

**Office of the Dean, Planning and Coordination
Indian Institute of Technology Kharagpur**

No. : IIT/DEAN(P&C)/2017/
November 22, 2017

NOTICE INVITING TENDER

The Institute is intending the publication of Annual Report 2016-2017. Interested 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” and “Commercial”** should be submitted in the office of the Dean, Planning and Coordination in a single sealed cover for the print publication as per details given below. In case of non-receipt of the sample or separate technical and commercial bids, the vendor’s bid will not be considered. The quotation should reach the undersigned on or before **December 12, 2017, 11.00 AM**.

Commercial bid for only those bidders will be considered whose technical bid, credentials, sample paper and previous publication samples will meet the requirement. Commercial bid for any bidder will be cancelled in case non-availability of supporting documents as mentioned in this notice.

PUBLICATION DESCRIPTION:

Item	Quantity	Technical Specification
Annual Report 2016-2017 – in print as well as CD version (with hyperlinked index).	150 copies (each with CD in a suitable pocket at the back cover page)	Pages for printing: Approx. 560 (excluding cover and back) including English and Hindi versions – soft copy of the Annual Report will be provided. Soft copy of the CD version Annual Report (with more pages) will be provided – printer will create hyperlinked index for web upload. Inner Paper: A4 130 GSM Imported Art Paper Cover & Back: 300 GSM Imported Art Paper Printing: Black and White without images; Both in English and Hindi versions; Multi-color cover and back As per GOI guidelines, Hindi font and format related to MANGAL, UNICODE should only be followed. Binding: Section sewing with perfect bind Production: Glossy finish for inner pages, Matt finish for cover and back Printer will be paid on proportionate basis in case of increase in the number of pages or copies.

Eligibility criteria: The bidder should be an Indian registered company engaged in publishing, advertising and brand management with minimum experience of 05 years. The bidder should have sufficient infrastructure, technical expertise and financial strength to undertake the contract. The bidder should not be in the blacklist of IIT Kharagpur. The bidder must have previous experience in publishing annual reports of prestigious central or state level institutes.

Mandatory enclosures for Technical Bid:

- Company Profile
- Profiles with contact details are to be submitted for team for Graphics Designing team, Copy writing, Photography, Proof reading, Brand Management and Client Servicing/ Account Management.
- Mock designs for Annual Report
- Some sample copies of publications printed in last one year. The samples provided must be satisfactory both in terms of printing quality and editorial work.
- List of Clients (government academic organizations) and resume of services provided to clients through print and web
- Gross Turn-over of the company for last 3 years' certified by Chattered Accountant
- Pan No., VAT, Trade license registration to be submitted along with valid documents. Also CST / Service Tax documentation to be submitted if claimed.
- The sample papers are to be attached with tender, along with the description of the paper viz., brand, make, GSM etc.

If the technical bid is not found satisfactory, it will not be processed any further and the commercial bid will not be considered.

SUBMISSION OF QUOTATIONS:

- Interested vendors may send **separate** technical bid and commercial bid in separate sealed covers for the print publication as per details given below. ***In case of non-receipt of separate technical and commercial bids, the vendor's bid will not be considered.***
- All quotations must be forwarded in sealed cover addressed to the sender of this enquiry 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.
- *The print copies are required to be delivered at the Institute under the vendor's own arrangement, free of additional charges. The risk of damage or loss in transit, if any, will be borne by the vendor.*
- The rate quoted must be inclusive of all charges i.e. Duty, Packing & Forwarding charges, Sales Tax, Freight charges and Insurance charges at IIT Kharagpur. All the charges like Excise Duty, Sales Tax, Insurance, Handling charges etc. if applicable must be shown separately. The stores are required to be delivered at the Institute under the supplier's own arrangement, free of additional charges. The damage or loss in transit if any will be at the risk and cost of the supplier.

Last date of submission: The quotation should reach to the Office of Dean, Planning and Coordination, IIT Kharagpur, Pin-721302, West Bengal, on or before **December 12, 2017, 11.00 AM**

Date of tender opening: **Technical Bid: December 12, 2017, at 11.30 PM**
Price Bid: December 12, 2017 at 12.30 PM
in the Office of Dean, Planning and Coordination, IIT Kharagpur, Pin-721302, West Bengal.

Consignee: All stores are to be consigned in the name of Dean (Planning & Coordination), Indian Institute of Technology, Kharagpur – 721302, West Bengal.

Delivery period: The stores are required to be delivered positively within **two weeks** from the order date.

Bid Validity: 60 days.

Way Bill: This may be issued only against Consignment Note in original and a copy of Invoice.

Payment: Payment will be made through bank transfer, normally within 60 days from the date of submission of bill / tax invoice, subject to receipt of goods in good order and condition.

Rejection of offer: The Institute reserves the right to accept or reject any or all the offer including the lowest without assigning any reason. The Institute does not bind itself to accept the lowest offer. The Institute also reserves the right to cancel the order for further issues if unhappy with any of the issue.

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



(Prof. Biswajit Mahanty)
Dean, Planning and Coordination
IIT Kharagpur, WB-721302