



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

Ref. No. IITKGP/AAIR/NIT/YB PUB/2018-19/039

Date: 1st February 2019

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. Interested and eligible vendors are requested to send their sealed bids as per Format of Technical Bid Document (Annexure-I), and Format of Price Bid as per Annexure – II under a Two- Bid System.

Two separate sealed covers **super scribed “Technical Bid” and “Commercial Bid”** should be submitted in a single sealed cover.

A. NAME OF WORK: Printing of Yearbook 2019

Estimate Cost: 12 lakh approximately

B. SCOPE OF WORK

| Item | Min. Qty. & Page Count to be ordered | Specification |
|-------------------------|--------------------------------------|---|
| Yearbook Undergraduates | 1200 copies (200 pages per book) | <ul style="list-style-type: none">● Size: 10” x 13”● Orientation: Landscape● Cover : Specialty Board (300 GSM)● Inside Paper : Specialty paper 120 GSM● Printing process: Offset● Special Production: On-line Coating on all inside pages● Special Fabrication : UV/ Embossing/Foil / Electro plating on Cover page● Lamination: Matt● Binding: Hard Bound with special thread & stitching● Printing: Multi-colour <p>Please have a look at the publication as per the requisite specification in the office</p> <p>Flip book for all 3 categories</p> |
| Yearbook Postgraduates | 1200 copies (200 pages per book) | |
| Yearbook PhD | 250 copies (150 pages per book) | |

- Please note that the unit quantity and per book page count mentioned is only indicative. The same may vary at the time of actual printing and will be billed on a pro-rata basis for unit quantity and page count both.

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 Work 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. Technical Eligibility Criteria:

a) The bidder must have prior experience of printing similar 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 kind of publications with the same specifications as mentioned above.

c) The bidder must have a minimum annual average turnover of Rs. 25 Lakh during the three financial years 2016-17, 2017-17 and 2018-19. All bidders should submit copies of audited Statement of Accounts for the last three years ending 31st March 2019 along with the tender documents.

d) The bidder must submit copy of acknowledgement of Income Tax return for the three financial years 2016-17, 2017-18 and 2018-19.

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 **Technical 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. Tender Fee: An amount of Rs. 1,000.00 (Rupees One thousand only) as tender fee (non refundable) is to be paid. The payment shall be made by Demand Draft from any Nationalized Bank and paid in favour of "Indian Institute of Technology Kharagpur", payable at Kharagpur. Bids without Tender will not be accepted. This should be enclosed separately in an envelope and stapled with the Technical Bid document.

4. Technical qualification: For each bidder whose technical bid is opened, the technical bid will be evaluated out of 100 marks as follows:

| Technical aspect | Max Score |
|----------------------|------------|
| Experience | 10 |
| Quality of the paper | 20 |
| Quality of binding | 20 |
| Quality of printing | 20 |
| Overall looks | 30 |
| Total | 100 |

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

- **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.
 - 6.** The quotation should reach the undersigned on or before **21st February, 2019, 4:00 PM.**
 - 7.** The Technical bid will be opened by the committee on **21st February, 2019 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.
 - 8.** Tenderer or his/her authorized representative (with proper authorization letter for opening of technical bids and also for opening of price bids) may choose to be present at the time of opening of Technical Bids/Price Bids.
 - 9. Validity of Quotation:** The validity of quotation should be **90 days** from the last date of submission of tender.
 - 10. Rate:** The rate quoted must be exclusive 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 – II only.
- 11. Way Bill:** This may be issued only against formal request from the vendor and Pro forma Invoice in original.
 - 12. Consignee:** All stores are to be consigned in the name of Dean (Alumni Affairs), Indian Institute of Technology, Kharagpur - 721302, West Bengal.
 - 13. Delivery period:** The stores are required to be delivered positively within 30 days of the issue of Purchase Order.
 - 14. 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.

15. 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 : 21st February, 2019, 4:00 PM.
- b. Date & Time of opening the Technical Bid : 21st February, 2019, 4:30 PM.

16. 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.

17. 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.

18. IMPORTANT :

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

ANNEXURE -1

TECHNICAL BID DOCUMENT ANNEXURE – I FORMAT TO BE FILLED BY THE VENDORS FOR SUBMITTING TENDER FOR PRINTING OF YEAR BOOK, IIT KHARAGPUR

1. Name of the Tenderer :
2. Status of the Tenderer : (attach documents, if registered company/partnership/propriety ship)
3. Details of experiences in a Govt. Organization for last 03 years: (Detailed Name, Address/contact details of the present and past clients a)

The bidder must have prior experience of printing similar 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;

4. Copy of Company Registration Certificate/ : Trade License and PAN Card, GST registration no.
5. The bidder must enclose samples of similar kind of publications.
6. Proof of Annual average turnover of Rs. 25 Lakh during the three financial years 2016-17, 2017-17 and 2018-19. Including copies of audited Statement of Accounts for the last three years ending 31st March 2019 along with the tender documents.
7. Copies of acknowledgement of Income Tax return for three financial years (2016-17, 2017-18 and 2018-19):
8. Signed copy of the tender document, with seal:
9. Details of EMD/Tender fee Bank Draft No., issuing branch and date:

NOTE: This is to be submitted in a separate sealed envelope super scribing “TECHNICAL BID”

Ref.No.

Annexure-II

FORMAT FOR PRICE BID AGAINST THE TENDER: The Vendor must submit the price bid separately as stated below
Price bid submitted without the given format, the price bid will not be considered.

| Item | Rate for Minimum Qty. With min. Page count(A) | Rate for additional unit if required (B) | Rate for additional per four page count if required (C) | Total (A+B+C) =D |
|---|--|--|--|------------------------------|
| Yearbook Undergraduates 1200 copies (200 pages per book) | | | | |
| Yearbook Postgraduates 1200 copies (200 pages per book) | | | | |
| 250 copies (150 pages per book) | | | | |
| Total : | | | | |

GST applicable as per Govt. Norms.