

LIMITED TENDER ENQUIRY



DESIGNING & PRINTING (BILINGUAL) OF OFFICIAL DOCUMENTS

**INSTITUTE OF ADVANCED VIROLOGY
BIO 360 LIFE SCIENCES PARK
THONNAKKAL
THIRUVANANTHAPURAM-695317**

Tender No. IAV/110/002/ADMIN/2025/QTN/01

Date of issue: 25.09.2025

Date of closing: 06.10.2025 at 1200 hrs

TENDER NOTICE

Institute of Advanced Virology, an autonomous institution under Science and Technology Department, Govt. of Kerala, Thiruvananthapuram invites sealed tenders towards **DESIGNING & PRINTING** of various official documents from experienced firms who have the required facilities for designing and printing as per the specification in this tender.

1. **Last date/time for submission of bids:06.10.2025 at 1200 hrs.**
2. The bids are to be submitted in the tender box maintained at office of the Administrative Officer, Institute of Advanced Virology, Bio 360 Life Sciences Park, Thonnakkal, Thiruvananthapuram-695317.
3. In case of any holiday or unforeseen closure of the institute on the scheduled day of opening of the bid, the bids will be opened on the next working day at the same time, but the deadline of submission of bids remains the same as indicated above.
4. Bids received after the above-mentioned date and time shall not be considered. Conditional bids will be rejected outright.
5. The responsibility of submission of the bids on or before the last date shall rest with the tenderer.
6. The institute will hold no responsibility for the non-receipt of the bids or for the bids received after the date/time specified. Any bid received after the bid submission deadline prescribed by the Institute, shall not be considered.
7. The institute will respond to any request for clarification of the Tender Document that are received up to **Two (02) days** prior to the deadline for submission of bids prescribed. For this purpose, the prospective Bidder(s) requiring clarification shall notify/contact the Institute in writing at the registered address.

Sd/-

Director

BoQ : DESIGNING & PRINTING (BILINGUAL) OF OFFICIAL DOCUMENTS

DESIGNING & PRINTING (BILINGUAL) OF OFFICIAL DOCUMENTS AS PER FOLLOWING SPECIFICATIONS

- Designing the content layout, composing and proof reading
- Printing (bilingual) of outer cover page (Multi colour - 300 GSM imported art card with matt lamination
- Printing (bilingual) of inner pages (Multi Colour) in 130 GSM Art Paper on confirmation of the draft by the Institute.
- Perfect Binding the report
- Size: 21.5cm X 29.5cm

The tentative quantity of the items required is as follows:

SI No	Description of the item	Deno	Quantity
1	ANNUAL REPORT – 2024-25 (No. of pages – 94 + COVER)	No	50
2	ANNUAL ADMINISTRATIVE REPORT – 2024-25 (No. of pages – 48 + COVER)	No	80

Instructions to Bidders including Terms and Conditions

1.Scope of Bid

DESIGNING & PRINTING (bilingual) of official documents as per the above specifications.

2.Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid and the IAV shall in no case be responsible or liable for those costs regardless of the conduct or outcome of the bidding.

3.Amendment in the Tender Document

3.1. At any time prior to the deadline for submission of bids, the IAV may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by way of amendment(s).

3.2. Amendments will be uploaded in the Institute website www.iav.kerala.gov.in and shall be binding on the bidders. Further, it will be assumed that the Bidder has taken into account such amendments while submitting the bid.

4.Language of Bid

4.1.The bid prepared by the Bidder and all correspondence and documents related to the tender exchanged by the Bidder and the IAV shall be in English and the contract shall be construed and interpreted in accordance with that language.

4.2. If any of the brochures, leaflets or communication is prepared in any language other than English, a translation of such document, correspondence or communication to English shall also be provided at the cost and risk of the bidder. The translation so provided shall prevail in matters of interpretation. The bidder, with respect to such documents, correspondence, and communications, shall bear the costs and risks of such translation.

5.Eligibility Criteria

The contractor/agency shall have the experience of providing designing & printing related services to government organisations and should have valid GST registration (proof to be submitted along with the bid).

6.Documents Comprising the Bid:

All bids must be substantially responsive and shall comprise of the technical details sought along with the financial bid.

7.Financial Bid

The bidder shall quote the rates and amount in the format prescribed as per this tender document at **Annexure II**. The price shall be inclusive of all taxes and other costs involved.

OTHER TERMS AND CONDITION

1. Period of Validity of Bids:

Bids shall remain valid for a period of 90 days after the date of deadline for submission of bids prescribed by the IAV.

2. Deadline for submission of Bids

The deadline for submission of bids is **06.10.2025 at 1200 hours**. The IAV may, at its discretion, extend this deadline for submission of bids in which case all rights of the IAV and all obligations of the Bidders will thereafter be subject to the deadline as extended.

