

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



NOTICE INVITING TENDER

Ref. No. Enq./ AA & IR/ IIT-KGP/AAR/2017-18/1

Date : April 13, 2017

Last date of Submission: May 4, 2017, 1 pm

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

Date and time of Opening: May 4, 2017, 4 pm at the Office of the Dean (AAIR)

4.5.2017, 4 pm: Opening of tender envelop and evaluation of pre-qualification criteria

4.5.2017:(or later as per notice): Opening of technical bid for those bidders who satisfy pre-qualification criteria, provided other tender rules related to number of pre-qualified bidders etc. are satisfied.

8.5.2017 (or later as per notice): Opening of price bid of those bidders who satisfy technical criteria, provided other tender rules related to number of technically qualified bidders etc. are satisfied.

The Office of the Dean, Alumni Affairs & International Relations, IIT Kharagpur invites sealed tenders in a **two part bidding system** for the following.

A. NAME OF WORK

Alumni Annual Report 2016-17

B. SCOPE OF WORK

Sizes / Qty.	Specification	Item
1000 copies	Pages - 120 (excluding cover and back) Could change +/- 10% Paper size: 8.5" X 11" Inner Paper Quality: 100 GSM, Imported Art Paper, Glossy finish Cover & Back: 300 GSM, Imported Art Paper, Laminated Granular Glossy finish Printing: Multi-colour Binding: Centre stitched Two Perforated Forms Flipbook	1) Design development for the Publications. Design will be accepted only when found satisfactory. 2) Digital Proofing; Proofreading – The final printed and digital proofs must be approved by the Institute in writing before being printed 3) Developing Flipbook for publications as mentioned above to be hosted on our web portal. 4) Printing as per specifications

Please note that the quantity mentioned is only indicative. The same may vary at the time of actual purchase and will be billed on a pro-rata basis.

C. SUBMISSION OF TENDER

In the event you are interested, and able to supply the store within 30 days from the date of receipt of Purchase Order, 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

Tenderer shall seal the tender, affix their initials in ink and put stamp in every page of entire document and drawings be for submission. All bids and supporting documentation shall be submitted in English and should be clear, free from jargons and unambiguous words or phrases requiring interpretation. Tenders sent by Fax/E-mail and those received late after the prescribed date and time will not be entertained. IIT KHARAGPUR will not be responsible for any postal losses or delays in submission of documents.

The sealed tender envelope must contain three separate clearly marked sealed packets containing (1) Pre qualification documents (2) Technical Bid and (3) Price Bid as follows:

Packet 1 (Pre-qualification documents) must consist of pre-qualification documents and certificates. See PRE-QUALIFICATION CRITERIA below. This packet must be marked as "Pre-qualification documents," and bear the reference no. of this NIT and the name of the bidder.

Packet 2 (Technical Bid) must consist of samples conforming to ALL specifications of the stores defined in the Scope of Work. Any sample not conforming to the given specification will not be considered for further evaluation and scoring. Each sample should carry vendor's brand name or logo and have a Tag affixed to it securely with Name of the Bidder and Item Specification. This packet must be marked as "Technical Bid," and bear the reference no. of this NIT and the name of the bidder.

Packet 3 (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/commissioned" cost to IIT Kharagpur must be clear and transparent to the tender committee, failing which the bid will be rejected. Additional terms and conditions related to Price Bid are listed under Terms and Conditions below. The bid must list the unit rate of each item as specified in Scope of Work exclusive of any tax or fees. All applicable taxes and fees (including shipping) must be listed separately. This packet must be marked as "Price Bid," and bear the reference no. of this NIT and the name of the bidder.

Design, Flip Book and Printing prices are to be quoted separately. VAT and Service Tax will be calculated accordingly.

D. PRE-QUALIFICATION CRITERIA

- 1. Bank details:** Bidder must submit the following information/documents:
 - (i) Name of the bidder with address on company letterhead signed by bidder
 - (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
 - (iv) Proof of VAT, Service Tax, Company Registration and Enlistment, Trade License

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

The bidder must have supplied similar stores to Educational Institutes of similar stature as IITs and IIMs during the previous 3 years through at least 3 orders with a total value of at least Rs. 10 Lakh. Bidder should have an average annual turnover of Rs. 1 Cr. in last 3 years.

