TENDER

Description of Stores : Brochures for 67th Annual Convocation
Quantity of Stores & Specification : As given in Annexure-I
Format for Price Bid : As given in Annexure-II
Estimated Cost : Rs.2.5 Lakh

Bid Security Declaration : To be submitted as per prescribed format in Annexure-III

The Institute is intending to print Convocation Brochure for 67th Annual Convocation. Interested and eligible vendors registered in India 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 and separate technical and commercial bids, the bid will not be considered.

1. Minimum Eligibility Criteria:

a) The bidder must have proven prior experience of printing convocation brochure of National Institutes like IITs, IISERs and NITs during last 03 (three) years as on the tender submission deadline. Signed self-certified Purchase Order copies from the clients to whom such supplies are being/have been extended must be enclosed with the technical bid. Experience within last 3 years as on the last date of tender submission must be as per the following details:

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

OR

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

OR

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

b) The bidder should submit samples as per specifications given in Annexure-I & II.

2. Important Dates

a. Last date & Time of submission 25th November, 2021 at 4.30PM
b. Date & Time of opening the Technical Bid 25th November, 2021 at 5.00PM
c. Date & Time of opening the Price Bid Will be communicated to the technically qualified bidders

3. Documents to be submitted along with the tender:

a) Technical Bid

i) Signed tender documents in all pages as a proof of acceptance of all Terms and Conditions.

ii) Purchase order copies as work experience as mentioned in Sl. No. 1(a) above.
iii) Acknowledgement of Income Tax return for the last three financial years or from the date of incorporation whichever is later.

iv) Copies of PAN, GST Registration

v) A Certificate/Undertaking on the letter-head of the Company to the effect that the bidder/Manufacturer had not been blacklisted anywhere in India or abroad by any organization.

vi) Bid Security Declaration as per prescribed format (Annexure-III).

b) Price Bid as per Annexure-II in separate sealed envelope superscribing the same.

4. Evaluation Process:

a) Technical Evaluation:
   i) Technical evaluation will be made on the basis documents submitted by the bidder as required in Sl. Nos. 3a(i) to 3a(vi)
   ii) Sample submitted by the vendor will be examined by the committee and the acceptance of the samples by the committee is final.

b) Price Evaluation: The price bid will only be opened of those bidders who are technically qualified on the basis of 4a above and the lowest bidder will be awarded the contract.

5. General Terms and Conditions:

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

b) 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.

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

d) Disposal of Dispatch Documents: The Railway Receipt/PWB/Consignment Note along with the relevant bill and three part challan each in triplicate should be dispatched to the Associate Dean (FoEA), IIT Kharagpur immediately on completion of dispatch. If these documents do not reach the Associate Dean (FoEA) in time all wharfage/ demurrage incurred, if any, will be recoverable from the supplier.

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

f) Quality & Specification of Stores: As given in Annexure-I. 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.

g) 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.
h) **Payment:** Payment will be made through bank transfer to the account of the successful vendor, normally within 30 days from the date of receipt of bill after successful delivery of the stores in good order and condition.

*In case of any increase/decrease in quantity or number of Pages, the corresponding amount will be increased/decreased on prorata basis.*

i) 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 quantity and quality.

j) **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.

k) **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 alliteratively 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.

(Associate Dean, FoEA)

