



## **TENDER**

Bids are invited in two separate sealed covers (Technical and Commercial offers) from eligible Indian manufacturers /authorized dealers//suppliers for the supply of the following materials:

### **Description of Stores**

#	Description of stores	Unit	Quantity (Booklet)
1	Examination copies (each booklet containing <b>16</b> pages (including cover paper with content printed in blue ink).	Each	500000
2	Class Test copies (each booklet containing <b>8</b> pages (including cover page with content printed in black ink).	Each	500000
3	Supplementary sheets (each booklet containing <b>4</b> pages including cover page with content printed in black ink).	Each	200000

### **General specifications :**

- 1. Size of Examination copies, Class Test copies & supplementary sheet : 22 cm X 29 cm.**
- 2. Paper quality : 58 GSM Neutral Size Deluxe Maplitho Paper (NSD), [Ballarpur Mills, J.K.Mills or equivalent quality]**
- 3. Rates are to be given separately for each quality of paper mentioning the sample number and make.**
- 4. Paper Colour : White**
- 5. 16 pages and 8 pages booklet (i.e., item 1 & 2 above) are to be stapled in three points with good quality stapling.**
- 6. The copies to be punched with a hole on the upper left hand side.**
- 7. The copies are to be bunched, packed by polythene cover with item description & quantity mentioned in each bunch.**
- 8. Sample booklet is available for checking in the Office of Deputy Registrar (Academic) during office hours**

- (i) Samples of the paper to be marked properly with make are to be enclosed while submitting sealed technical bid.**
- (ii) Supply to be given at IIT Kharagpur. Rate to be quoted inclusive of all charges upto the place of delivery.**
- (iii) Price to be mentioned as per enclosed format in Annexure -I**
- (iv) Note that order will be issued on lowest quoted rate basis taking all the items together.**

## **Important dates:**

Date of issue of tender	Date : 10.01.2019
Last date for submission of Tender document	<b>1<sup>st</sup> February 2019 at 09:00 hrs</b>
Date & time of opening of Technical Bids	<b>1<sup>st</sup> February 2019 at 11:00 hrs</b>
Date & time of opening of Financial Bids	<b>1<sup>st</sup> February 2019 at 11:30 hrs immediately after evaluation of Technical bids</b>

## **Evaluation Process:**

Technical Evaluation	<p>Step-1 : a) PAN Card copy b) GST Registration Certificate c) EMD for Rs. 50000/- (in for DD in favour of IIT Kharagpur payable at Kharagpur)</p> <p>Step-2 : Sample selection by the Selection Committee</p> <p>The entire tender notice should be duly signed on all the pages. In case, the bidder is an authorized dealer, "Dealership Certificate" from the original manufacturer MUST be submitted mentioning the tenure of such dealership.</p>
Price bid Evaluation	Price bid of the technically qualified bidder will only be opened.
Place of Opening tender offers	Office of The Dean (Undergraduate Studies), Indian Institute of Technology, Kharagpur- 721 302, West Bengal.
Address of communication	<b>Deputy Registrar (Academic), IIT Kharagpur-721302</b>

## **General Information**

### **TERMS & CONDITIONS FOR SUBMISSION OF QUOTATION FOR SUPPLY OF STORES ORDERED:**

- [a] **RATE:** The rate quoted shall be on FOR Kharagpur basis in INR clearly indicating the break-up cost towards packing and forwarding, freight, insurance, GST, etc. The Stores are required to be dispatched; at this Institute under supplier's own arrangement free of additional charges. The risk of damage or loss in transit if any will be the supplier's. In case the aforesaid terms are not considered acceptable, charges payable will be required to be specified as advalorem or lump sum. Manufacturer's price list, wherever applicable, should be submitted. Evaluation will be made taking into account the quantity tendered for.

[b] **Earnest Money (EMD) :** EMD have to be given in the form of demand draft only in favour of IIT Kharagpur payable at Kharagpur from any nationalized bank **in a separate envelope**. In case of any failure of supply or inferior quality, the EMD will be forfeited.
- [a] **CONSIGNEE:** All stores are required to be consigned to the Director, Indian Institute of Technology, Kharagpur- 721302, West Bengal.

[b] **DISPOSAL OF DISPATCH DOCUMENTS:** The Railway Receipt/PWB/Consignment Note along with the relevant bill and three priced challan each in triplicate should be dispatched to the Deputy Registrar (Academic), I.I.T, Kharagpur immediately on completion of dispatch. If these documents do not reach the Deputy Registrar (Academic) in time all wharfage/

demurrage incurred, if any, will be recoverable from the supplier.

3. **DELIVERY PERIOD:** The stores are required to be delivered/ dispatched in single lot and to be delivered within one month from the date of issue of the Purchase Order.
4. **QUALITY & SPECIFICATION OF STORES:** The stores offered should be of the best quality available, unless otherwise specified confirming strictly to the specification cited. The Institute reserves the right to reject such stores as are found unacceptable on these grounds.
5. **LIQUIDATED DAMAGES:** If a firm accepts an order and fails to execute the order, in full or part, as per the terms and conditions stipulated therein, it will be open to this 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 this 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 stipulation agreed upon.
6. **SUBMISSION OF QUOTATION:** Quotation must be forwarded in sealed cover addressed to the Deputy Registrar (Academic), IIT Kharagpur -721302 so as to reach within the specified period. The reference to the Enquiry Number and the last date for submission must clearly be super scribed on the sealed envelope.
7. **OPENING OF THE QUOTATION:** Quotation will be opened at the venue, time and date indicated above. A firm may send its accredited representative to witness the opening if it so desires.
8. **PERIOD OF VALIDITY:** A quotation shall remain valid for acceptance at least for a period of 60 days from the date of opening.
9. **PAYMENT:** a) 100% payment through electronic transfer after receipt of store in good order and condition and after the certification of the bill by the Head of the Department.  
b) Ensure providing: i) Bank details and PAN number of the beneficiary. ii) Full name and address of the beneficiary on whom order has to be placed
10. **REJECTION OF OFFER:** The Director of the Institute reserves the right to ignores or reject any offer including the lowest without assigning any reason.
11. The corrigendum will be issued only in the Institute website and the CPP portal.

The envelope containing the tender should be superscribed with “IIT/Answerscripts/Tender/2018-2019”.

**Deputy Registrar, Academic**  
Indian Institute of Technology Kharagpur  
Kharagpur- 721 302, West Bengal

## Annexure-I

Sample of the price bid

Name of the vendor:.....

Sample No: .....

Make :.....

SI No	Item	Rate/ Unit	Quantity	Amount in Rs
1.	Examination copies (each booklet containing <b>16</b> pages (including cover paper with content printed in blue ink)		500000	
2.	Class Test copies (each booklet containing <b>8</b> pages (including cover page with content printed in black ink)		500000	
3.	Supplementary sheets (each booklet containing <b>4</b> pages including cover page with content printed in black ink)		200000	
	Total			
	GST (Rate) : ..... %			
	Total amount including GST			
	Total in words (including GST) : Rupees .....			

**The above rates are inclusive of all other cost including taxes as per the tender document.**

Date :

Signature & Seal