



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद Indian Institute of Information Technology, Allahabad

An Institute of National Importance by Act of Parliament

Deoghat, Jhalwa, Allahabad-211015 (U.P.) INDIA

Ph.: 0532-2922025, 2922067, Fax : 0532-2430006, Web : www.iiita.ac.in, E-mail : contact@iiita.ac.in

Ref. No. : IIIT-A/Printing/1160/1837/ 2023

Date : 19/01/2023

TENDER NOTICE

S.No.	Description	Date	Time
1.	Enquiry issue date	19/01/2023	-
2.	Last date of bid submission	27/01/2023	Till 12:00 Noon
3.	Opening of Technical Bid	27/01/2023	16:00 PM

1. Sealed tenders are invited under **Two Bid Systems** for the **PROCUREMENT OF ASSESSMENT PRINTED COPIES FOR ACADEMIC YEAR 2023** at Indian Institute of Information Technology, Allahabad. The detailed specifications and terms & conditions are given in **Annexure I, II, III, IV, V & VI**. Tender document may be downloaded from the Institute website www.iiita.ac.in.

2. Tenderers are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions, warranty/guarantee etc. Quotation should be in two separate sealed envelopes "Technical Bid" and "Commercial Bid" and placed in a single envelope with name of the tender, ref. number and closing date superscripted on the top of the envelope addressed to "Joint Registrar (S&P), Indian Institute of Information Technology, Deoghat, Jhalwa Prayagraj-211015" upto- **27/01/2023, 12:00 Noon**. Quotations duly sealed may also be dropped in the tender box placed in the office of the Joint Registrar (S&P), IIIT-Allahabad. Basic rate, taxes and other charges if applicable etc. must be quoted separately, F.O.R. destination at IIIT-A, Jhalwa, Prayagraj. Please note that tender document will not be accepted after the expiry of stipulated date and time for the purpose.

3. Details of Bank account of Firm for returned of BID SECURITY and/or Performance Security

Bank's Account Holder Name:.....

Type of Account Name:.....

Address of Branch:.....

Account No:.....

IFSC Code:.....

4. **Bid Security** : Bid Security fee Rs. 10,000/- (Rupees Ten Thousand Only) should be directly transfer into the bank account (IIIT-A EMD And Security Deposit Account) of Indian Institute of Information Technology Allahabad through RTGS/NEFT and the tender document should be accompanied with the transaction receipt of RTGS/NEFT (Any bid without Bid Security will not be considered). However, the bid security may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's cheque or Bank Guarantee from any of the Commercial Banks.

Micro and Small Enterprises (MSEs) as defined in **MSE Procurement Policy** issued by **Department of Micro, Small and Medium Enterprises (MSME)** or are registered with the **Central Purchase Organisation** or the concerned **Ministry or Department** are exempted from **BID SECURITY**. Such bidder needs to submit relevant document along with technical bid of tender. Bid Security receipt should be enclosed with the Technical Bid document. The Bid Security is to remain valid for a period of 45 days beyond the final bid validity period.

19/1/23

19/1



The detail of institute's Bank account is as below;

Account Name : IIIT A EMD And Security Deposit Account
Bank name : Punjab National Bank
Address : Pipalgaon Branch, Allahabad, Prayagraj
Account No. : 8636000100031943
IFSC Code : PUNB0863600

Amount of BID SECURITY as below:

S.No	Description	BID SECURITY Amount	Transaction receipt No. with date
1.	PROCUREMENT OF ASSESSMENT PRINTED COPIES FOR ACADEMIC YEAR 2023	Rs.10,000/-	

5. The **technical bids will be opened** in the presence of the tenderers, or authorized representatives interested to be present on **27/01/2023 at 4:00 PM**. The financial bids of only those bidders, who have been declared technically qualified by the designated committee, shall be opened by concerned committee. The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered. For any queries regarding the tender, please send a mail to **info.purchase@iiita.ac.in**.
6. **Tenderer should take into account any corrigendum published on the Tender document before submitting their bids. All such corrigendum will be placed on IIIT-A website www.iiita.ac.in** Intending tenderers are advised to visit **www.iiita.ac.in** for regular update, if any, till the closing date of tender for any corrigendum/ addendum/ amendment. IIITA will not be responsible for ignorance of corrigendum.

