



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

Ref. No. IITKGP/AAIR/NIT PUB/2018-19/ 17

Date: 13th April 2018

Notice Inviting Tender

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

Description of Stores: 1. Year Book 2018 for 64th Annual Convocation

Estimated Cost : Rs. 12 Lakh

The Institute is intending to print Year Book for 64th Annual Convocation. Interested and eligible vendors are requested to send their sealed bids under a **two cover system** as per requirement mentioned in the tender document. Two separate **sealed covers superscribed “Technical Bid” and “Commercial Bid”** should be submitted in a single sealed cover. In case of non-receipt of the sample of similar publication and separate technical and commercial bids, the bid will not be considered.

A. NAME OF WORK : 1. Printing of Yearbook 2018

SCOPE OF WORK

Item	Sizes / Qty.	Specification
Yearbook Undergraduates	1350 copies (200 pages per book)	<ul style="list-style-type: none">• Inner Paper: A4 170 GSM Imported Art Paper• Cover & Back: Hard-bound 300 GSM Imported Art Paper with lamination & flap cover 130 GSM• Printing: Multi-color• Binding: Section sewing with perfect bind• Production: Glossy finish for inner pages, Matte finish for cover and back Please have a look at last year's sample at the office Flip book for all 3 categories
Yearbook Postgraduates	1250 copies (200 pages per book)	
Yearbook PhD	250 copies (125 pages per book)	

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.

The per book page count is only indicative. Actual price will be determined on proportionate basis during execution.

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, Alumni Affairs
Office of Alumni Affairs and International Relations
IIT Kharagpur,
Kharagpur-721302

1. Minimum Eligibility Criteria:

a) The bidder must have prior experience of printing same kind publication of National Institutes like IITs, IISERs, NITs and Corporate / Government/ R & D Organisations during last 02 (two) years as on the tender submission deadline. Signed certificate and Purchase Order copy from the clients to whom such supplies are being/have been extended must be enclosed with the technical bid, as per the following details:

Three similar printing work completed works each of value not less than 40% of estimated cost;

OR

Two similar printing work completed works each of value not less than 50% of the estimated cost;

OR

One similar printing work completed work of each of value not less than 80% of the estimated cost;

b) The bidder should enclose samples of similar publications.

c) The bidder must have a minimum annual average turnover of Rs. 25 Lakh during the three financial years 2014-15, 2015-16 and 2016-17. All bidders should submit copies of audited Statement of Accounts for the last three years ending 31 March 2017 along with the tender documents.

d) The bidder must submit copy of acknowledgement of Income Tax return for the three financial years 2014-15, 2015-16 and 2016-17.

e) All bidders should submit along with their tender, copies of PAN Card, GST registration document. Bidders must submit the documentary proof in support of meeting the minimum eligibility criteria in the Technical Bid of the tender. Simply an undertaking by the bidder for any item of the minimum **eligibility** criteria shall not suffice the purpose.

2. Earnest Money Deposit (EMD): An amount of Rs. 15,000.00 (Rupees Fifteen thousand only) in the form of Demand Draft be enclosed along with the Technical bid. The EMD shall be from any Nationalized Bank and to be drawn in favour of "Indian Institute of Technology Kharagpur", payable at Kharagpur. Any bid without EMD will not be considered. This will be refunded to the unsuccessful vendors once the tender process is completed. The EMD of vendor getting the purchase order will be retained and returned after successful completion of the work. No interest is payable on refund of EMD. The EMD shall be forfeited if the selected vendor accepts the supply order, but is unable to execute the same as per the required quality.

3. Selection will be based on compliance to eligibility and statutory requirements and the price components quoted by the bidder. The commercial bids of only those agencies who would qualify based on Technical Bid documents and whose submitted samples will be of acceptable quality (as determined by the committee), will be opened and the lowest bidder (as per the evaluation criteria) will be awarded the contract. Selection of bidder will be based on the total price quoted for all the items by the bidders. Rate must be quoted only on the prescribed format for all the items Bidders quoted in other format are liable for rejection.

4. The quotation should reach the undersigned on or before **3rd May, 2018, 4:00 PM.**

5. The Technical bid will be opened by a technical committee on **3rd May, 2018 at 4:30PM** at the **Office of the Dean (Alumni Affairs), IIT Kharagpur.** The date and time for opening of Price bids will be intimated to the technically qualified bidders in due course of time.

6. Validity of Quotation: The validity of quotation should be **120 days** from the last date of submission of tender.

7. Rate: The rate quoted must be inclusive of all charges, i.e., Taxes, Duty, Packing & Forwarding charges. The stores are required to be delivered at the Institute under the suppliers own arrangement, free of additional charges. The damage or loss in transit if any will be at the risk and cost of the vendor.

The bidders must submit their price bids in the format given in **Annexure – I only.**

8. Way Bill: This may be issued only against formal request from the vendor and Proforma Invoice in original.

9. Consignee: All stores are to be consigned in the name of Dean (Alumni Affairs), Indian Institute of Technology, Kharagpur - 721302, West Bengal.

10. Delivery period: The stores are required to be delivered positively within 20 days of the issue of Purchase Order.

11. Quality & Specification of Stores: The items should be confirming strictly to the specification given. The Institute reserves the right to reject such item/items, if found unacceptable on these grounds.

12. Submission of quotation: All quotations must be forwarded in sealed bids format under a **two cover system** as per requirement mentioned in the tender document. Two separate **sealed covers superscribed "Technical Bid" and "Commercial Bid"** should be submitted in a single sealed cover so as to reach within the specified period. The reference to the enquiry number and the last date of submission must clearly be superscribed on the sealed envelope.

13. Opening of Quotation: All Quotations received will be processed in the Office of the Dean, Alumni Affairs as per the following schedule:

- a. Last date & Time of submission : 3rd May, 2018, 4:00 PM.
- b. Date & Time of opening the Technical Bid : 3rd May, 2018, 4:30 PM.

Payment: Payment will be made through bank transfer to the account of the successful vendor, normally within 30 days from the date of receipt to bill or of the stores in good order and condition, whichever is later.

In case of any increase/decrease of number of pages or number of copies, the corresponding amount will be increased/decreased on prorate basis.

14. The Institute reserves the right to accept or reject any or all the offer including the lowest bid without assigning any reason. The Institute does not bind itself to accept the lowest offer. The Institute also reserves the right to amend the scope of work, including number of copies and number of pages in the documents.

15. Dispute: In case of dispute, the matter will be settled mutually, failing which the decision of the Director shall be final and binding on the bidders.

Dean (Alumni Affairs)
IIT Kharagpur

(Should be given on agency letter head in sealed cover) Annexure –I

FORMAT FOR PRICE BID

Tender No.: _____ Date: _____

Order/Work:

1. Printing of Year Book 2018 for 64th Annual Convocation, IIT Kharagpur

Name of the Firm/Bidder: _____

Address: _____

Phone/Fax/Mobile: _____

E-mail: _____

Rates quoted: Rates be quoted separately for each item Inclusive of all applicable taxes

Sl. No	Name	No. of Copies	Unit Price	Total Amount (All inclusive)
1.	Yearbook Undergraduates	1350 copies (200 pages per book)		
2.	Yearbook Postgraduates	1250 copies (200 pages per book)		
3.	Yearbook PhD	250 copies (125 pages per book)		
	Grand Total :			

Authorized Signatory

Note: The price bid is to be submitted in the given format only. A separate sheet of paper may be attached, if required. Each sheet should be duly signed. In case of any increase/decrease of number of pages or number of copies, the corresponding amount will be increased /decreased on pro rata basis.