Convener, 67th Annual Convocation Publication Sub-Committee
<table>
<thead>
<tr>
<th></th>
<th>Name of the Brochure</th>
<th>Description</th>
<th>No. of Pages (Tentative)</th>
<th>No. of copies (Tentative)</th>
</tr>
</thead>
</table>
| 1. | **Annual Convocation Brochure** | A4 size, 130 gsm art paper and 300 gsm art board cover with mat lamination, including cover printing with colour impression.  
   **A. Common binding [consisting 12 colour pages]**  
   (a) Common pages - about 71 pages (out of which 60 pages will be in English and 11 pages will be in Hindi)  
   (b) UG list (about 40 pages)  
   (c) PG & Ph.D. list (about 40 pages)  
   (d) End pages (about 4) | 200 | 500 |
| 2. | **Director’s Address** | A5 size, about 68 pages. Cover printing with colour impression. (130 gsm art paper and 170 gsm art paper cover with mat lamination) | 118 | 400 |
| 3. | **Chief Guest’s Address** | A5 size, about 10 pages. Cover printing with colour impression. (130 gsm art paper and 170 gsm art paper cover with mat lamination) | 10 | 400 |
| 4. | **Chairman, BOG’s Address** | A5 size, about 10 pages. Cover printing with colour impression. (130 gsm art paper and 170 gsm art paper cover with mat lamination) | 10 | 400 |
| 5. | **Profiles of D.Sc. Honoris Causa Awardees and Distinguished Alumni Awardees** | A4 size, about 20 pages, with colour photographs including cover printing. (130 gsm art paper and 300 gsm art board cover with mat lamination) | 20 | 400 |
| 6. | **Folder** | Colour printed paper based (good quality) folder for convocation materials etc. | 400 |
| 7. | **CD/DVD(with cover)** | Printed with convocation logo and other items Including item(1-5) | 3000 |
FORMAT FOR PRICE BID

Tender No.: ____________________________ Date: ____________________________

Order/Work: Printing of Brochures for 67th Annual Convocation, IIT Kharagpur

Name of the Firm/Bidder: ____________________________

Address: ____________________________________________

Phone/Fax/Mobile: _____________________________________

E-mail: ______________________________________________

Rates quoted: Rates be quoted separately for each item (All Inclusive)

Table-1

<table>
<thead>
<tr>
<th>SI No.</th>
<th>Name</th>
<th>No. of copies</th>
<th>Unit Price</th>
<th>GST</th>
<th>Total Price (All Inclusive)</th>
</tr>
</thead>
<tbody>
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<td>500</td>
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</tr>
<tr>
<td></td>
<td>Annual Convocation Brochure (Binding for PG &amp; Ph.D. part)</td>
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<tr>
<td></td>
<td>Annual Convocation Brochure (Common binding)</td>
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<tr>
<td>2</td>
<td>Director’s Address</td>
<td>400</td>
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<tr>
<td>3</td>
<td>Chief Guest’s Address</td>
<td>400</td>
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<tr>
<td>4</td>
<td>Chairman, BOG’s Address</td>
<td>400</td>
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<tr>
<td>5</td>
<td>Profiles of D.Sc. Honoris Causa Awardees and Distinguished Alumnus Awardees</td>
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<tr>
<td>6</td>
<td>Folder</td>
<td>400</td>
<td></td>
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<tr>
<td>7</td>
<td>CD/DVD (with cover)</td>
<td>3000</td>
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<td></td>
<td>Grand Total (in figure)</td>
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<td>Grand Total (in words)</td>
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Table-2

| 8      | Rate for additional 2(two) colour pages in the Annual Convocation Brochure (Sl. No. 1). [This rate will be taken only for calculation in case of any increase/decrease of number of colour pages] | ____________________________ |

(all inclusive rate)

Seal of the Firm:

Place & Date

Signature of the Authorized Signatory

**Note:** 1. 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 prorata basis.

2. The price comparison will be made based on the grand total of Table -1.
DECLARATION

1. I, ___________________________________________Son /Daughter of Shri ___________________________ ___________________________ Proprietor/Partner/CEO/MD/Director/Authorized Signatory of M/s. ___________________________ ___________________________ am competent to sign this declaration and execute this tender document.

2. Tender ref no: ___________________________ dt: ____________ I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.

4. I/we am/are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

5. Each page of the tender document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.

6. I/we hereby confirm and declare that I/we am/are not blacklisted /De-registered / debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services.

Signature of the Authorized Person

Date: ___________________________

Full Name: ___________________________

Place: ___________________________

Company Seal: ____________