



## INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABAD

Ref. No. IIIT-A/Conv./DR(E)/ 2086/2015

Dated : September 23, 2015

**Description of Stores** : **10th CONVOCATION Brochure**  
**Quantity of Stores** : **As given in Annexure-I**

1. The Institute is intending to print Convocation Brochures for 10<sup>th</sup> Convocation. Interested vendors are requested to send their sealed bids under a **two bid system** as per requirement mentioned in the tender document. Two separate **sealed covers superscribed "Technical" and "Commercial"** should be submitted in a single sealed cover. In case of non-receipt of the sample or separate technical and commercial bids, the vendor's bid will not be considered.
2. The vendors must have experience in producing convocation brochures of national institutes/universities and like. He must have an annual turnover of more than Rs. 20.00 lakhs during the last two financial years.
3. Tenders should include provision for reduction of quoted price if the number of printed pages in the brochures decreases.
4. The tenders should enclose samples of similar publications and minimum time period required for completing the work.
5. Tenderer are desired to quote their registration number and should have four colour printing press.
5. The tender should reach the undersigned on or before **October 05, 2015 upto 12 Noon.**
6. The Technical bid will be opened by a technical committee on October 05, 2015 at 12:30 PM. Based on the decision of the technical committee the commercial bid of the technically qualified vendors will be opened on October 05, 2015 at 5:30 PM.
7. **Rate** : The rate quoted must be inclusive of all charges i.e. Duty, Packing & Forwarding charges, Sales Tax, Freight charges and Insurance charges at IIIT-Allahabad. All the charges like Excise Duty, Sales Tax, Insurance, Handling charges etc. if applicable must be shown separately. The stores are required to be delivered at the Institute under the suppliers own arrangement, free of additional charges. The damage or loss in transit if any will be at the risk and cost of the vendor.
8. Tender Document may be downloaded from the Institute website [www.iiita.ac.in](http://www.iiita.ac.in) and be submitted along with Rs. 1500/- of tender processing fee in form of Demand Draft drawn in favor of IIIT Allahabad payable at Allahabad or it may be obtained on payment of Rs. 1500/- as tender processing fee from the counter at IIIT-A, Jhalwa, Allahabad.
9. The offer shall accompany an Earnest Money Deposit (EMD) of Rs. 25,000/- (Rupees Twenty Five Thousand only). The EMD should be submitted in the form of Demand Draft drawn in favor of IIIT Allahabad payable at Allahabad. Tenders without EMD will be summarily rejected.





## **Annexure - I**

### **10th Convocation:**

### **Printing Specifications:**

#### **CONVOCATION BROCHURE:**

Ready Size: 8 x 8 inches

Paper: 130 GSM (inside), 300 GSM (COVER)

Printing: Multi-Color Printing

Quantity: 1500

**Note:** Please attach all the paper samples along with tender.



**Technical Bid**

- 1. Name of the Agency \_\_\_\_\_
- 2. Name of the authorised person (who signs on the tender document) \_\_\_\_\_
- 3. Address of the Agency \_\_\_\_\_
- \_\_\_\_\_
- 4. Phone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_ Email \_\_\_\_\_

**Eligibility Criteria for Selection:**

Sr. No.	Documents to be submitted	Proof Required
1.	Proof of Annual Turnover for at least Rs. 20 lakhs for last two years in the form of Audited Balance Sheet	to be attached
2.	A list of organisations where the supplier has currently provided/ has printed/ supplied the items covered in the tender in last two years.	to be attached
3.	Registration Certificate of VAT/ CST	to be attached
4.	Copy of PAN/ TAN number of the firm/ company	to be attached
5.	Sample of Papers may be enclosed as per specifications enclosed at Annexure - I. Brand of the paper may also be mentioned on the sample paper, if any.	to be attached
6.	Earnest Money Deposit (in the form of Demand Draft)	EMD DD: Dated: Amount:
7.	Tender Cost through Demand Draft/ Cash	DD No./ Receipt: Dated: Amount:
8.	Declaration that the printer has not been debarred from participating in Tender anywhere in Institutes/ Universities	to be attached

Signature of the Tenderer: \_\_\_\_\_

Name of the Authorised Signatory: \_\_\_\_\_

Name of the Company/ Firm: \_\_\_\_\_

Seal of the Company/ Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

*Amx*

Annexure - III

**Financial Bid**

Sr. No.	Item	Specification	Qty	Unit Price in Rs.	VAT	+/- 4 pages, if any	Total (in Rs.)
1.	<b>Convocation Brochure</b>	Size: 8 x 8 inches Pages: 100 Paper: 130 GSM (inside), 300 GSM (COVER) Printing: Multi-Color Printing Binding: Centre Stitch	1500				

Signature of the Tenderer: \_\_\_\_\_

Name of the Authorised Signatory: \_\_\_\_\_

Name of the Company/ Firm: \_\_\_\_\_

Seal of the Company/ Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_