

NATIONAL INSTITUTE OF ADVANCED STUDIES
Indian Institute of Science Campus
Bengaluru – 560 012

Quotation Notice for Designing Project Report

No. NIAS/RD-DRDO(P)/001/2026-27

Date: 11 September 2026

The Institute is an autonomous organization registered under the Karnataka Societies Registration Act, 1960, located on the Indian Institute of Science Campus, Bengaluru 560012.

Scope of Work:

The Institute is inviting quotations from the reputed designers/printers for **Designing of a Project Report** under **Single Bid system** which comprises Technical and financial bid, as detailed below.

1. **Page Count:** around 100 pages
2. **Requirement:** professional visual treatment set in a double-column layout; infographics that translate regression outputs at a glance into accessible visuals, well-placed infographics that spotlight key findings, and typography that guides the reader without distraction. Similar to a UNDP Report.
3. **Timeline:** the final Technical and General Reports, after editing and other reviews, is due to be completed in end-October, and the designer is required to provide the finished product within 30 days upon submission of the material to them.

I. TERMS AND CONDITIONS:

1. A prospective bidder requiring any clarification of the quotation notice document may communicate to the Project In-charge at [<anant.kamath@nias.res.in>](mailto:anant.kamath@nias.res.in)
2. The rates should be quoted in rupees including all taxes and charges, if any.
3. No claim for escalation of the rate will be considered after opening of the bid.
4. At any time, prior to the last date of receipt of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the quotation notice by an amendment.
5. Liquidated Damages: Penalty for the delay in delivery will be charged at the rate of 0.5% per day upto a maximum of 10% of the value of work order and defaulter will be black listed permanently.
6. The payment will be made only after successful completion and delivery of the finished material to the satisfaction of the Institute. No advance payment will be made.
7. The quotation / offer received through e-mail or without sealed cover will be summarily rejected.
8. The Institute reserves the right to accept in part or in full any quotation notice(s) or reject any or more quotation notice(s) without assigning any reason or to cancel the quotation noticing process and reject all quotation(s) at any time prior to the award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s).
9. Bidders are requested to strictly adhere to the specification of the report given by

the Institute.
10. Subletting of work is not permitted.

II Eligibility/Qualifying Criteria: The vendor should furnish the following documents with their technical bid, failing which, their quotation notice is liable to be rejected.

- a. **Proof of valid registration of company/firm.**
- b. **GST registration photo copy**
- c. **Credentials in support of similar work done in the last 3 years**

Any Technical bid without any of the above documents is liable to be rejected.

All the pages of the bid should be duly signed by the authorized person affixing the seal. All corrections and overwriting should be initialed otherwise the quotation notice shall be treated as invalid.

III – Price Bid:

1. The rates shall be quoted in INR inclusive of all taxes, charges etc.
2. The bid should be clearly typed and signed in ink legibly giving details of full address of the bidder. The rate should be quoted both in words and figures .
3. All the pages of the bid should be duly signed by the authorized person affixing the seal.
4. All corrections and overwriting should be initialed otherwise the quotation notice shall be invalidated.
5. The quotation for the designing of the Report is to be sent in a confidential manner and in a sealed cover.

IV- CONFIDENTIALITY

The materials are intended for the Institute. The Bidder and their personnel shall not, either during implementation or after completion of the works, disclose any part of matter to any third party nor shall they use them in any other format.

The sealed quotation should reach the Head-Administration at the above address on or before 22nd September 2026, by 03:30 P.M.

Sd/-
Head-Administration
National Institute of Advanced Studies
Bengaluru - 560012