



# 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)/253/2016

Date : 29<sup>th</sup> September 2016

## Tender Notice

To,

M/s.....

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**Sub: Quotation for printing of booklets "Annual Report & Annual Accounts for the year 2015-16 in Two Bid System.**

Dear Sir,

The Institute is intends to printing and supply of booklets "**Annual Report & Annual Accounts for the year 2015-16**" of IIIT-Allahabad. The detailed specifications and terms & conditions are given in **Annexure I & II**.

The document may be obtained on payment of ₹200/- (Two 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](http://www.iiita.ac.in) and be submitted along with ₹200/- of tender processing fee in form of DD.

The "Technical and Commercial Bids" in two separate sealed envelopes placed in a single envelope with name of the tender, ref. number and closing date subscribed on the top of the envelope addressed to the Deputy Registrar (S&P), IIIT-Allahabad **18.10.2016 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 **18.10.2016 at 03:30 P.M.** The Financial bids of technically qualified tenderers will only be opened after technical evaluation by the Technical Committee.

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

**Copy to:**

➤ Hon'ble Director for kind information.

**Annexure-I**

**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 2013-14 (₹).....  
FY 2014-15 (₹).....  
FY 2015-16 (₹).....

**(Please attach documentary evidence)**

  - (c) PAN No. :- .....
  - (d) TIN No. :- .....

**8. Tender Processing Fee:** An amount of Rs.200/- (Two 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 it 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 beyond 60 days after supply of materials.

**Amount of EMD as below:**

Sl. No	Description	EMD Amount	DD No./FDR Date
1.	Printing of booklets "Annual Report & Annual Account for the year 2015-16" (English & Hindi Version)	10,000.00	



### **Terms and Conditions:**

1. F.O.R. destination at IIIT-A, Deoghat Jhalwa, Allahabad.
2. Quoted rate should be valid at least for 60 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 08 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. Enquiry/tender must be quoted in prescribe format on the company/firm letter head otherwise tender may be rejected.
8. 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.
9. Payment will be made within fifteen days after delivery and verification.
10. May feel free to contact on E-mail **info.purchase@iiita.ac.in**, Ph. No. : **0532-292-2051, 2217**.
11. In view of wide publicity the details are also available on our web site (**www.iiita.ac.in**), may be seen.
12. Kindly quote your Income Tax PAN No./TIN No., Service Tax Registration No. etc. as applicable on the quotation raised by you. If PAN No. not quoted, 20% Tax will be deducted at source.
13. The lowest rate will not be the basis of claim to get the order.
14. Proof is to be given within 10 days and delivery in 21 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.
15. Conditional tenders will not be considered in any case. They will be summarily rejected.
16. All disputes are subject to jurisdiction of Courts at Allahabad.
17. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
18. Kindly enquiry reference number, subject, due date contact address etc on your quotation. Incomplete quotation will not be accepted.

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

**Copy to:**

➤ Hon'ble Director for kind information.

**Annexure-II**

**PRINTING OF BOOKLETS**  
**"ANNUAL REPORT AND ANNUAL ACCOUNT 2015-16"**  
**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.	<b>a) Annual Report 2015-16</b> English Version Size: 10.8" x 8.2", Pages : 200 + 4 Cover page Multi Colored Printing 130 GSM (Art Paper) Cover page 300 GSM (Art paper)	100		
	<b>Cost of each extra pages beyond 200 pages-</b>			
	<b>b) Annual Report 2015-16</b> Hindi Version Size: 10.8" x 8.2", Pages : 200 + 4 Cover page Multi Colored Printing 130 GSM (Art Paper) Cover page 300 GSM (Art paper)	100		
	<b>Cost of each extra pages beyond 200 pages-</b>			
2.	<b>a) Annual Account 2015-16</b> 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: 70	100		
	<b>Cost of each extra pages beyond 70 pages-</b>			
	<b>b) Annual Account 2015-16</b> 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: 70	50		
	<b>Cost of each extra pages beyond 70 pages-</b>			

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

Signature of the tenderer

Seal of the firm