



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

Ph.: 0532-2922025, 2922067, Fax : 0532-2430006, Web : www.iiita.ac.in, E-mail : contact@iiita.ac.in

Ref no. IIIT-A/ENQ/Purchase/520/728/2019
Date: 18/06/2019

Enquiry Letter

M/s.

.....

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Ph. No.:

Sub: Quotation for supply of Blank Degree Certificate

Enquiry issue date: 18/06/2019

Last date of submission: 08/07/2019

Opening of Bid: 08/07/2019

**Bid Security Amount : Rs.1000/- (One Thousand Only)
through RTGS/NEFT**

Dear Sir,

Institute is inviting sealed quotations for printing and supply **600Nos.** of "**Blank Degree Certificate**". Kindly quote your rates for the supply of these items as per below mentioned specification.

You are requested to submit the sealed quotation by courier/speed post with complete details of specifications, terms & conditions, etc. **upto 08/07/2019, 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 freight charges etc. must be quoted separately, F.O.R destination at IIIT-A, Deoghat, Jhalwa, Prayagraj. **Kindly mention enquiry number, subject, due date, contact address etc., on your quotation. Incomplete quotation will not be accepted.**

Quotation should be addressed to **Faculty In-Charge (Purchase), IIIT-Allahabad, Deoghat Jhalwa, Prayagraj-211015.**

Degree printing specification: CERTIFICATES A4 size on 250 MICRON (164 GSM) Tear Resistant/water Resistant/Chemical Resistant Paper made of SILICA with the Security Features as below:-

Sl No.	Specification of Blank Degree Certificate	Qty.	Rate in Rs.	Total Rs.
1	Microcline Printing/Sukshmakshar	600.00		
2	High Resolution Border,			
3	Prismatic Printing,			
4	Penetrating Numbering,			
5	Foil Stamping,			
6	Visible Fluorescent			
7	Void Pantograph			
8	Invisible Printing			
9	Blind Embossing			
10	Simulated Water Mark			
11	Guilloch Pattern			
12	Highly Tear Resistant			
13	Water and Chemical Resistant			
14	Scratch Resistant and Rip Resistant			
15	Not Possible to photocopy on Tyvek			
16	Strain Resistant			

Handwritten signature

The paper should also support printing on ordinary /heavy duty Laser/Inkjet printers in black & white and in colour on both sides.

Mandatory Requirements

1. The securities features of the degree certificate should not be less than as listed above the firm has to certify that the given specification are complied with.
2. Serial number must be printed on each certificate on top left corner.
3. The Sample of Degree Certificate is attached. **The Institute committee will approve the sample.** All Degree certificate will be accepted in a serial number as provided by the Institute at the time of sample approval.
4. The Firm should have at least 3 year of printing experience of degree certificate of reputed Universities/Centrally Funded Technical Institutions (IITs/ IIITs, NIT etc.). Documentary proof to be attached.
5. **The firm has to submit a sample of Degree certificate with features mentioned** and give an undertaking that they are not blacklisted within the last five years. If found blacklisted on later stage, the firm will be liable for action as deemed fit by the Institute.
6. Bid must be done in the given format only.
7. The prices quoted by only technically qualified quotations will be considered /evaluated.

