



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

An Institute of National Importance by Act of Parliament
Deoghat, Jhalwa, Allahabad-211012 (U.P.) INDIA

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Ref. No. : IIIT-A/ENQ/DR(S&P)/265/ 2016
Date : 26th May 2016


TENDER NOTICE

Sealed quotations are invited under **Two Bid Systems** for the **Printing and supply of Examination Answer Sheets** for the Indian Institute of Information Technology, Allahabad. The detailed specifications and terms & conditions are given in **Annexure I, II & III**.

The document may be obtained on payment of ₹500/- (Five Hundred Only) as tender processing fee from the counter at Jhalwa Campus, Allahabad. It can also be downloaded from the Institute web site www.iiita.ac.in and be submitted along with ₹500/- of tender processing fee in form of DD.

You are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions, warranty/guarantee etc. **upto 15.06.2016 at 12:00 Noon**. Quotations duly sealed may be dropped in the tender box placed in the office of the Deputy Registrar (S&P), IIIT-Allahabad. Basic rate, taxes and freight charges etc. must be quoted separately, F.O.R. destination at IIIT-A, Jhalwa, Allahabad.

The technical bid received in prescribed proforma will be opened in the presence of the tenderers, or authorized representatives interested to be present, on **15.06.2016 at 04:00 P.M.** The Financial bids of technically qualified tenderers will only be opened after technical evaluation by the Technical Committee. Basic rate, taxes and freight charges etc. must be quoted separately,


(Dr. Seema Shah)
Deputy Registrar (S&P)

Copy to:

- Hon'ble Director for kind information.

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 2012-13 (₹).....
FY 2013-14 (₹).....
FY 2014-15 (₹).....
 - (Please attach documentary evidence)**
 - (c) PAN No. :-
 - (d) TIN No. :-

8. Tender Processing Fee: An amount of Rs. 500/- (Five Hundred Only) of tender (non refundable) is to be paid cash or DD payable in favour of **Indian Institute of Information Technology Allahabad** payable at **Allahabad**.

9. 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.

10. E.M.D. : The tenders should be accompanied in a form of a **Demand Draft/FDR** in favour of **Indian Institute of Information Technology Allahabad** payable at **Allahabad** (Any bid without EMD will not be considered). EMD should be enclosed with the Technical Bid document in a separate envelop. The EMD will be returned to the unsuccessful bidders within 15 days and to the successful bidders after 15 days of supply of exam copies.

Amount of EMD as below:

Sl. No	Description	EMD Amount	DD No./FDR Date
1.	Printing and supply of Examination Answer Sheets	15,000.00	

Annexure-II

Terms and Conditions:

1. F.O.R. destination at IIIT-A, Deoghat Jhalwa, Allahabad.
2. Quoted rate should be valid at least for 90 days.
3. The printing matter shall be provided by the Institute.
4. The Tenderer should have her/his own printing press (documentary evidence should be attached) without which tender shall be rejected.
5. Turnover of the firm should be 10 lakh for the last two year
6. The quality and specification be adhered to strictly. If not found according to our specification, supply will not be accepted.
7. Tender must be quoted in prescribe format on the company/firm letter head with seal and signature otherwise bid may be rejected.
8. The Bidder shall submit a copy of this bid document signed on each page, as token of acceptance of all the terms and conditions mentioned therein.
9. Rates shall be written both in words and figures. There must not be errors and over writings. Corrections if any should be made clearly and initialed by the authorized signatory of the bidder along with dates. If any variation is found between the amount written 'in words' and 'in figures' the amount written in words will only be considered.
10. The Bidders have to furnish samples of paper (to indicate quality of paper) along with tender form for consideration of the tender committee. Supply must be made as per sample.
11. The financial bid shall be inclusive of all taxes, VAT, Local taxes etc. to be paid by the Bidder for the Work/Service and any claim for extra payment on any such account shall not be entertained.
12. If some of the document/annexure(s) is/are missing the Institute has the right to reject the Bid as INVALID Bid.
13. 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.
14. Payment will be made within fifteen days after delivery and verification.
15. May feel free to contact on E-mail **info.purchase@iiita.ac.in**, **Ph. No. : 0532-2922217, 2922051**.
16. In view of wide publicity the details are also available on our web site (**www.iiita.ac.in**), may be seen.
17. Kindly quote your Income Tax PAN No./TIN No., Service Tax Registration No. etc. mandatory on the quotation raised by you. If PAN No. not quoted, 20% Tax will be deducted at source.
18. The lowest rate will not be the basis of claim to get the order.
19. Sample of answer sheets -A,B,C should be given within 05 days for approval of exam section and delivery in 30 days after receiving of final approval of proof. If, the supply delayed beyond the stipulated time of completion of supply penalty of 1% per weeks of total cost may be imposed at the discretion of competent authority. The penalty may be upto 10% of the total cost.
20. If the vendor fails to deliver the supply of the answer sheets within the stipulated time EMD will be forfeited and other action will be taken as per order of Competent Authority.

21. Conditional tenders will not be considered in any case. They will be summarily rejected.
22. All disputes are subject to jurisdiction of Courts at Allahabad.
23. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
24. Kindly mention enquiry reference number, subject, due date contact address etc on your quotation. Incomplete quotation may not be accepted.



(Dr. Seema Shah)
Deputy Registrar (E)

Copy to:

- Hon'ble Director for kind information.

Annexure-III

PRINTING AND SUPPLY OF EXAMINATION ANSWER SHEETS

Financial Bid

(To be quoted on the company letter head with the below prescribed proforma only)

(Sealed separate envelop)

S. No.	Item Description	Qty.	Rate in Rs.	Total Rs.
1.	Examination answer copies "A" i. Size 10.75" x 8.5" ii. Containing 32 pages with cover page iii. 70 GSM Paper with 5 digits numbering (Alphanumeric) iv. Cover color- Light Green (Front & back) v. Serial Numbers starts from : A-216-00001	32000		
2.	Examination answer copies "B" i. Size 10.75" x 8.5" ii. Containing 24 pages with cover page iii. 70 GSM Paper with 5 digits numbering (Alphanumeric) iv. Cover color- Yellow (Front & back) v. Serial Numbers starts from : B-216-00001	38000		
3.	Examination answer copies "C" i. Size 10.75" x 8.5" ii. Containing 12 pages with cover page iii. 70 GSM Paper with 5 digits numbering (Alphanumeric) iv. Cover color- Pink (Front & back) v. Serial Numbers starts from : C-216-00001	22000		
	Total Amount-			
	Taxes if any-			
	Grand Total-			

- Note:**
1. Financial Bid must be done in this format only.
 2. Perforation Mark "**IIIT-A**" at top left corner in all pages.
 3. All copies will be accepted in a serial number.
 4. **Serial number must be printed in all pages on top right corner**
 5. Two staple is required in every copies.
 6. A hole in all copies on top left corner before perforation mark "IIIT-A" (for tagging purpose)

Signature of the tenderer

Seal of the firm