



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

Ref. No. IITKGP/AAIR/NITAAR/2018-19/

Date: 14.5.2018

Notice Inviting Tender

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

A) **NAME OF WORK:** **Printing of Alumni Annual Report 2017-18**

B) **Estimated Cost** : **Rs. 2.5 Lakh**

C) **SCOPE OF WORK**

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

***The page count of the book is indicative. Actual price will be determined on proportionate basis after execution.

D) SUBMISSION OF TENDER

The sealed tender envelope must contain two separate clearly marked sealed packets containing (1) Proof of minimum eligibility criteria along with GST Registration, PAN ,Bank A/c details / cancelled cheque (2) Physical samples and (3) Price Bid as follows:

Packet 1 (Minimum Eligibility Criteria) Documents must consist of minimum eligibility criteria.

Packet 2 (Physical Sample): One booklet consisting of 5 Pages to be presented conforming the given specification of Inner Page and Cover Page including sample of similar printed publication work. In addition to the above 5 (five) Power Point Slides to be presented before the Committee conforming the proposed Design Development Work.

Each physical 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.

1. Minimum Eligibility Criteria:

a) The bidder must have prior experience of printing similar publications and reports valued at the estimated cost mentioned above for National Institutes like IITs, IISERs, NITs and Corporate Organizations / Indian R & D Organizations during last 02 (two) years as on the tender submission deadline. Signed certificate and Purchase Order copy from the clients to whom such supplies have been extended must be enclosed with the technical bid, as per the following details:

b) All bidders should submit along with their tender, copies of PAN Card, GST registration document.

c) 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. Earnest Money Deposit (EMD): An amount of Rs. 12500.00 (Rupees twelve thousand five hundred only) in the form of Demand Draft be enclosed. 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

Bidders must submit the documentary proof in support of meeting the minimum eligibility criteria. Simply an undertaking by the bidder for any item of the minimum **eligibility** criteria shall not suffice the purpose.

3. Selection Procedure:

First Stage: Evaluation will be done as per the submitted documents in respect to the Minimum Eligibility Criteria.

Second Stage: Qualified bidder in First Stage will give a Power Point Presentation on their proposed Design and Layout of the proposed Publication Work before the Standing Purchase Committee. Physical samples of similar publication work will be evaluated by the Committee as well. The decision of the Committee shall be final and binding.

Third Stage: The Price bid will be opened only those vendors who will qualify both in First and Second Stage.

4. The quotation should reach the undersigned on or before **5th June, 2018, 1:00 PM.**

5. The Technical bid will be opened by a technical committee on **5th June, 2018 at 4:00 PM** at the **Office of Alumni Affairs and International Relations, IIT Kharagpur**. The date and time for opening the 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.

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 books are required to be delivered positively within 20 days of the issue of Purchase Order.

11. **Quality & Specification of Stores:** The items should be conforming 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 “**Price 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 : 5th June, 2018, 1:00 PM.
- b. Date & Time of opening the Technical Bid : 05th June, 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