 250 GSM Art Card glossy (SINARMAS/BILT)

Printing: Four Colour Offset

Binding: Wiro

Calendar (Standy) size: 28 cm X 19.5 cm

Calendar (Standy) Board: 36 ounce Mill Board White (Star Mill) smooth finish. [80 GSM white maplitho paper with lamination is to be pasted on both the sides of mill board of desk calendar. Folded mill board is to be prepared as per the sample available with LIP Division, IITM)

Quantity: 1,000

Input: A corelDRAW file (soft copy) and its colour print out will be provided. **The design is ready, however, some minor adjustments/settings for your printing purpose may be required.**

Calendar Box Die cut

Calendar box Size: 28 cm X 19.5 cm X 1.5 cm (or the best fit for the calendar)

Paper: 300 GSM Duplex Board

Printing: Single Colour one side

Lamination: inner side

Quantity: 1,000

Time Frame for Printing: 10 days from the date of approval of proofs.

Packing: Each desk calendar is to be packed in the calendar box. Then, the material is to be packed in sizeable cartons duly labeled with title and quantity.



Terms & Conditions

1. **The rates/price quoted shall include the cost of paper/board, printing, binding, packing, delivery, taxes, etc. and should be shown separately and distinctly.**
2. The quotation will be valid for a minimum of 90 days.
3. The quotations received late or not fulfilling the terms & conditions will be rejected.
4. **Only those printing firms should quote that have complete in-house set-up of colour offset printing, DTP, design and layout, binding, etc in Pune. No subletting of the work will be allowed. Representatives of IITM may visit to check the above facilities before awarding the work.**
5. The firm which is assigned the job will be responsible for collection of the input material, supply of the proof/dummy and the final printed copies of the calendar at the premises of IITM.
6. There will be no compromise on the quality of paper & printing and in case the printing work is not found satisfactory, the job will not be accepted and no payment will be made.
7. IITM reserves the right to accept or reject any or all quotation/s without assigning any reasons.
8. Once the PO is issued and the input provided, the firm has to provide the dummy/proof of the calendar in actual size and style as specified in this notice **within three days**.
9. The firm will start the printing work only after IITM approves the dummy/proof supplied.
10. IITM officials may visit to inspect the work at your press.
11. **No advance will be paid.** Payment will be released only after the completion of job and after the receipt of the printed material (along with a soft copy of the print ready CorelDRAW file and its editable pdf file in a CD/DVD/pendrive) in good condition and to the satisfaction of IITM. No partial job will be accepted for payment.
12. Place of delivery of the calendar is: **LIP Division, Indian Institute of Tropical Meteorology (IITM), Dr. Homi Bhabha Road, pashan, Pune - 411008.**
13. The calendar is to be supplied **within 10 days from the date of approval of the final proofs by IITM**, failing which liquidated damage/delay charges will be imposed @ 1% per week maximum of 10% of the total contract value.
14. IITM can change the number of copies to be printed at the time of issuing PO.

Yours Sincerely,

(Abhay SD Rajput)
Scientist-C
For Director
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Email: abhaysdr@tropmet.res.in