

**INSTITUTE INFORMATION CELL  
INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR**

**No. : IIT/IIC/NIT/17-18/01  
Dt. :30<sup>th</sup> January, 2018**

The Head, Institute Information Cell, IIT Khargapur, invites sealed Rate tenders for following job.

<b>Name of the work</b>	<b>Description of work</b>	<b>No of Copies</b>	<b>Estimated Cost (Rs.)</b>
Printing Communication Directory	Printing in two color, binding (center stappled) of about 84 pages approx. in A5 size, 70 gsm art paper. (ie; 21 sheets of A4 size back to back) and 200 gsm art board cover with mat finish lamination including color printing.	4000	1,40,000/-

Last Date of submission of Tender	20.02.2018 up to 3.00 P.M.
Time and Date of Opening of tender offers	20.02.2018 at 4.00 P.M.
Place of Opening tender offers	Information Cell, IIT Khargapur, West Bengal, INDIA, PIN-721302
Address for submission of Tender	Head Information Cell Indian Institute of Technology, Khargapur West Bengal, PIN - 721 302

**Terms & Conditions**

- 1. Submission of quotation :** Quotations must be submitted in a 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 mentioned on the sealed envelope.
- 2.** The vendors must have experience in producing Communication Directory of national institutes like IIT, IISER, IIM. Attach samples of similar work done earlier.
- 3.** Quotations should include provision for reduction of quoted price if the number of printed pages in the brochures decreases.

4. **Rate** : 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 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.
5. **Way Bill** : This may be issued only against Consignment Note in original and a copy of Invoice.
6. **Consignee** : All stores are to be consigned in the name of **Head, Institute Information Cell, Indian Institute of Technology, Kharagpur – 721302, West Bengal.**
7. **Delivery period** : The stores are required to be delivered positively within 2 weeks of issue of order.
8. **Quality & Specification** : The quality offered should be confirming strictly to the specification given. The Institute reserves the right to reject such stores, if found unacceptable on these grounds.
9. **Period of Validity** : A quotation shall remain valid for acceptance at least for a period of 30 days from the date of opening of the price bid.
10. **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 or of the stores in good order and condition, whichever is later.
11. **Rejection of offers** : 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.
12. **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.

**Head**

**Institute Information Cell**