



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद Indian Institute of Information Technology, Allahabad

An Institute of National Importance by Act of Parliament
Deoghat, Jhalwa, Allahabad-211015 (U.P.) INDIA

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Ref no. IIIT-A/ENQ/Purchase/379/379/2018

Date: 06/09/2018

TENDER NOTICE

1. Sealed tenders are invited under **Two Bid Systems** for printing and supply of booklets "**Annual Report & Annual Accounts for the year 2017-18**" at Indian Institute of Information Technology, Allahabad. The detailed specifications and terms & conditions are given in **Annexure I, II, III & IV**. Tender document may be downloaded from the Institute website www.iiita.ac.in."
2. Tenderers are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions, warranty/guarantee etc. Quotation should be in two separate sealed envelopes "Technical Bid" and "Commercial Bid" and placed in a single envelope with name of the tender, ref. number and closing date superscripted on the top of the envelope addressed to the Faculty In-charge Purchase, IIIT-Allahabad **upto-26/09/2018, 12:00 Noon**. Quotations duly sealed may also be dropped in the tender box placed in the office of the Faculty In-charge, Purchase, IIIT-Allahabad. Basic rate, taxes and other charges if applicable etc. must be quoted separately, F.O.R. destination at IIIT-A, Jhalwa, Allahabad. Please note that tender document will not be accepted after the expiry of stipulated date and time for the purpose.
3. Details of Bank account of Firm for returned of EMD and/or Performance Security-
Bank's Account Holder Name:.....
Type of Account Name:.....
Address of Branch:.....
Account No:.....
IFSC Code:.....
4. **E.M.D.:** EMD amount Rs.8,000/- should be directly transfer into the bank account (IIITA General AC) of Indian Institute of Information Technology Allahabad through RTGS/NEFT and the tender document should be accompanied with the transaction receipt of RTGS/NEFT (Any bid without EMD fee receipt will not be considered). EMD receipt should be enclosed with the Technical Bid document in a separate envelop.

The detail of institute's Bank account is as below;

Account Name: IIIT-A General AC
Bank Name: Indian Overseas Bank
Address: 61, M.G. Marg, Civil Lines, Allahabad
Account No.: 035001000060976
IFSC Code: IOBA0000350
Amount of EMD as below:

S.No	Description	EMD Amount	Transaction No. & Date
1.	Printing of booklets "Annual Report & Annual Account for the year 2017-18" (English & Hindi Version)	₹8,000/-	

Handwritten signature/initials

5. The Technical Bids will be opened in the presence of the tenderers or authorized representatives interested to be present on **26/09/2018 at 4:00 PM**. Vendors are desired to submit their authorization letter along with a photocopy of their photo identity card. Please carry the same original proof of identity for verification purpose at the time of opening of tender/enquiry. The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered. The financial bids of only those bidders, who's Technical Bids will qualify, shall be opened by concerned committee. For any queries regarding the tender, please send a mail to info.purchase@iiita.ac.in.


Assistant Registrar (Purchase)

Copy to:

➤ **PS to Hon'ble Director- for kind information to Hon'ble director please.**

Technical Bid

(On letter head of the Firm & in a separately sealed envelope)

PROFORMA FOR APPLICATION

1. Name of the firm :-
2. Address of the firm :-.....
.....
3. Phone Number (With Code):-
4. Proprietor's name: -
5. Address of Proprietor: -
6. Proprietor's Phone No. :-
7. Details of the firm:-

(a)Date from which the firm is operating: -

(b)Turnover of the firm during: - FY 2015-16 (₹).....

FY 2016-17 (₹).....

(Please attach documentary evidence)

(c) PAN No. :-

(d) TIN No. :-

Handwritten signature

Technical Terms and Conditions

1. The Tenderer should have her/his own printing press (documentary evidence should be attached) without which tender shall be rejected.
2. Annual Turnover of the firm should be 5 Lakh or higher for the last two years i.e. 2015-16 & 2016-17 separately.
3. The vendor should have completed minimum 01 order of 2 Lakh or above for printing related work during financial year -2017-18 (Documentary proof required).
4. **Compliance statement:** Compliance statement needs to be provided by vendors clearly specifying **COMPLIANCE/DEVIATION** with remarks of all of the points of **Annexure-II**.

Signature of the tenderer

Seal of the firm

A handwritten signature in black ink, appearing to read 'H. Anis', with a small flourish at the end.

