

Date: 12th September, 2013

Tender No.: IITGN/ADMIN/PRINTING-WORK/2013-14/0195

Last date: 26th September, 2013 on/before 05:00 PM

SUB: Invitation of sealed tender for "Printing and Supply of its Annual Report for the Year 2012-13(Both in English and Hindi separately)".

Dear Sir/Madam,

Indian Institute of Technology Gandhinagar invites sealed tender from experienced offset printers for "**Printing and Supply of its Annual Report for the Year 2012-13(Both in English and Hindi separately)**". Detail of printing material and other terms & conditions relating to the award of Contract are given in the Annexure-I.

The sealed quotations will be opened on 27th September 2013 at 03.00 PM at IIT Gandhinagar Premises.

- a.) The suppliers or their authorized representative may also be present during the opening of the Technical offer, if they desire so, at their own expenses.
- b.) Only those financial offers will be opened whose technical offers are found suitable by the expert committee appointed for the concerned instrument/equipment.
- c.) No separate information shall be given to individual bidders. In incomparable situation, the committee may negotiate price with the qualified bidder quoting the lowest price before awarding the offer.
- d.) The Tender Committee reserves its right to select or reject any or all of the work/services mentioned above without assigning any reasons.

In case the supplier requires any elucidation regarding the tender documents, they are requested to contact to the Assistant Registrar (M.M.) through e-mail, purchase@iitgn.ac.in on or before **4:00 PM, 26.09.2013**.

All tender documents should have to be forwarded through speed post or registered post, courier, Hand Delivery to the following address so as to reach the following address on/before **05:00PM, 26.09.2013**.

Assistant Registrar (M.M.)

Indian Institute of Technology Gandhinagar,
Vishwakarma Government Engineering College Campus,
Ground Floor, Block "A" ,
Visat-Gandhinagar Highway, Chandkheda
Ahmedabad 382424
Tele/ Fax No. +91 79 2397 2583

Sd/-
Assistant Registrar (M.M)

ANNEXURE – I

TERMS & CONDITIONS FOR AWARD OF CONTRACT FOR PRINTING OF ANNUAL REPORT (ENGLISH AND HINDI SEPARATELY)

1. **LAST DATE & TIME OF RECEIPT OF QUOTATIONS** : 26.09.2013
: 05.00 PM
2. **DATE & TIME OF OPENING OF QUOTATIONS** : 27.09.2013
: 03.00 PM
3. **ITEMS & QUANTITY REQUIRED TO BE PRINTED:** Description of the items proposed to be printed is given hereunder. Rates must be quoted separately for Annual Report (English & Hindi) as per Annexure I in figure and words in the prescribed proforma. The approximate number of pages and required quantity is indicated below :

Sr. No.	Description	Pages (Approx.)*	Qty.
1	Annual Report 2012-13 (English)	136	1500
2	Annual Report 2012-13 (Hindi)	136	500

4. **Specifications :**

(a) **Outer and Inner Page:**

Outer/Cover Pages	250 gsm or higher Imported Art Card paper with Lamination and UV
Inner/Text Pages	130 gsm Art Card Paper (glossy)

(b) **Binding:** Perfect Binding

(c) **Page Size:** A4

(d) **No. of Pages (Text):** As mentioned above at para3 (Col.3). The quoted numbers of pages are tentative and may increase/decrease. Hence, charges for printing of each additional page are to be mentioned in financial bid.

(e) **Cover page Colour:** Multi colour offset printing

(f) **Inner Pages:**

- **Text :**Multi Colour Offset printing
- **Diagrams/charts/Multi Colour offset printing Graphs**

5. **Pre-Press Job:**

- Text of both the documents will be provided by IIT Gandhinagar in electronic format (Corel/PDF).

6. Samples for Submission:

Samples of paper (Cover and Text) as per our specifications mentioned at Para 4(a) above be supplied along with the quotation.

7. Schedule of Work:

The work should be completed in all respects and material should be delivered within stipulated days from the date of placement of printing order as mentioned below:

Submission of 1st draft proof	:	Within 1 days of award of contract
Submission of final proof	:	Within 1 days of receipt of corrected version of draft proof
Supply of printed material	:	Within 3 days of receipt of approval of Final Proof

8. Tender Fee & Earnest Money :

A demand draft of **Rs.250/- (Rupees Two Hundred and Fifty Only)** towards non-refundable tender fee along with Technical Bid in favour of “**IIT Gandhinagar Main Account**” from a Nationalized bank/Schedule Bank.

Prospective bidders must deposit refundable Earnest Money amounting to **Rs.5,000/- (Rupees Five Thousand Only)** along with Technical Bid by way of Demand Draft in favour of “**IIT Gandhinagar Main Account**” from the Nationalized bank/Schedule Bank.

The EMD of the successful bidder will be returned to them without any interest after completion of the assigned work. The earnest money of unsuccessful bidders will be returned to them without any interest within thirty (30) working days after awarding the offer.

