

Summary:

The National Centre for Biological Sciences (NCBS), located in Bangalore, is part of the Tata Institute of Fundamental Research (TIFR), specialising in advanced biological research. The Centre engages in basic and interdisciplinary research in biology, ranging from the study of single molecules to ecology and evolution. NCBS forms part of the Bangalore Life Science Cluster (BLiSC), which collaborates to bring together fundamental research, translational studies, and technology development.

Website: www.ncbs.res.in

Tender for the Design of the NCBS Annual Report 2021-2022

NCBS is looking for proposals by established Print designers for its 2021-2022 NCBS Annual Report.

The Report will highlight the scientific achievements in the years 2021-2022, provide an overview of the Centre and feature profiles of faculty and various departments. This report is required to be submitted to government departments and is also intended to provide information to prospective students, researchers, and institutes who would be interested in studying at or jointly working with NCBS. We are also looking at this report to act as a brochure of sorts for visitors to NCBS, allowing them a clear picture of who we are, what we do, and our specialisations.

To view the quality and nature of the project, please view the NCBS Annual Reports online at: <https://www.ncbs.res.in/annual-report>

SECTION 1: TECHNICAL REQUIREMENTS SPECIFICATIONS:

Background Information:

The National Centre for Biological Sciences (NCBS) seeks to appoint a reputable service provider with a strong track record, to design, edit, proofread and manage the annual report. The deadline is 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 the institute has set the bar high as is evident from the past reports.

Please visit <https://www.ncbs.res.in/annual-report> to view the report archives and have a clearer sense of the expectations at hand.

The following guidelines have been outlined for this year's report and additional requirements:

- The publication will be approx. 112-148 pages of content with 4 cover pages
- This includes about 45-60 pages of scientific write-ups, features, and research reports from our 35 PIs.
- Single page notes from the Director, administration departments, and other content (80-100 Pages)
- 5 pullouts/ brochures (8 pages each), in addition to the annual report, that will focus on some flagship programmes, collaborations and projects at NCBS
- Have an online PDF version of the report and the brochures that can be hosted on the NCBS website
- Have a version that can be loaded on a pen drive for distribution

Scope of Work:

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

Services Required:

1. The scope of work includes designing the report (112-148 pages) and the 5 brochures (8 pages each) and laying out the text, images, and artwork of the same.
 2. Artwork will include cover design, scientific report template, additional templates/layouts for administrative office write-ups, and other sections that will contain information in the form of lists, twelve (12) graphics (including one layout of the campus) specially created for sections of the report and the brochures. Artwork to be created using InDesign and Adobe Photoshop and Adobe Illustrator. Campus layout to be created using Architectural Planning Software
 3. Editing and proofreading (including proofreading by a professional) of the content to ensure consistency of language, spelling and grammar, style, and appropriate use of language
 4. Arrange and coordinate with the photographer for the photoshoot of people on campus
 5. 2 copies of dummy print for proofreading to be coordinated with the communications office and the printer.
 6. Suggesting size of the paper for the report and the brochures, weight and variety of paper to be used for print
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System Requirements:

Mac OS/ Windows

InDesign publishing software, Adobe Photoshop, and Adobe Illustrator (expertise in all 3 is essential). **NOTE: *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 the NCBS Committee.

4 cover pages, the cover page of brochures and 2 examples of inside page illustrations

Content:

NCBS will provide all content, photographs, including page fillers (unless indicated), and logos

Designer's Qualifications:

Head Designer should be professionally qualified with a degree or a diploma from a leading, highly-reputed design institute. The designer should have at least 10 years of working experience with a reputed design firm or similar.

S/he should be established with proven credibility for already designing annual and other reports for reputed research organisations/institutions. The bidders are required to attach at least 3-4 copies of similar work undertaken.

Previous experiences of working with NCBS/BLiSC Campus will also be taken into consideration

Please provide details of employment and educational qualifications

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.

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** only, as the institute will not consider the remuneration of TA and TDA.