3. Opening and Examination of Bids

a. The technical bids will be opened on **06.10.2025 at 1500 hours**. Bidders or their representative may be present during the opening of technical bids, if they wish.

b. The IAV will evaluate the bids as per the terms of the tender. Those firms who found to have the sought eligibility criteria shall only be considered for financial evaluation. Those bids which found to be either non-responsive, not satisfying the technical requirements or both will not be considered for evaluation.

c. The price bids of the bidders on the basis of evaluation as mentioned in will only be considered of the next stage of processing.

d. The IAV will examine the bids to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed and whether the bids are generally in order.

e. Prior to the detailed evaluation, the IAV will determine whether each bid is complete and is substantially responsive to the Tender Document. For purposes of this determination, a substantially responsive bid is one that conforms to all the terms, conditions and specifications of the Tender Document without material deviations, exceptions, objections, conditionality or reservations.

f. If a bid is not substantially responsive, it shall be rejected by the IAV and may not subsequently be made responsive by the bidder by correction of the nonconformity. The IAV's determination of bid responsiveness will be based on the contents of the bid itself and any written clarifications submitted by the bidder.

4. Clarification of Bids:

During the bid evaluation, the IAV may, at its discretion, ask the Bidder for clarifications of their bid in writing/e-mail and the bidder is also required to provide the clarification in writing. No change in the price or substance of the bid shall be sought, offered or permitted.

5. Evaluation of Responsive Bids:

The IAV will evaluate the bids that have been determined to be substantially responsive and are confirming with the technical specifications.

6. Contacting the Institute

- a. From the time of bid opening to the time of Contract award, if any Bidder wishes to contact the IAV on any matter related to the bid, it shall do so in writing.
- b. If a Bidder tries to directly influence the IAV or otherwise interfere in the bid evaluation process and the Contract award decision, his bid shall be rejected.

7. Award Criteria

IAV will award the contract to the Bidder whose bid has been determined to be substantially responsive, technically qualified and the Lowest Quoted Evaluated Bid.

8. Right to Accept/Reject/Modify Bids

- a. The IAV reserves the right to accept or reject any bid or to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the Bidders.
- b. The IAV reserves the right to negotiate with the Bidder having the Lowest Evaluated Bid.

9. Issue of work order

- a. Prior to the expiration of the period of bid validity, the IAV will issue the work order to the successful bidder in writing.
- b. Institute shall provide the details of the document to be provided in editable format, The successful bidder has to provide a dedicated and experienced staff to carry out the designing as per institute's requirement. The designing has to be completed within one week from handing over of the contents in editable format.
- c. The corrections needed in the documents have to be carried out till the same is approved for printing by the Institute.
- d. The printing & binding has to be completed and the printed documents have to be handed over to the Institute within 7 days from confirming the final draft.

10. Terms of Payment

Payment will be made only after completion of works as per the specifications to the satisfaction of the officials of the Institute.

16. Governing Law:

The Contract shall be governed by and interpreted in accordance with the laws of India.

17. Confidentiality:

The details provided for printing shall be solely used for the intended purpose. The information, photographs etc provided shall be kept as confidential and in no case shall be shared with a third party.

18. Settlement of Disputes:

Any dispute or claim arising out of/relating to this tender or the breach, termination or the invalidity thereof, shall be settled by the Hon'ble Courts of Justice at Thiruvananthapuram.

19. All the pages of the bids, including all supporting documents enclosed with the tender document, should be marked in all pages serially and the declaration for the same shall be submitted by the bidder as **Annexure III**.

20. Institute of Advanced Virology reserves the right to accept or reject any or all the tenders in part or whole or may cancel the tender at its sole discretion without assigning any reason whatsoever. No further correspondence in this regard will be entertained.

ANNEXURE I

FORMAT FOR COMPLIANCE STATEMENT
DESIGNING & PRINTING OF OFFICIAL DOCUMENTS

Name of the bidder :

SPECIFICATIONS	Compliance (Yes/No)	Remarks if any
Whether have the required expertise and machineries for designing and printing of the documents as per the specifications given		
Whether have the required experience in providing the designing and printing services to government organizations		

(Authorized Name & Signatory of Agency/firm with stamp)

ANNEXURE II
FINANCIAL BID
DESIGNING & PRINTING OF OFFICIAL DOCUMENTS

SI No	Description of the documents	Quantity	Unit price inclusive of all taxes (₹)	Total Price Inclusive of all taxes (₹)
1	ANNUAL REPORT – 2024-25 (No. of pages – 94 + COVER)	50		
2	ANNUAL ADMINISTRATIVE REPORT – 2024-25 (No. of pages – 48 + COVER)	80		

The rate quoted is inclusive of the cost of items, taxes, cess, transportation, loading/unloading charges and other incidental expenses.

Place:

(Authorised signatory)

Date:

Annexure III

UNDERTAKING BY THE TENDERER

I/We have carefully gone through the various terms and conditions mentioned in the tender document titled **DESIGNING & PRINTING OF OFFICIAL DOCUMENTS.**

I am making this offer is after carefully reading the conditions, including the confidentiality clause, and understanding the same. I have understood the specifications of the work to be carried out, machinery, expertise, and other requirements, including charges required to carry out the work, before making this offer.

This tender document has _____ pages including the attachments and all the documents including blank pages are serially numbered.

I hereby sign this undertaking as token of our acceptance of various conditions mentioned in tender document.

Further certified that I/we (the firm) has never been debarred/blacklisted by any government organisation.

Place: _____

Dated: _____ (Authorized Name & Signatory of Agency/firm with stamp)