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

E. TERMS & CONDITIONS

1. Bid Prices

- (i) **General:** This bid has been called for the items given in the Scope of Work. The bidder should quote the price as per requirements laid down in this NIT only for the items asked for. The specifications of the items should be brand new unit. Any variation found will result in the rejection of the tender.
- (ii) **Rates, taxes and fees:** The rate quoted must be exclusive of Excise Duty, Packing & Forwarding charges, Sales Tax, VAT, Freight charges and Insurance charges. All the charges like Excise Duty, Packing & Forwarding, Sales Tax, VAT, Freight, Insurance, Handling charges etc., as applicable must be shown separately.
- (iii) **Excise and customs:** The Institute is exempted for payment of Excise duty and Custom Duty. Relevant Certificate may be issued on request of the successful bidder.
- (iv) **Way Bill:** This is issued only against Consignment Note and copy of Invoice, Institute does not issue any C or D form. The stores are required to be dispatched by passenger train F.O.R. Kharagpur or by Road Transport or delivered at the Institute under the Supplier's' own arrangement, free of additional charges; The risk of damage or loss in transit if any will be that of the bidder. Manufacturer's price list, Technical leaflet, samples with vendor's brand identification, catalogue whenever applicable, should invariably be submitted.
- (v) **Ambiguities:** Tender for the supply of items with cross conditions like "AT CURRENT MARKET RATES" shall not be accepted. Handling, clearing, transport charges etc. will not be paid. The delivery should be made as stipulated in the supply order placed with successful bidders. Conditional tenders will not be accepted. (Please note that Price Bid/ Financial Proposal is mandatory and to be submitted in manner described in this Document only. Any other format shall be rejected.)
- (vi) **Figures:** Each bid must contain prices in digits and words. For any discrepancy between the figures and words, the amount written in words will prevail. The tenderers should take care that the rates and amounts are written in such a way that interpolation is not possible, no blanks should be left which would otherwise, make the tender invalid.
- (vii) **MRP:** The price quoted by the bidders shall not, in any case exceed the controlled price, if any, fixed by the Central/State Government and the Maximum Retail Price (MRP). Competent Authority of IIT Kharagpur at its discretion will exercise the right to revise the price at any stage, on lower side, so as to conform to the controlled price or MRP as the case may be. This discretion will be exercised without prejudice to any other action that may be taken against the bidder.
- (viii) **Validity:** The prices quoted and accepted will be binding on the bidder for the stipulated period i.e. 90 days from the date of placement of order and any increase in the price will not be entertained till the completion of this tender period or till further orders.
- (ix) **Conditionality:** Cross Conditions such as "SUBJECT TO AVAILABILITY" "SUPPLIES WILL BE MADE AS AND WHEN SUPPLIES ARE RECEIVED" etc., will not be considered under any circumstances and the tenders of those who have given such conditions shall be treated as incomplete and Tender will be summarily rejected.
- (x) **Bid Currencies:** Prices shall be quoted in **Indian Rupees**.

2. Quantities: The quantities of various items of work given in the Scope of Work are

approximate. The quantities of work may vary at time of allotment/execution of work. The Competent Authority of IIT KHARAGPUR reserves the right to omit/delete any item(s) of work from the schedule at the time of allotment / before the commencement of work without assigning any reason whatsoever. Bidder will be paid for the authorized actual work done/items supplied at the site duly verified by the concerned officials of IIT Kharagpur.

3. **Consignee:** All stores are to be consigned in the name of Dean, AAIR, Indian Institute of Technology Kharagpur, West Bengal, Pin: 721302.
4. **Disposal of Dispatch Documents:** The Railway Receipt/Public Waybill/Consignment Note along with the relevant bill and challan in triplicate should be dispatched to the Dean AAIR IIT Kharagpur immediately on completion of dispatch. If these documents do not reach the AAIR Office, IIT Kharagpur in time all wharfage/demurrage incurred, if any, will be recoverable from the bidder.
5. **Delivery Period:** The stores are required to be delivered /dispatched within the delivery period mentioned in the purchase order. All offers of delivery should be made ex-stock, and a clear note should be inserted in case ex-stock delivery is not possible. No mobilization advance is payable against the Purchase Order.
6. **Quality & Specification of Stores:** The stores offered should be of best quality available, unless otherwise specified, conforming strictly to the National/International specification. The Institute reserves the right to reject such stores if found unacceptable on these grounds. The guarantee and warranty offered be specifically mentioned.
7. **Liquidated Damages:** If a firm accepts an order and fails to execute the same, in full or in part(s), as per the terms and conditions stipulated therein, it will be open to the Institute to recover liquidated damages from the firm at the rate of 1% of the value of the undelivered stores per month or part thereof, subject to a maximum of 5% of the value of the undelivered stores. It will also be open to the Institute alternatively, to arrange procurement of the required stores from any other source at the risk and expense of the firm which accepted and then failed to execute the order according to stipulations agreed upon.
8. **Opening of Quotation and dates:** very bid will be opened at the Office of Alumni Affairs and International Relations at the time and on the date indicated above. Quotation will be opened in Public or in presence of representative of bidders. IIT Kharagpur can revise the dates of opening and evaluation without assigning any reason.
9. **Delivery:** Free at site to the Office of Alumni Affairs and International Relations within 30 days from the receipt of Purchase Order.
10. **Period of Validity:** A quotation shall remain valid for acceptance at least for a period of 90 days from the date of opening.
11. **Payment:** Payment will be made after successful supply/installation/commissioning within 30 days from the date of receipt of bill & installation of the stores in good order and condition. Payments will be made electronically by e-transfer, at the same bank account and branch given for pre-qualification.
12. **Rejection of Offers:** The Institute reserves the right to ignores or reject any offer including the lowest without assigning any reason. The Institute does not bind itself to accepting the lowest offer.
13. **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.
14. **Jurisdiction:** The jurisdiction shall be the Jurisdiction of the Paschim Midnapore District Court.
15. **Intellectual Property Rights:** The Institute reserves all intellectual property rights to the publications. High Resolution PDF/PSD/CDR (print-ready) to be handed over in a CD to the Institute in addition to the print copies and web files for each of the publications. The Institute can re-print any of the publications from the tendered or any other vendor. All materials used for the publications text and image files to be handed over to the Institute.

F. **TENDER EVALUATION CRITERIA**

1. **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 is the matter shall be final and binding.
2. **Opening of bids:** Provided all rules related to number of bidders etc. and all relevant concerns are satisfied, the Tender Committee will open the technical bid only in respect of those bidders who satisfy the Pre-qualification Criteria (above).
Provided all rules related to number of technically qualified bidders etc. and all related concerns are satisfied, the Tender Committee will open the price bid of those bidders who qualify technically (see below).
3. **Technical qualification:** For each bidder whose technical bid is opened, the technical bid will be evaluated out of 100 marks as follows:

Max Score	Technical aspect
10	Experience
20	Design & Theme
20	Print Quality
20	Paper Quality
30	Overall looks
100	Total

Bidders that secure at least 60 marks out of 100 marks in the Technical Evaluation will be deemed to be technically qualified.

4. **Composite scoring:** The Financial bids of only technically qualified bidders will be opened for further processing, provided other rules and concerns of Tender Committee are satisfied. Among these, only tenders with valid financial bids will be taken up for final evaluation through a composite scoring, provided other rules and concerns of Tender committee are satisfied. The Composite techno-commercial score, C, will be computed with weightage of 70 on technical and 30 on financial as follows:

$$C = \frac{T}{T_{\max}} 70 + \frac{P_{\min}}{P} 30$$

where T and P are respectively the technical score and price bid of the bidder. T_{\max} refers to the maximum technical score among all qualified bidders, and P_{\min} refers to the minimum price bid among all the qualified bidders.

5. **Winning bidder.** The bidder scoring maximum composite score will be declared successful and will be termed as the winning bidder.