Indian Institute of Technology Kharagpur
Vinod Gupta School of Management

TENDER ENQUIRY

‘Design and Printing of the VGSOM Annual Placement Brochure 2020-2021 and Design of Placement Reports’

Enquiry No: IIT/VGSOM/Placement/2020-2021

Wednesday, August 12, 2020

Last Date of Submission: Monday September 15, 2020 at 15:00 hours

Time & Date for opening: Monday September 15, 2020 at 16:00 hours

We intend to print the VGSOM Placement Brochure 2020-2021. Reputed designers and printers are requested to submit their offer in the format attached within the date and time mentioned above. The Eligibility Criteria, Terms and Conditions and Specifications are given in Appendices:

Appendix A = Eligibility Criteria
Appendix B = Terms and Conditions
Appendix C = Specification for the Brochure and Placement Reports
Appendix D = Bidding Format
Appendix E = Evaluation Method

You may visit the school to see the last year’s brochure and placement reports as specimen. We will have following system of two bids as per the attached format:

1. Technical Bid.
2. Price Bid.

SUBMISSION OF QUOTATIONS:

Interested vendors must send technical bid and commercial bid in separately sealed covers for the print publication and placement reports as per details given below. In case of non-receipt of separate technical and commercial bids, the vendor’s bid will not be considered.

DEAN
Vinod Gupta School of Management
IIT Kharagpur
Appendix -A

Eligibility Criteria

1. The bidder should be an Indian registered company engaged in printing and publishing with minimum experience of 05 years. The bidder should submit documentary proof for possessing sufficient infrastructure, technical and graphic design expertise and financial strength to undertake the contract.

2. Minimum ANNUAL TURNOVER of Rs. 50 Lacs in the last 3 financial years. (Balance sheet/CA certificate to be enclosed, duly supported by the income tax return for financial years 2016-17, 2017-18 and 2018-19).

3. The bidder should have experience of printing work of placement brochure for other IIT’s/NIT’s/IIM’s/IISER’s/ other reputed management institutes [NOTE: Minimum 3 such sample brochures and 3 placement reports needs to be submitted along with the bid.]

NOTE

The work executed in the own name of the bidder only will be considered for similar works, to meet the eligibility criteria. JVs / Consortiums / MOUs shall not be considered.
Terms and Conditions

1. Vendor is responsible for taking good quality photographs including profile photographs of students.
2. Vendor is responsible for design of layout of brochure which should be approved by VGSoM.
3. Vendor is responsible for designs of layouts of summer placement report, final placement report, and interim placement report which should be approved by VGSoM. The data for the same will be provided.
4. Vendor should deliver PDF softcopy of the print copy of the brochures.
5. Vendor should deliver PDF softcopies of the placement reports mentioned in point 3 above.
6. Cost should be all inclusive CIF VGSoM, IIT Kharagpur.
7. Period of validity: Bids shall remain valid for acceptance for a period of 120 days from the date of opening of Price bids.
8. Delivery should be within TEN DAYS after the approval of the design.
9. Vendor to indicate if they have delivered similar products to any department of IIT Kharagpur.
10. VGSoM retains the right to reject all quotations without assigning any reasons.
11. All quotations must be sent in sealed covers to the sender of this enquiry so as to reach within the specified time. Enquiry number and last date of submission to be indicated on the cover.
12. Quotations will be opened at VGSoM on or after the date specified.
13. Payment will be made by electronic fund transfer for which the vendor is required to submit the following information.
   a. Name of Vendor with address
   b. PAN and GST
   c. CBS Bank Account Number
   d. IFSC number
   e. Name and Address of Bank
   f. There need to be two invoices, one for the placement brochure and other one for Interim Placement Report, Summer Placement Report, and Final Placement Report.
14. On receipt of invoice, payment will be made within 30 days of receipt of invoice or delivery of goods in satisfactory condition, whichever is later.
15. In case of any dispute, the problem shall be resolved mutually failing which the decision of the Dean, VGSoM will be final and binding on all.
16. Vendor must provide an email address for all formal communication regarding this enquiry.
17. All Tenders (unless otherwise specified) are to be submitted/handed over to Office of The Dean, Vinod Gupta School of Management, Indian Institute of Technology Kharagpur, P.O.- Kharagpur Technology, Pin – 721302, West Bengal, India and acknowledgement to be obtained.
Specifications for Placement Brochure 2020 and Placement Reports