Project Milestones:

Steps	Milestone	Description of Work	End Dates
1	Creative Brief	Signed off creative brief outlining the communication mandate of the Report	
2	Content collection	Content will be collected by NCBS from various PIs and departments for the report	To be completed by the third week of Sept 2022

3	Design concept and theme template	Designer to share preliminary ideas	10 days after briefing
5	Design Concepts Presentation	Presentation of fleshed out design concepts	3 weeks after step 1
4	Design Finalisation	Presentation of final design concepts and page layouts	4 weeks after step 1
5	Completed Report	Final version and 2 dummy prints of the report for final approval before printing	6 weeks after step 3
6	Printed Report	Handing over of artwork to printer and print supervision	2 weeks after step 4

SECTION 2: TECHNICAL EVALUATION CRITERIA

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

Experience	The bidder must demonstrate a minimum of 10 years of experience in design, layout, (editing and proofreading a plus) for a leading scientific Institute's Annual Report or similar	20%
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Work Plan	A meticulous project management plan for the document with defined steps and timelines	30%
References	Three references (including at least one from a science research institute)	15%
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 the technical design and printing terms.	15%

Preparation of Bid Response:

- All the documentation submitted in response to this bid must be in English
 - The bidder is responsible for all the costs that they shall incur related to the preparation and submission of the bid document
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- A letter of intent outlining why your firm/team should be chosen
 - A project management plan for the document with a defined timeline.
 - Digital portfolio with relevant examples of brochures, annual reports and customised graphic presentations

- A list of all references (minimum of three) must be included in the bid response
- An estimate for the document design, proofreading, 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: NCBS Communications Office
Telephone Number: +91 80 23666305
Email address: comms@ncbs.res.in

Communications Office
% National Centre for Biological Sciences (NCBS-TIFR)
GKVK – Post
Bellary Road
Bangalore
India - 560065

Undertakings by the Bidder:

- The bidder shall prepare for a possible presentation should NCBS require such and the bidder shall be notified in good time before the actual presentation date. Such a presentation may include a practical demonstration of products or services as called for in this tender.
- The bidder hereby accepts 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:

Contact nos. :

Email:



Annexure – 1

Bid Security Declaration
(to be submitted on Company's Letter Head)

I/We the undersigned hereby declare that if we withdraw or modify the bids during the period of its validity, or if we are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document or fail to execute the contract, we will be suspended for the period of time specified in the request for bids document from being eligible to submit bids for contracts with the entity that invited the bids.

Name and Signature
of Authorized Signatory
and Company Seal

Certificate for Local Content

*We [name of Company] hereby confirm in respect of quoted item(s) that Local Content is equal to or more than 50% and come under ‘Class-I Local Supplier’ Category. As being ‘Class-I Local Supplier’, we are eligible for Purchase Preference under ‘Make in India’ Policy vide Gol Order No.P-45021/2/2017-PP (B.E.-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019 and 04.06.2020)

OR

*We [name of Company] hereby confirm in respect of quoted items(s) that Local Content is more than 20% but less than 50% and come under ‘Class-II Local Supplier’ Category.

The details of the location (s) at which the local value addition made is /are as under:

- 1.....
- 2.....
- 3.....

*Strike out whichever is not applicable

Date:

Seal & Signature of the Bidder

NOTE:

- Self-certification that the item offered meets the minimum local content (as above) giving details of the location(s) at which the local value addition is made in case the bidder wishes to avail the benefits under the make in India policy, if applicable.
- In cases of procurement for a value in excess of Rs. 10 crores, the local supplier shall be required to provide a certificate from the statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content to avail the benefits under the make in India policy, if applicable.

Declaration of Compliance of Order (Public Procurement No.1, 2 & 3) dtd 23-Jul-2020 & 24 Jul 2020 on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017

This declaration must form part of all tenders & it contains general information and serves as a declaration form for all bidders. (Before completing this declaration, bidders must study the General conditions. Definitions, Govt Directives applicable in respect of Public Procurement No.1, 2 & 3) dtd 23 Jul 2020 & 24 Jul 2020 on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017 & prescribed tender conditions).

DECLARATION BY AUTHORISED SIGNATORY OF THE FIRM

I, the undersigned, (full names), do hereby declare, in my capacity as of M/s. (name of bidder entity), that:

- 1) The facts contained herein are within my own personal knowledge.

- 2) I have read the Order (Public Procurement No.1, 2 & 3) dtd 23 Jul 2020 & 24 Jul 2020 on the subject of Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017 regarding restrictions on procurement from a bidder of a country which shares a land border with India and comply to all the provisions of the Order.

- 3) I certify that M/s. (name of bidder entity) ***is not from such a country or, is from such a country (strike out whichever is not applicable)***, has been registered with the Competent Authority. I hereby certify that the SUPPLIER fulfills all requirements in this regard and is eligible to be considered. (Where applicable, evidence of valid registration by the Competent Authority is attached).

- 4) I understand that the submission of incorrect data and / or if certificate / declaration given by M/s. (name of bidder entity) is found to be false, this would be a ground for immediate termination and further legal action in accordance with law as per clause 12 of the Public Order on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017.

AUTHORISED SIGNATURE: _____

DATE: _____

Seal / Stamp of Bidder