9. Quotation:

- The rate quoted should be inclusive of paper, creative options, plate layout design, proof reading, positives, printing, binding etc. and supply of materials
- Vendor/contractor should be able to execute all the required jobs together, part quotation will not be entertained.

10. Agency:

The bidder should have latest high quality color printing machine of their own. They should have latest DTP software and hardware & sufficient manpower to operate it.

11. Penalty

In case of default in maintaining time schedule, the IITGN will impose a penalty of amount equivalent to 5% of the total tender cost per day subject a maximum of 10 days. Delay beyond the scheduled time in excess of 10 days will be deemed to have the Printing Order cancelled. IITGN will in no way be held responsible for the loss, whatsoever, attributed due to the delay in printing of Reports etc.

Note: *The vendor/contractor must ensure safe custody and maintain confidentiality in the printing material supplied by IITGN.*

12. Other Terms & Conditions:

- (i) Two bids viz., Technical and Financial should be submitted in a sealed cover which may be super scribed as “**Printing and Supply of its Annual Report for the Year 2012-13 (Both in English and Hindi separately)**”. The technical bid (Annexure II) will provide the detail about the Firm, its capacity, printing machines, manpower, clientage, sample of paper to be used etc. whereas the Financial Bid (Annexure III) will contain the rates/per hundred of the desired sample. Tender Processing Committee will open the Financial Bids of only those bidders who stands qualified on the basis of details provided in Technical Bid.
- (ii) The bidder should have the following qualifications for bidding:
 - Shall have been in existence for not less than two years.
 - Shall be having sufficient experience and expertise in the relevant field.
 - Should have turnover of more than 30 lakhs p.a, during the last year.
 - Should have PAN/TAN number, Sales tax registration, VAT registration
- (iii) The price quoted should be exclusive of all taxes.
- (iv) The tender validity period is 120 days from the date of opening of tender. The rates quoted by the bidders will remain valid for a period of 120 days or till the date of finalization of tender, whichever is later.
- (v) The rates quoted by the selected firm, and approved by the IITGN shall remain valid throughout the period of contract and requests to increase the rates for any item(s), during the currency of the contract, shall not be considered.
- (vi) The contract will remain operative for a period of one year from date of award of the same and the vendor/contractor may be asked to print additional copies in multiple of 50 copies at a time. Charges for the additional number of copies will be determined as per the quoted rates.
- (vii) The Institute, however, reserves the right to conduct performance review at any time during the contract period and deficiencies, if any, noticed will be required to be rectified and compliance reported. If the tenderer fails to rectify the deficiencies or fails to comply with other directions/instructions of the Institute his contract is liable to be terminated. The Institute further reserves the right to suomoto terminates the contract at any point of time without giving any prior notice.

- (viii) Supply order, after due compliance of all formalities, will be placed on the selected supplier(s) to effect the supply.
- (ix) The selected Firm(s) will be required to supply one sample each of the material being printed for the approval of competent authority. No final printing should be resorted to unless otherwise specifically asked for by the IITGN. The selected Firm shall ensure the delivery of the items in the respective office of the institute. No separate charges shall be paid for delivery of goods.
- (x) Supply should normally be made during the office hours on any working day. The Institute will have the authority to place order for supply of items beyond office hours and on holidays, for which, no additional payment will be made.
- (xi) Order for items will be placed on requirement basis. No advance payment will be made by the Institute. Payment will be released only after it is ensured that the items are in order and the quality of items supplied is to the entire satisfaction of the Institute.
- (xii) The Institute will have the authority to cancel any order, if the required items are not supplied on time or do not meet the specifications of the Institute.
- (xiii) In the event of different bidders quoting lowest rate for different work, the job will be awarded to the lowest bidders for the respective items of work.
- (xiv) The Institute reserves the right to reject any /all offer(s) without assigning any reason thereof. Any enquiry after submission of the tender will not be entertained.
- (xv) Any effort by a supplier to influence IITGN's tender evaluation, tender comparison or contract/order award decisions may result in the rejection of the supplier's tender and forfeiture of the supplier's EMD.
- (xvi) IIT Gandhinagar reserves the rights to accept/reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof. Any offer containing incorrect and incomplete information shall be liable for rejection.

13. PROFORMA FOR TECHNICAL BID:

Sr. No.	Requirements	Willingness of the Bidders to provide the requirements. Documents to be attached wherever applicable (please tick)	
		Yes	No
01	Conceptualizing the ideas and developing the designs of the Annual Report would have to be suggested by the printer.		
02	The final output should be ready for supply at the Institute within specified 2 days from the date of approval of final proof of the text material and issue of the work order accordingly.		
03	The vendor/contractor would have been in existence for not less than two years and having turnover of more than 30 Lakhs per annum during last one year and have experience in dealing with Government departments/autonomous bodies etc.		
04	The vendor/contractor would have to provide their similar work samples (at least one) Annual Reports of reputed similar Institutions for the selection process along with their Tender.		
05	Copy of Registration under Shops & Establishment Act, Copy of Sales Tax Registration, Copy of PAN Card and Copy of financial statement of last one year should be attached with Technical Bid.		
06	Sample of cover pages, inner pages as per the prescribed GSM to be attached with seal & signature with Tech. Bid.		
07	EMD of Rs.5000/-and Tender Fee of Rs.250/-to be attached by Demand Draft drawn from a Nationalized/Schedule Bank.		
08	Complete tender documents (except Financial Bid) sealed and signed should be submitted with the Technical Bid in separate sealed envelope. Financial Bid should be put in separate sealed envelope. Both the Tech. Bid and Financial Bid should be put in one big envelope duly sealed and super scribing "Printing and Supply of its Annual Report for the Year 2012-13 (Both in English and Hindi Separately).		

Signature: _____

Name: _____

Address: _____

14. PROFORMA FOR FINANCIAL BID:

Sr. No.	Specifications for printing and supply of Annual Report of 2012-13(English & Hindi)	Quantity	Rate in Rupees per copy (₹)	Total amount in (₹)				
01	<p>Designing, Printing and Supply of Annual Report 2012-13</p> <p>Outer and Inner Page:</p> <table border="1"> <tr> <td>Outer/Cover Pages</td> <td>250 gsm or higher Imported Art Card paper with Lamination and UV</td> </tr> <tr> <td>Inner/Text Pages</td> <td>130 gsm Art Card Paper (glossy)</td> </tr> </table> <p>Binding: Perfect Binding</p> <p>Page Size: A4</p> <p>No. of Pages (Text): As mentioned in the para 3 (under quantity) in Annexure - I. The quoted numbers of pages are tentative and may increase/decrease. Hence, charges for printing of each additional page are to be mentioned in financial bid.</p> <p>Cover page Colour: Multi colour offset printing</p> <p>Inner Pages:</p> <ul style="list-style-type: none"> • Text :Multi Colour Offset printing • Diagrams/charts/Multi Colour offset printing Graphs 	Outer/Cover Pages	250 gsm or higher Imported Art Card paper with Lamination and UV	Inner/Text Pages	130 gsm Art Card Paper (glossy)	<p>a) Hindi - 500 copies</p> <p>b)English 1500 copies</p>		
Outer/Cover Pages	250 gsm or higher Imported Art Card paper with Lamination and UV							
Inner/Text Pages	130 gsm Art Card Paper (glossy)							
02	In case of increase/decrease of inner pages, rate per page for 2000copies (1500 English & 500 Hindi).	Each page						
03	In case of increase/decrease of number of copies, rate per copy (English & Hindi)	Each copy						

Signature: _____

Name: _____

Address: _____

**PARTICULARS TO BE FILLED BY THE SUPPLIER& SUBMIT ALONG WITH THE
TECHNICAL BID**

FORM - A

1. Name of the Vendor/Contractor:
2. Complete Address of the Vendor/Contractor:
3. Availability for demonstration of printing material at IIT Gandhinagar: Yes / No [Please √]
4. Cost of the Tender enclosed: Yes/No [Please √] If yes,
 - a.) Name of the Bank _____
 - b.) Amount in Rs. (₹) _____
 - c.) Demand Draft No. _____
5. Earnest Money Deposit enclosed: Yes / No [Please √] if Yes,
 - a.) Name of the Bank _____
 - b.) Amount in Rs. (₹) _____
 - c.) Demand Draft No. _____
 - d.) Last Validity date of the enclosed DD _____
6. Communication details of the concerned contact person to whom all references shall be made regarding this tender enquiry. [NOTE: Any changes after submission of Tender documents kindly update IIT Gandhinagar]
 - a.) Full Name :
 - b.) Complete Postal Address:
 - c.) Telephone No.:
 - d.) Fax No.:
 - e.) Mobile No.:
 - f.) E-mail:
 - g.) Website Address:

Form B

PARTICULARS FOR REFUND OF EMD TO SUCCESSFUL/UNSUCCESSFUL BIDDER

RTGS/National Electronic Fund Transfer (NEFT) Mandate Form

1	Name of the Bidder	
2	Permanent Account No (PAN)	
3	Particulars of Bank Account	
	a) Name of the Bank	
	b) Name of the Branch	
	c) Branch Code	
	d) Address	
	e) City Name	
	f) Telephone No	
	g) NEFT/IFSC Code	
	h) RTGS Code	
	i) 9 Digit MICR Code appearing on the cheque book	
	j) Type of Account	
k) Account No.		
4	Email id of the Bidder	

Note: - Please attach original cancelled cheque along with the RTGS/National Electronic Fund Transfer (NEFT) Mandate Form.