

Anj

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABAD

Ref. No. IIIT-A/Conv./DR(S&P)/ 201 2016

Dated : September 08, 2016

Description of Stores : 11th CONVOCATION Brochure
Quantity of Stores : As given in Annexure-I

1. The Institute is intending to print Convocation Brochures for 11th 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. 10.00 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. 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 **September 14, 2016 upto 12:00 Noon.**
6. The Technical bid will be opened by a technical committee on September 14, 2016 at 4:00 PM. Based on the decision of the technical committee the commercial bid of the technically qualified vendors will be opened.
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. 500/- 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. 500/- as tender processing fee from the counter at IIIT-A, Jhalwa, Allahabad.
9. The offer shall accompany an Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten 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.
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 and

whole order treated as cancelled.

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** **September 14, 2016 by 12:00 Noon**
 - b. **Date & Time of opening the Technical Bid** **September 14, 2016 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.
19. **Sample:** Vendors are desired to enclose the sample paper (Cover & Inside) with the tender documents (Technical Bid).


Deputy Registrar (S&P)



Annexure - I

11th Convocation:

Printing Specifications:

CONVOCATION BROCHURE:

Ready Size: 8 x 8 inches

Paper: 120 GSM (inside), 300 GSM (COVER), Glossy Finish

Printing: Multi-Color Printing

Binding: Centre Stitch

Pages: 84 pages with cover pages

Quantity: 450

Note: Please attach all the paper samples (Cover & Inside) 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. 10 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.	Items description	Qty	Unit Price in Rs.	Taxes	Total (in Rs.)
1.	Convocation Brochure Size: 8 x 8 inches Pages: 84 (approx) Paper: 120 GSM (inside), 300 GSM (Cover), Glossy Finish Printing: Multi-Color Printing Binding: Centre Stitch	450			
2.	Cost of each extra pages beyond 84 pages-				

Signature of the Tenderer: _____

Name of the Authorised Signatory: _____

Name of the Company/ Firm: _____

Seal of the Company/ Firm: _____

Address: _____

Contact No.: _____

Note- Quantity/pages may be increased or decreased payment will be made as per actual basis.