TENDER

Description of Stores: Annual Report 2020-2021
Quantity of Stores & Specification: As given in Annexure-I
Format for Price Bid: As given in Annexure-II
Estimated Cost: Rs. 1.75 Lakhs

The Institute is intending to print Annual Report 2020-2021. Interested and eligible 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 supercribed “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 Annual Reports or similar reports of National Institutes like IITs, IISERs and NITs or any other reputed institutes, corporate organizations 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 24th November, 2021, 3:00 PM
   b. Date & Time of opening the Technical Bid 24th November, 2021, 4:30 PM
   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) Tender document signed 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 had not been blacklisted anywhere in India or abroad by any organization.

b) Price Bid

i) as per Annexure-II in separate sealed envelope super scribing 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(v)

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) Earnest Money Deposit (EMD): EMD is INR 6000 (Indian Rupees Six Thousand only). MSME are exempted from the EMD.

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

c) Rate: The rate quoted must be inclusive of all charges, i.e., GST, Duty, Packing & Forwarding charges. 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 vendor.

d) Consignee: All stores are to be consigned in the name of Dean, Faculty of Engineering and Architecture, Indian Institute of Technology, Kharagpur - 721302, West Bengal.

e) 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 Dean, Faculty of Engineering and Architecture, IIT Kharagpur immediately on completion of order. If these documents do not reach the Dean Faculty of Engineering and Architecture in time all wharfage / demurrage incurred, if any, will be recoverable from the supplier.
f) **Delivery period**: The stores are required to be delivered positively within 15 days of the issue of Purchase Order.

g) **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.

h) **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 super scribed “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 super scribed on the sealed envelope.

i) **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 deviations in the quantity, the corresponding amount will be revised on pro rata basis.

j) 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.

k) **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.

l) **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.

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Dean (Faculty of Engineering and Architecture)
IIT Kharagpur
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<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Technical Specification</th>
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| Annual Report 2020-2021 in print as well as DVD version (with hyperlinked index). Both English and Hindi Version | 60 copies (each with DVD in a suitable pocket at the back cover page) | **Pages for printing:** Approx. 550 (excluding cover and back) including English and Hindi versions – soft copy of the Annual Report in English version will be provided. **The Cover page and back page of the Annual Report must be designed in concurrence with the authorities of IIT Kharagpur.** For Hindi Version: The English version of Annual Report provided by IIT Kharagpur has to be translated in Hindi by reliable translators having experience in Translation of Academic, Scientific, Engineering and Technological matters. Merely Machine translation will not be accepted. The Hindi version will be provided to Rajbhasha Vibhag of IIT Kharagpur for approval, before printing. Soft copy of the DVD version Annual Report (with more pages) will be provided – printer will create hyperlinked index for web upload. **Inner Paper:** A4 80 GSM Imported Art / Maplitho Paper **Cover & Back:** 250 GSM Imported Art / Maplitho 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 **In case of any deviations in the quantity, the corresponding amount will be revised on pro rata basis.**
FORMAT FOR PRICE BID

Tender No.: ________________________ Date: ________________________

Order/Work: **Printing of Annual Report 2020-2021, IIT Kharagpur**

Name of the Firm/Bidder: __________________________________________

Address: _________________________________________________________

Phone/Fax/Mobile: __________________________________________________

E-mail: ____________________________________________________________

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

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<thead>
<tr>
<th>S.No.</th>
<th>Name</th>
<th>No. of copies</th>
<th>Unit Price</th>
<th>GST</th>
<th>Total Price (All Inclusive)</th>
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<td>1</td>
<td>Annual Report 2020-2021 in print both English and Hindi version as well as DVD version (with hyperlinked index).</td>
<td>60 (sixty copies)</td>
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Grand Total (in figure)

Grand Total (in words)

Seal of the Firm:

Place & Date:

Signature of the Authorized Signatory

**Note:** 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 deviations in the quantity, the corresponding amount will be revised on pro rata basis.