Copy to:

- > A.Dean(S&P)- for kind information
- > Indenter- for necessary action.

[Handwritten Signature]
19/1/23

[Handwritten Signature]
19/1
Joint Registrar (S&P)


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. Mobile Number :-.....

4. Proprietor's name: -

5. Address of Proprietor: -

6. Proprietor's Mobile No. :-

7. Email Id:

(for all official communication with the bidder)

8. Details of the firm:-

(a) Date from which the firm is operating: -

(b) Turnover of the firm during: - FY 2019-20 (Rs.)-----

FY 2020-21 (Rs.)-----

FY 2021-22 (Rs.)-----

(Please attach documentary evidence)

(c) PAN No. :-

(d) GSTNo. :-

*** Mandatory to fill all the above details.**

Signature of Tenderer with Seal



PREQUALIFICATION CRITERIA FOR BIDDER

- 1.1 The bidder should be a registered company / partnership firm/ proprietorship, registered under per Companies Act 2013 (erstwhile Companies Act 1956), Indian Partnership Act, operational in India since last 3 years.
- 1.2 Company must be registered with appropriate authorities for all applicable statutory duties/taxes. (GST registration number, PAN number etc.)
- 1.3 **Bidder should have technical experience of having successfully completion Certificate of similar Nature of work during the last 3 years in any Government department/ PSU etc., Before last date of tender submission for the purpose of consideration as technical experience.** Bidder should Satisfying below condition with in the last years. For the purpose of consideration as technical experience bidder should Satisfying below condition:
 - 1.3.1 One similar Order having worth not less than 4 **Lakhs.**
 - OR**
 - 1.3.2 Two similar orders each costing not less than **2.5 Lakhs.**

(Attested copies of all the above Project Completion certificates should be submitted along with the proposal).

- 1.4 Any IIT/IIIT/NIT/ Government Department/PSU/PSU Banks/Autonomous Bodies/Statutory Bodies in India should not have blacklisted the Bidder at any stage. Self-declaration to that effect should be submitted along with the technical bid.
- 1.5 The Bidder is required to quote for the complete BOQ. Partial quote is liable to be rejected.
- 1.6 The agency should have own printing press. (Machinery details should be attached)
- 1.7 Specimen of sample of papers duly signed and sealed proposed to be used as per specification mentioned in the Tender documents, are required to be submitted in a envelope addressed to Jt.Registrar (Store & Purchase), Indian Institute of Information Technology, Deoghat, Jhalwa, Prayagraj-211015. Bidder to ensure receipt of sample papers at IIITA campus before the last date and time of bid submission/ Due date of bids.
- 1.8 The bidder should have minimum Rs. 20 Lakh annual turnover for the Last 3 financial years (i.e. 2019-20, 2020-21 & 2021-22). Audited and certified copies of balance sheet, letter mentioning turnover and profit and loss statement of these three years duly certified by chartered accountant should be submitted.

Note: Bidder must provide necessary supporting documents as proof in respect of the eligibility criteria mentioned above.