Terms and Conditions

1. Whether having own printing press: **Yes/No.**
If "Yes" please attach documentary evidence. In case of no documentary evidence, having its own printing press is found the bid will summarily be rejected.
2. Tenderers are requested to submit three work order of similar nature work in government organization press (documentary evidence should be attached).
3. The Tenderer should have her/his own printing press (documentary evidence should be attached) without which tender shall be rejected.
4. Average turnover of the firm should be 10 lakh for the last three financial years ending on 31st March 2018 (documentary evidence should be attached).
5. Quoted rates should be valid at least for 60 days.
6. May feel free to contact on e-mail info.purchase@iiita.ac.in, Ph. No: 0532-2922051/2922013.
7. Tenderers are requested to submit at least three supply /work order of similar nature work in Government Institutions/ University.
8. Kindly quote & attach a copy of your income tax PAN No. / GST no. etc. mandatory on the quotation raised by you. If PAN no. not quoted, 20% TAX will be deducted at source.
9. **Supply of the above items must be completed within 2 weeks from the date of receipt of the order. If the supply delayed beyond the stipulated time of completion of the supply, penalty of 1% per week or maximum 10% of the total cost may be imposed at the discretion of the competent authority.**
10. Price Basis & applicable Tax claim: Price should be quoted by interested Tenderer is 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 in later stage shall be paid by IIIT, Allahabad on account of Taxes.
11. Details of Bank account of Firm for returned of Bid Security and/or Performance Security
Bank's Account Holder Name:.....
Type of Account Name:.....
Address of Branch:.....
Account No:.....
IFSC Code:.....
12. **Bid Security** : Bid Security (BS) fee should be directly transfer into the bank account (IIIT-A 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 BS fee receipt will not be considered). However, the bid security may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's cheque or Bank Guarantee from any of the Commercial



Banks. **Micro and Small Enterprises (MSEs)** as defined in **MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME)** or are registered with the **Central Purchase Organisation** or the concerned **Ministry or Department** are exempted from **BID SECURITY**. Such bidder needs to submit relevant document along with technical bid of tender. BS receipt should be enclosed in a separate envelop. The Bid Security is to remain valid for a period of 45 days beyond the final bid validity period. No interest shall be paid on Bid Security/Performance Security.

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

Account Name : IIIT A EMD And Security Deposit Account
Bank name : Punjab National Bank
Address : Pipalgaon Branch, Allahabad, Prayagraj
Account No. : 8636000100031943
IFSC Code : PUNB0863600

13. If it is found that items are 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.
14. 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.
15. Evaluation of offers will be made based on 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.
16. 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.
17. Payment will be made within fifteen days after completion of work, satisfactory inspection & satisfactory report. No conditions/ clause with regard to interest etc. shall be entertained.
18. Tender will be opened in the presence of the tenderers, or authorized representatives interested to be present on **08/07/2019 at 4:00 PM**. Vendors are desired to submit their authorization letter along with a photocopy of their photo identity card. Only one representative will be allowed to attend the technical/financial bid for a particular firm. 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. For any queries regarding the tender, please send a mail to info.purchase@iiita.ac.in.
19. 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.
20. All the documents submitted must be legible and self attested. Otherwise it is likely to be rejected.
21. 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.



22. 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.
23. **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 only www.iiita.ac.in. Intending tenderers are advised to visit www.iiita.ac.in for regular updates, if any, till the closing date of tender for any corrigendum/ addendum/ amendment. IIIT-A will not be responsible for ignorance of corrigendum.**
24. For any technical queries, please contact Sh. Niranjana Kumar, Assistant Registrar (0532-2922013), Email-ar.aaa@iiita.ac.in.
25. Tenderers may feel free to contact Purchase Section through E-mail-info.purchase@iiita.ac.in (Ph. No. : 0532-2922051) for any queries.
26. Kindly quote your Income Tax PAN No./GST No. etc. on the quotation raised by you. If PAN No. not quoted, 20% Tax will be deducted at source.
27. The lowest rate will not be the basis of claim to get the order.
28. All legal disputes shall be subject to Jurisdiction at courts in Prayagraj.


Assistant Registrar (Purchase)

Read and accepted.

Signature & stamp of Bidder or
Authorized Signatory

Copy to:

1. Faculty In Charge Purchase – for kind information
2. Indenter- for information and necessary action.

IIITA18550

Indian Institute of Information Technology, Allahabad
भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद
An Institution of National Importance by the Act of Parliament of India



No Blank
Space for
Photography

Sample

COPY COPY COPY

Checked by : 1. _____

2. _____

Countersigned

Assistant Registrar (Academics and AAA)