General Terms and Conditions of the Tender

1. Kindly mention enquiry number, subject, due date, contact address etc., on your quotation. Incomplete quotation will not be accepted.
2. **Bid:** The tenders are to be submitted in two part viz. "**Technical Bid**" and "**Financial Bid**" in two separate sealed envelopes separately. The Financial Bid will be opened only after acceptance of "Technical Bid".
3. Detailed specifications, catalogue/literature of all the items quoted should be supplied with the technical bid.
4. **The printing matter shall be provided by the Institute.**
5. **Delivery Schedule:** The supply period shall commence from the date of issue of purchase order and completion period will be strictly 3-4 weeks.
6. **Payment:** Payment will be made within 15 days after acceptance of delivery of material and satisfactory report.
7. **Penalty:** If the supply delayed beyond the stipulated time of completion of supply, penalty of 1% per weeks and maximum upto 10% of the total cost may be imposed at the discretion of competent authority.
8. Price Basis & applicable Tax claim: Price should be quoted by interested tenderer inclusive of all up to F.O.R. IIITA, Allahabad basis. Vendor should clearly mention the Rate of applicable GST Tax separately, if firm will not mentioned the Taxes clearly on their Price Quotation, IIIT - Allahabad will assume that the quoted price is inclusive of all and no extra amount at a later stage shall be paid by IIIT, Allahabad on account of Taxes.
9. If it is found that items are fake or of sub-standard quality and not conforming to the required specifications, the firm will have to replace the fake/ sub-standard items with genuine ones immediately but they will also be liable to be blacklisted.
10. Conditional quotations are liable to be rejected. In the event of acceptance, Director's decision will be final. The rates should be quoted as per our required specifications.
11. The rates should be quoted in Indian rupees. Evaluation of offers will be made on the basis of total amount of all items inclusive of all charges, taxes, duties, etc., for the indicated quantity in the attached format. Rate for all the items is to be quoted by the tenderer. In case of any item has not been quoted by any bidder that bid for such items will be loaded with the highest rate received for that item as evaluation is to be done on the total amount of all the items for the indicated quantity. However, while awarding the rate contract successful bidder has to supply all the items and for those items for which bidder has not quoted the rates will get the lowest rate received in the tender. Every bidder has to agree to this condition failing which its offer will not be considered for award of work.
12. The right to accept or reject any tender/ quotation, partially or wholly, including lowest quotation without assigning any reason whatsoever thereof or incurring any liability thereby is reserved with the Director, IIIT, Allahabad. The Director, also reserves the right to split the tender and place the orders for supply of item(s), mentioned in the enquiry letter on one or more tenderer. The decision of the Director, with regard to enforcement of these terms and conditions herein contained, as a result of breach of these conditions by successful Tenderer/s, shall be final and the Director, shall not be liable for any damage/liability put forth by the Tenderers at any stage of the transaction arising out of the enforcement of any or all herein contained terms and conditions.
13. The quantity shown in this tender is only approximate requirement and is subject to alteration at the time of placing the supply order and during the pendency of the quotation it will be binding on the part of the successful Tenderers to honour and comply with such orders placed by this Institute.
14. All the documents submitted must be legible and self-attested. Otherwise it is likely to be rejected.
15. In case the firm fails to complete the job within maximum specified period, Institute reserves the right to get the job done by any other firm and the difference of cost if any, will be recovered from the defaulting firm.
16. The EMD, if applicable, shall be returned to the bidder (s) whose offer is not accepted by the Institute within 15 days after finalization and award of the contract without any interest.

17. Upon verification/evaluation/assessment, if in case any information furnished by the Bidder is found to be false/incorrect, their bid shall be summarily rejected and no correspondence on the same shall be entertained. It is the responsibility of bidder to verify the authenticity of any third party document being submitted as part of the eligibility requirements. EMD will be forfeited if any forged or false document is submitted.
18. Tenderers responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the part of the successful tenderer.
19. Tenderer should take into account any corrigendum published on the Tender document before submitting their bids. All such corrigendum will be placed on IIIT-A website www.iiita.ac.in Intending tenderers are advised to visit www.iiita.ac.in for regular update, if any, till the closing date of tender for any corrigendum/ addendum/ amendment. IIITA will not be responsible for ignorance of corrigendum.
20. Tender must be quoted in prescribe format on the company/firm letter head otherwise tender may be rejected.
21. Quoted rate should be valid at least for 02 months. Quantity may be increase or decrease as per requirement.
22. The firm/company's black listed at any stage need not to apply.
23. All pages of the tender documents are to be signed and stamped by the tendering firm.
24. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
25. Director, Indian Institute of Information Technology, Allahabad will be the sole arbitrator of all the dispute and his decision will be binding on both the parties.
26. Director, Indian Institute of Information Technology, Allahabad reserves the right to alter/modify any or all conditions of this tender notice.
27. Quotation should be addressed to Faculty In charge Purchase, Indian Institute of Information Technology, Deoghat, Jhalwa, Allahabad-211015 (U.P.) India.
28. All disputes are subject to Jurisdiction of Allahabad.

For any query pertaining to this bid correspondence may be addressed to

**Faculty In Charge Purchase
Indian Institute of Information Technology
Deoghat, Jhalwa, Allahabad -211015
Phone : +91 0532-2922051
E-mail: info.purchase@iiita.ac.in**

Assistant Registrar (Purchase)

Certified that the information in the proforma is true. I/We agree to the contents of terms & condition of the quotation/tender.

Seal and Signature of the Proprietor/Authorized Representative

**PRINTING OF BOOKLETS
"ANNUAL REPORT AND ANNUAL ACCOUNT 2017-18"**

Financial Bid

**(To be quoted on the company letter head with the below prescribed proforma only)
(Sealed separate envelop)**

S.No.	Item Description	Qty.	Unit Rate in Rs.	Total Rs.
1.	a) Annual Report 2017-18 English Version Size: 10.8" x 8.2", Pages : 223 + 4 Cover page Multi Colored Printing 130 GSM (Art Paper) Cover page 300 GSM (Art paper)	100		
	Cost of each extra pages beyond 223 pages-			
	b) Annual Report 2017-18 Hindi Version Size: 10.8" x 8.2", Pages : 223+ 4 Cover page Multi Colored Printing 130 GSM (Art Paper) Cover page 300 GSM (Art paper)	100		
	Cost of each extra pages beyond 223 pages-			
2.	a) Annual Account 2017-18 English Version Size: 10.8" x 8.2", Cover pages multi color and other pages black & white printing 130 GSM (Art Paper) Cover page 300 GSM (Art paper) Pages: 95	100		
	Cost of each extra pages beyond 95 pages-			
	b) Annual Account 2017-18 Hindi Version Size: 10.8" x 8.2", 04 pages multi color and other pages black & white printing 130 GSM (Art Paper) Cover page 300 GSM (Art paper) Pages: 95	100		
	Cost of each extra pages beyond 95 pages-			

Note: Financial Bid must be done in this format only.

Signature of the tenderer

Seal of the firm