Signature of the tenderer

Seal of the firm


19/1/22



Technical Compliance

(To be attached with technical bid)

The followings are the technical specifications for supply of "**PROCUREMENT OF ASSESSMENT PRINTED COPIES FOR ACADEMIC YEAR 2023**" to be printed and supply as per the Tender-

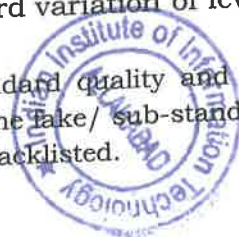
Sl. No.	Items Name	Specification	Quantity	Compliance Yes/No	Deviation
1.	'C1/2' Assessment Answer Copy (12 pages with cover)	(S.No. - C/2023- 00001 onward) Front & Last Page Color - Light Green	65,000 Nos.		
2.	'C3' Assessment Answer Copy (16 pages with cover)	(S.No. - C3/2023- 00001 onward) Front & Last Page Color - Light Pink	25,000 Nos.		
3.	Loose ruled A4 size pages (Pack of 100 Sheets)	(S.No. - L/2023- 00001 onward) With IITA Logo as water mark	30,000 Nos.		
4.	General Requirements: - <ol style="list-style-type: none"> 1. All Copies will be accepted in ruled pages and a serial number. 2. Serial number must be printed in all pages on top right corner. 3. Perforation Mark "IIT-A" at top left corner in all pages. 4. A hole in all copies on top left corner before perforation Mark "IIT-A". (For tagging purpose) 5. Two Staple binding is required in every copy. 6. All C1/2 copies will be duly packed in sets of 200 copies. 7. All C3 copies will be duly packed in sets of 100 copies. 8. Loose ruled pages packs of 100 sheets. (Like letter pad packing) 				

Note- Vendors are required to submit technical compliance sheet as prescribed Performa. Unfilled signed compliance sheet will not be accepted.

Signature of the tenderer**Seal of the firm**

SPECIAL CONDITIONS OF CONTRACT

1. Kindly mention enquiry number, subject, due date, contact address etc., on your quotation. Incomplete quotation will not be accepted.
2. **Bid:** The tenders are to be submitted in two part viz. "**Technical Bid**" and "**Commercial Bid**" in two separate sealed envelopes separately. The commercial bid will be opened only after acceptance of "Technically Bid".
3. These instructions are over and above the instructions contained in the enclosed set of tender documents and **override** instructions in case of conflict.
4. Detailed specifications, catalogue/literature of all the items quoted should be attached with the technical bid.
5. **Warranty: Not required**
6. **Delivery Schedule:** The supply period shall commence from the date of issue of purchase order and completion period for delivery shall be strictly 4 weeks.
7. **Payment:**
 - (i) **100% payment within 15 days on completion of delivery & on submission of invoice, delivery challan & with satisfactory report.**
 - (ii) Applicable TDS will be recovered (deducted) from the payment(s).
 - (iii) At the time of submitting the bill and/or request for part payment vendor has to provide an undertaking that, "**It is certified that there has been no decrease in the price of price variation indices and, in the event of any decrease of such indices during the currency of this contract, we shall promptly notify this to the purchaser and offer the requisite reduction in the contract rate**".
8. **Penalty:**
 - (i) Applicable penalty will / may be recovered from the payment(s).
 - (ii) In case of default in maintaining the time schedule, Penalty of 1% of per week or part thereof of total cost subject to maximum of 10 days. Delay beyond the scheduled time in excess of 10 days will be deemed to have the printing order cancelled, unless extension is provided by the institute on request by the supplier. IITA will in no way be held responsible for the loss, whatsoever attributed due to the delay in printing of reports, etc.
 - (iii) In such case(s) the vendor should notify and produce/bring the relevant communication and proof to IITA promptly of any failure to perform or delay in performing due to any of the above reasons for the penalty to be waived off.
9. **Transit Permit (E-way bill):** The bidder should generate E-way bill in its own accountability. Transit road permit in the prescribe proforma shall be made available as per rule by the Institute on the request of the supplier, if required.
10. **Price Basis and applicable Tax claim:** Vendor should clearly mention the Rate of applicable GST separately, if firm will not mention the Taxes clearly on their Price Quotation, IIT - Allahabad will assume that the quoted price is inclusive of all and no extra amount in later stage shall be paid by IIT, Allahabad on account of Taxes. In case of tax exemption or lower TDS, vendor has to submit letter from Government Authority for tax exemption or lower TDS (to be submitted along with each of the invoice(s)).
11. **Consignee:** Dr. Seema Shah, Jt. Registrar (Store & Purchase), IITA (Ph: 0532-2922081, 2922143). Except under specific instructions, delivery to Stores Section (if applicable) is restricted between 9:30 A.M to 5.30 P.M. on all working days except Saturday & Sunday.
12. Any variation in statutory levies and taxes within the contractual delivery period shall be borne by the IITA. Beyond the delivery period, the upward variation of levies and taxes shall be borne by the vendor.
13. If it is found that the printing quality items are fake or of sub-standard quality and not conforming to the required specifications, the firm will have to replace the fake/ sub-standard items with genuine ones immediately but they will also be liable to be blacklisted.



