



Office of Alumni Affairs & International Relations
Indian Institute of Technology Kharagpur
Kharagpur – 721 302

NOTICE INVITING TENDER

Ref. No. IIT-KGP/ AA & IR/ AAM-2017/2017-2018/ 211

Date : 01.12.17

Last date of Submission: : 11.12.2017, 3 pm at the Office of the Dean (AA&IR)

In the event of this day being declared as a holiday, tender papers may be submitted up to the aforementioned time next working day.

Date and time of Opening: 11.12.2017, 4 pm at the Office of the Dean (AA&IR)

The Office of the Dean, Alumni Affairs & International Relations, Indian Institute of Technology Kharagpur invites sealed price bids for the following.

- A. NAME OF WORK : Printing and Installation for ANNUAL ALUMNI MEET 2018**
B. SCOPE OF WORK

1. Yearnings of Yore (YoY) Printing

Purpose: Annual Alumni Magazine to be given to all the alumni attending the meet.

Specifications: Annexure II

Estimated Quantity : 350

2. Printing Items

Purpose: Various printing items for Meet including banners, flexes, brochures.

Specifications: Annexure III (includes estimated quantity)

3. Installation

Purpose: Installation of banners and standees (as given in Annexure III) and building of gates.

Specifications:

- i. Building of 3 gates (photographs in Annexure IV)
- ii. Frames of dimensions (7*3 ft, 5*3 ft, 40*20 ft, 15*10 ft, etc) required for putting up the banners

Total estimated Cost of the above three works is INR 2,50,000

C. SUBMISSION OF TENDER

In the event you are interested, and able to supply the stores and capable to execute the above scope of work, please send your offer in a sealed envelope within the specified date / time above. **Any conditional offer will not be accepted.** The sealed tender envelope shall bear the name of work, reference no. and last date of submission written on the envelope and be addressed to:

“The Dean
Office of Alumni Affairs and International Relations
IIT Kharagpur
Kharagpur-721302”

The sealed tender envelope must contain two separate clearly marked sealed packets containing **(1) Technical Bid** and **(2) Price Bid** as follows:

Packet 1 (Technical Bid) must consist of pre-qualification documents, certificates and physical sample. See PRE-QUALIFICATION CRITERIA below.

Physical Sample must consist of samples of

- 1 magazine conforming to ALL specifications defined in the Scope of Work of Yearnings of Yore
- pictures of banners and flex for printing items

Packet 2 (Price Bid) must consist of the financial bid including Price Schedule of Quantities, all on the letterhead of the Company duly signed by the authorized signatory of the bidder as per the terms of this NIT. The price bid must be given in unambiguous and complete terms, so that regardless of the actual number/quantity of items ordered, the total "as delivered/ installed" cost to IIT Kharagpur must be clear and transparent to the tender committee, failing which the bid will be rejected. The commercial part of the bid has to quote in INR (Must be inclusive of all taxes) as per format in **Annexure –I**

D. PRE-QUALIFICATION CRITERIA

1. **Bank details:** Bidder must submit the following information/documents:

- (i) GST registered no.
- (ii) PAN card self-attested photocopy
- (iii) Bank account details of bidder: Name of the Bank with address (self-attested photocopy of the Pass Book), CBS Bank Account No. of the bidder , IFSC Code of the Bank

2. **Experience:** Bidder must submit verifiable evidence of experience as follows:

The bidder must have supplied same kind of stores to Educational / R&D/ Corporate/ Institutions/ Organizations during the previous 3 years through at least 3 orders with a total value of at least Rs. 3 Lakh.

Failure to provide required documents or proof of required experience above will lead to rejection of the tender.

E. TENDER EVALUATION CRITERIA

- Tender Committee:** The tender will be evaluated by the Tender Committee constituted by the Competent Authority, IIT Kharagpur. Please note that the Tender Committee is not bound to accept any quotation or to assign any reason for rejecting any or all the quotations. The decision of the Committee in the matter shall be final and binding.
- Opening of Bids:** Technical bids will be evaluated first. After evaluation of technical bids, price bids will be opened for only technically qualified vendors. Evaluation will be done on L1 basis provide agreement by bidders to the specifications given above.

F. TERMS AND CONDITIONS

1. **Period of Validity:** A quotation shall remain valid for acceptance at least for a period of 60 days from the date of opening.
2. **Payment:** Payment will be made after successful supply/installation within 30 days from the date of receipt of bill. Payments will be made electronically by e-transfer, at the same bank account and branch provided by the vendor.
3. **Rejection of Offers:** The Institute reserves the right to ignores or reject any offer including the lowest without assigning any reason.
4. **Dispute:** In case of dispute, the matter shall be settled mutually, failing which the decision of the Director, IIT Kharagpur shall be final and binding on the bidders.

Dean (AA & IR)

ANNEXURE – I

Tender No:

Dated:

1. Name of work:
2. Name of Firm/Bidder:
3. Address:
4. Phone/ Fax/ Mobile/ Email:

Work Description	Unit Price (in INR)	Number of Units	Taxes (give in details)	Total Price
YoY Printing				
Printing Items <ul style="list-style-type: none">● Standee● Banner● Flex● Corner● Posters● Alumni Cards● Envelope● Photos● ID Card● Pocket Cards● Brochures● Others				
Installation				

Signature & Seal of the Bidder

Specifications for YoY:

Particulars	Description/ Details
SIZE OF THE PAPER	A4
GSM (OUTER COVER)	300
GSM (INNER COVER)	130
FOUR COLOURS	CMYK
PAPER QUALITY (IF ANY SPECIFICATION REQUIRED)	Art Paper
GLOSSY/MATTE FINISH	Glossy
COVER PAGE(IF ANY EMBOSSING REQUIRED)	No
COPIES REQUIRED FOR THE MAGAZINE	350
NO. OF PAGES (INCL. COVER)	64

*****All the above quantity are indicative. Actual order size may vary.*****

Item Description	Tentative Quantity
Standeers (7*3)	12
Banners	Around 2300sq ft
· 20*20	2
· 36*18	1
· 40*20	1
Flex	Around 4500 sqft.
· 5*3	60
· 6*2.5	30
· 7*3	30
· 15*10	2
· 12*3	6
· 9*3	4
· Others	
Posters (A3 size)	450
Institute Alumni cards (CR 80 Size PVC Cards)	300
Photos (A3)	200
Laminated ID Cards with chains (6in*4in)	500
Brochure (4 Pages)	1050
Pocket cards	350

*****All the above quantity are indicative. Actual order size may vary*****



Gate I

2 Vertical columns (14ft*3ft) , Horizontal top (12ft*3ft)



Gate II

Roughly 15ft*20ft (HXW)



Gate III

3 Vertical columns (14ft*3ft) with 3ft base , Horizontal top (24ft*3ft)