Brochure

1. Colour Four Colour Photo Offset
2. Finished Size 8.25×11.75
3. Quantity 200
4. Paper for Inside Pages 145 gsm specialty paper with online coating
5. Paper for Cover 280 gsm specialty board with online coating
6. Fabrication Special UV with embossing
7. Mailing Envelope Matching envelope to contain brochure
8. Binding Section swing with perfect binding
9. Estimated No of Pages 80 inside pages + 4 Cover pages
10. Photographs Profile photos 6 on each page for around 275 students
11. Mode of Printing Should result in a brochure of better quality than that sent as sample.
12. Actual No. of Pages Will be communicated after the student’s registration process.

Soft copies only of Summer Placement Report, Final Placement Report and Interim Placement Report as per the guidelines of VGSOM Placement Committee. The reports would be 10-12 pages each and should contain infographics and other information as per details provided by the Placement committee. The vendor needs to provide the above reports as per our requirement within 10 days of our information.
Technical Bid format

1. Name of the company with contact details and email:

2. Relevant credentials as specified in the eligibility criteria:
   (1) Documentary proof for being a registered Indian company engaged in printing and publishing with minimum experience for five (5) years.
   (2) Balance Sheet/ CA’s Certificate/IT returns in support of the turnover for the last three (3) financial years.
   (3) Placement Brochures and Placement Reports of IIT’s/NIT’s/IIM’s/IISER’s/other reputed management institutes (enclose at least 3 copies of brochures and 3 copies of placement reports)
   (4) Proposed design for VGSoM Brochure. This should be attached with the technical bid.

3. Whether any such work done in past with IIT Kharagpur:

4. Attachment (Please attach CD)
   A. Sample Design Cover.
   B. Sample design for two inside pages.
   C. Sample designs of placement reports.

5. Sample of papers for Cover and inside pages as per specification.

Following document should be submitted along with Technical bid.

<table>
<thead>
<tr>
<th>Sl.no.</th>
<th>Particulars</th>
<th>Yes/No</th>
<th>Deviation if</th>
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<tbody>
<tr>
<td>I.</td>
<td>Proof of registered company in India</td>
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<td>II.</td>
<td>Proof of similar kind of work executed in at least five government agencies (Work orders and Appreciation letters)</td>
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<td>III.</td>
<td>Proof of bidder turnover of more than Rs.20 lacs</td>
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<td>IV.</td>
<td>Proof of VAT/GST</td>
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<td>V.</td>
<td>Proof of PAN/TAN</td>
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<td>Proof of Service Tax</td>
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<td>Proof of ESI Registration</td>
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<td>Proof of PF Registration</td>
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<td>Proof of Trade License</td>
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<td>VI.</td>
<td>Provide a list of five references, with current contact person-mail address and phone number (verification will be done)</td>
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<td>VII.</td>
<td>Sample copies of Placement Brochures published</td>
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<tr>
<td>VIII.</td>
<td>Sample copies of Placement Reports published</td>
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<td>IX.</td>
<td>Letter of Assurance for at least two staff members available to carry out the project work during working days for editing and designing.</td>
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Signature and stamp of the Bidder
## Price Bid Format

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Rate per copy (Rs.)</th>
<th>GST % (Rs.)</th>
<th>Total Cost for 200 copies (Rs.)</th>
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<tbody>
<tr>
<td>(A). Price for producing four cover pages for the brochure</td>
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<tr>
<td>(B). Price for producing Four Inside Pages for the Brochures</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Total cost for design of 3 placement reports</th>
<th>GST % (Rs.)</th>
<th>Total (Rs.)</th>
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</thead>
<tbody>
<tr>
<td>(C). Extra charges (placement reports)</td>
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| Total cost (A+B+C) | |
|-------------------| |

Note: Rate comparative statement will be made on the basis of **Total Cost for producing 200 copies Placement Brochures with four cover pages and 80 inside pages each and the extra charges incurred for design of placement reports i.e. (A+B+C).**

Signature and stamp of theBidder
EVALUATION METHOD

The Purchase Committee of the VGSoM will evaluate the Technical Bidding process based on details submitted as per Annexure A, B, C and D. If the technical bid is not found satisfactory, it will not be processed any further and the commercial bid will not be considered.