14. If the supplied material by the bidder is not found acceptable, IIT Allahabad has the complete right to reject the same without giving any compensation.
15. **Force Majeure:** The vendor (bidder) will not be held responsible for breach of executing any obligation or delay in executing any obligations during below given circumstances/ conditions.
- War, Riots, Strike, Fire, Flood, Earthquake, Storm, Epidemic breakout, Power failure, Theft etc.
 - Any Governmental priorities (Necessary proof for validation viz. Govt. Gazette notifications, Leading Newspaper reports, etc. should be made available).
16. Rate quoted by the firm should not be higher than the MRP/ prevailing market rate.
17. Quoted rate should be valid at least for 03 months.
18. **Dispute Resolution:** In the event of any dispute arising out of or in connection with this Order, the parties shall use their best endeavor to resolve the same amicably AND if the dispute could not be settled amicably, the matter shall be settled in the court under Prayagraj (Allahabad) jurisdiction only. The final payment will be released only after the vendor (bidder) complies with above-mentioned clause.
19. **Right to alter Tender:**
- IIITA reserves the right to alter the Tender terms and conditions at any time before submission of the bids.
 - IIITA reserves the right to modify, amend, alter and/or cancel the entire RFP (Request for Proposal) at any stage without assigning any reason whatsoever. IIITA's decision in this regard will be final and binding on all vendors (bidders).
20. Conditional quotations are liable to be rejected. In the event of acceptance, Director's decision will be final. The rates should be quoted as per our required specifications.
21. The tenderer who submits false, forged or fabricated documents or conceals facts with intention to win over the tender or procure purchase order; Bid Security of such tenderer firm shall be forfeited and firm shall be liable for blacklisting for a period of not Less than 2 years. The firm shall also be liable for Legal action depending on the facts & circumstances of the case.
22. If the supplier fails to execute the purchase/supply/work order and informs IIITA about its inability to execute the order and non-compliance of the purchase order, firm shall be liable for blacklisting for a period of not less than 2 years.
23. Indian Institute of Information Technology reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason or to cancel the tender. The decision of Director – IIT-Allahabad shall be final and binding on all.
24. The rates should be quoted in Indian rupees in our prescribed Format/BOQ.
25. The right to accept or reject any tender/ quotation, partially or wholly, including lowest quotation without assigning any reason whatsoever thereof or incurring any liability thereby is reserved with the Director, IIT, Allahabad. The Director, also reserves the right to split the tender and place the orders for supply of item(s), mentioned in the enquiry letter on one or more tenderer. The decision of the Director, with regard to enforcement of these terms and conditions herein contained, as a result of breach of these conditions by successful Tenderer/s, shall be final and the Director, shall not be liable for any damage/liability put forth by the Tenderers at any stage of the transaction arising out of the enforcement of any or all herein contained terms and conditions.
26. The quantity shown in this tender is only approximate requirement and is subject to alteration at the time of placing the supply order and during the pendency of the quotation it will be binding on the part of the successful Tenderers to honour and comply with such orders placed by this Institute.
27. All the documents submitted must be legible and self-attested and stamped. Otherwise it is likely to be rejected.
28. