



Institute of Physics, Bhubaneswar

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SHORT QUOTATION CALL NOTICE FOR ANNUAL REPORT 2024-2025

Last Date of Submission of Quotation: 03.07.2025 (up to 2 pm)

Sealed quotations are invited from reputed printing houses/publishers/printers based in Bhubaneswar or near around having valid registration certificates, PAN and GST registration for designing and printing ***IOP Annual Report 2024-25 (English & Hindi version)*** as per the specification and quantity posted at Institute's website. Interested firms should submit ***Sample copies of Annual Reports*** designed & printed by them for Govt./ Semi-Govt. Agencies/ Public Undertakings along with a **detailed note on their** technical competence, including information about available **printing infrastructure, workforce, & expertise**. The sealed envelope should be clearly superscribed with, **"Short Quotation for Designing & Printing of IOP Annual Report 2024-25"**. Unit costs for designing and printing additional pages may also be quoted. The quotation, along with all the enclosures, should reach **the Registrar, Institute of Physics, Bhubaneswar, P.O.: Sainik School, Sachivalaya Marg, Bhubaneswar, Odisha 751005** on or before **03.07.2025 (up to 2:00 pm)** by Speed post/ Registered post/ Courier service. The firm should be able to complete designing and printing (draft version) within 15 days of the issue of the work order. To maintain the quality, interested firms may check the previous years' Annual Reports available at IOP Library for detailed design and layout. The soft copy of the final version of the Annual Report (*English & Hindi versions*) is to be submitted to the Registrar before final payment. The quotations **will be opened at 4.00 pm** on the last date in the office of the Director, IOP, Bhubaneswar, in the presence of the bidders who wish to remain present.

Annual Report - 1 (*English version*) Specifications:

Title : IOP Annual Report & Audited Statement of Accounts 2024-25 (*English version*)

Size : 21 x 28 cm

Pages : cover + preliminary pages (10) + inner 130 (Approx.)

Cover : Multi-colour print on 170 or above GSM art paper with hardbound paste

Inner pages: Multi-colour print on 90 GSM or above art paper

Fabric- Cover Matt Laminate Binding – Digital Hardbound Binding

Quantity: 200 nos.

Annual Report - 2 (*Hindi version*) Specifications:

Title : IOP Annual Report & Audited Statement of Accounts 2024-25 (*Hindi version*)

Size : 21 x 28 cm

Pages : cover + preliminary pages (10) + inner 130 (Approx.)

Cover : Multi-colour print on 170 or above GSM art paper with hardbound paste

Inner pages: Multi-colour print on 90 GSM or above art paper

Fabric- Cover Matt Laminate Binding – Digital Hardbound Binding

Quantity: 125 nos.

Template for FINANCIAL QUOTE: (to be filled up by parties in separate sealed envelopes)

Sl. No.	Specification for AR 2024-25	Quantity	Rates to be quoted for Designing & DTP		Rates to be quoted for Printing		Total per Copy/ Book in Rs	Total (excluding GST)
			(per Page)	Total	(per Page)	Total		
1	IOP Annual Report & Audited Statement of Accounts 2024-25 (<i>English version</i>) Size: 21 x 28 cm Pages: cover + preliminary pages (10) + inner 130 (Approx.); Cover multi-colour print on 170 GSM art paper with hardbound paste Inner multi-colour print on 90 GSM or above art paper; Fabric- Cover Matt Laminate Binding – Digital Hardbound Binding	200 (approx. 140 pages)						
2	IOP Annual Report & Audited Statement of Accounts 2024-25 (<i>Hindi version</i>) Size: 21 x 28 cm Pages: cover + preliminary pages (10) + inner 130 (Approx.); Cover multi-colour print on 170 GSM art paper with hardbound paste Inner multi-colour print on 90 GSM or above art paper; Fabric- Cover Matt Laminate Binding – Digital Hardbound Binding	125 (approx. 140 pages)						
3	Taxes/ GST (if any)		@					
Additional	Quote for the draft copies of the English version of the Book (colour digital printing) (Sl. No. 6 of Terms & Conditions may be referred) before final printing	10	@					

Terms & Conditions:

1. The quotations which do not fulfil the condition, especially technical competence in all respect, shall not be considered. IOP shall be entitled to accept or reject any offer in part or whole without assigning any reason thereof.
2. The quotation will be received up to **03/July/2025 (up to 2:00 pm)** and opened at **04.00 pm** on the same date in the office of the Director, IOP, Bhubaneswar, in the presence of the bidders or their authorised representatives, who may like to be present.
3. The **sealed quotation** and a **Separate FINANCIAL QUOTE** (as per the template attached above) will be received by Speed Post/ Registered Post/ Courier only on or before the last date and time i/e., 03/July/2025 (up to 2:00 pm). Quotations through fax/ email/ will not be entertained. Tender Documents received after the due date & time shall not be considered.

4. The quotations should be addressed & sent to the **Registrar, Institute of Physics, Bhubaneswar, P.O.: Sainik School, Sachivalaya Marg, Bhubaneswar, Odisha 751005.**
5. The offers received shall remain valid for six (6) months from the date of opening of the quotations.
6. If required, **Ten (10) copies of the draft copies (colour digital printing** – only English version) are to be submitted to the Registrar, IOP, before final printing. Once the competent authority approves the draft copy, IOP will email the party for final printing of the Annual Report & Audited Statement of Accounts 2024-25 (both English & Hindi versions).
7. The authority of IOP can levy the penalty for the delay, violation of conditions and non-performance of the bidder.
8. IOP shall make no advance payment. Full or part payment will be released by the IOP only after the final submission of the work in all respect.
9. The selected firm should complete the assigned job (*draft version*) within 15 days from the issue of the works order and should submit the final version within 5 days from the date of intimation of the approved draft copy. However, IOP reserves the right to extend the time limit on valid grounds, and the decision of the Registrar shall be final in this regard.
10. Payment will be made after verification of the received materials, and IOP is entitled to take suitable action as deemed proper on violation of conditions.
11. The decision of the Registrar on shortlisting and selection of the firm is final, and no claim/liability etc., would be entertained.

Sd/- Registrar