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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 10th 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 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.

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- 10. **Delivery period**: The stores are required to be delivered positively within 8 days from the date of receipt of work order through email, beyond which delivery will not be accepted.
- 11. Quality & Specification of Stores: As given in Annexure-I. The stores offered should be confirming strictly to the specification given. The Institute reserves the right to reject such stores, if found unacceptable on these grounds.
- 12. **Penalty Clause:** Consignment will not be accepted after last date of delivery and no payment will be released.
- 13. Submission of tender: All tenders must be forwarded in sealed bids format under a two cover 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 so as to reach within the specified period. The reference to the enquiry number and the last date of submission must clearly be superscribed on the sealed envelope.
- 14. **Opening of Tender**: All Tenders received will be processed as per the following schedule:

a. Last date & Time of submission

October 05, 2015 by 12:00 Noon

b. Date & Time of opening the Technical Bid

October 05, 2015 at 12:30 Noon

c. Date & Time of opening the Commercial Bid

October 05, 2015 at 4:00 PM

- 15. **Period of Validity**: A tender shall remain valid for acceptance at least for a period of 30 days from the date of opening of the price bid.
- 16. **Payment**: Payment will be made through bank transfer to the account of the successful vendor, normally within 15 days from the date of receipt of bill or of the stores in good order and condition, whichever is later.
- 17. **Rejection of offers**: The Institute reserves the right to accept or reject any or all the offer including the lowest without assigning any reason. The Institute does not bind itself to accept the lowest offer.
- 18. **Dispute**: In case of dispute, the matter will be settled mutually, failing which the decision of the Director shall be final and binding on the bidders.

Deputy Registrar (E)

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.



Annexure -II

Technical Bid

1. Nar	ne 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.:									



Annexure - III

Financial Bid

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

Signature of the Tenderer:	
Name of the Authorised Signatory:	
Name of the Company/ Firm:	
Seal of the Company/ Firm:	
Address:	
Contact No.:	