

Ref: C-CAMP/L-079/2020-21(C)

November 16, 2020

ENQUIRY

Dear Sirs,

Please let us have your lowest quotation for the following:

Sl.No.	Item/s description	Qty
1	Designing and illustration of CCAMP Annual report Detailed specifications as below.	1 Nos

Note:

1. The quotation shall be submitted in a sealed envelope duly superscribed with the enquiry number, and the due date for Ref No:..... The bids should be addressed and to be mailed / couriered (sent by post/courier) 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 CCAMP/NCBS will not be responsible for the delay.

2. DUE DATE FOR SUBMISSION OF QUOTATION AGAINST THIS ENQUIRY IS 30/11/20 BY 5.30PM.

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

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

5. All duties, taxes, surcharge and cess as currently applicable must be stated in your quotation, separately. 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 CCAMP 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. 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.

12. 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 Conciliation 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

13. Since we are a research institution, we are exempted from paying Customs duty (Except ad valorem duty of 5% + 2% Cess and 1% Cus Sec & High Edu. CESS 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

14. 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.

15. CCAMP is a public funded research institute and is entitled to concessional rate of GST @ 5% for certain items supplied for research purpose vide notification no. 47/2017 and 45/2017 dated 14th Nov, 2017. The offer should be submitted after fully considering the above notification.

16. Liquidity Damages: If the equipment/ items as per specifications in our P.O. is not supplied (shipped) within the specified delivery schedule, then liquidated damages (not in terms of penalty) will be imposed automatically and shall be deducted from the bill at the rate of 0.5% per week subject to a maximum of 10% of the order value.

17. Income Tax at the applicable rates as per the Indian Income Tax Act 1961 will be deducted at source for the services availed / ordered. In case of service provider, the rate of tax deduction shall be at 2% as per Section 194C, and in case of fee for professional / technical services



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Indent for C-CAMP Annual Report Design and Illustration

Brief -

C-CAMP is looking to create a document - "2017-2020, Years in Review: C-CAMP" which will be a report of C-CAMP Programs, activities, milestones and impact during calendar years 2017-2020.

The purpose of the report will be to attract attention to C-CAMP achievements through the various programs described in the C-CAMP brochure, long-running programs, capabilities, any additional programs that have been initiated recently and also to give an outlook on where C-CAMP is headed as an organization.

This implies a detailed, impact oriented study of C-CAMP programs, and salient key points in as concise and inventive a manner as possible. The aim of the report will be to present impact. It is not meant to be a brochure.

The document will be a minimum of 44 pages in length. The final number of pages will however, depend on the content and design and is subject to change.

It will include the following chapters -

- **Front Cover Page**
- **Inside Cover**
- **Content index**
- **Message from CEO & Director**
- **Introduction to C-CAMP**
- Vision statement
- **C-CAMP Impact at a glance [This has been sent as a part of the sample and will include a footprint map]**
- **Key milestones & Achievements [A list of maximum 12 items in snappy lines. 4 lines each under each subheading and photographs]**
- **List of programs under Technology Platforms & Innovation & Entrepreneurship**
- Impact stories: How C-CAMP is investing in the future for a knowledge-driven society [focusing on environment, healthcare, agriculture & animal husbandry, with highlights of startups like Stringbio, Bugworks, Coeo Labs, Sea6Energy, Pandorum and an impact story on Technology Platforms with suggestions by Atif]
- **Tech Platforms**
- **Innovation & Entrepreneurship**
- **COVID-19: Efforts by C-CAMP to help India combat the Pandemic**
- **A global reach map to show national and international partnerships**

- **Future Directions**
- **Back Inside Cover**
- **Back Cover**

Target Audience – Startups, Researchers, Industry, Funding bodies, Investors, National and International partners, Government organizations, Visiting delegations, and other stakeholders.

Format – Primarily in soft copy, hard copies to be printed as per requirements. This necessitates a soft copy that is both good resolution and manageable size for optimal sharing along with original high resolution.

Design requirements – A preferably cool colour palette with warm colours for stress points and emphasis, block quotes, intelligent infographics, use of design elements to support minimal text usage wherever possible. Use of C-CAMP provided photos, images, posters etc.

A copy of a previous report version 2017-2018 is being shared.

See -

<https://drive.google.com/drive/folders/1V4cOPFsRZZ0CeYJcXcj1BjLWWkERcv0x?usp=sharing>

We are looking to reinvent the look, feel and concept of the report so that it is more attractive, easy to grasp and interactively designed that will convey in pictures what words cannot.

Please submit quotations along with a sample design in hard copy to us by 30th November, 2020.

The deadline for delivery of final iteration is 1st week of January 2021.

Dr Debarshini Chakraborty

Entrepreneurship & Technology Outreach Manager, C-CAMP

10th November, 2020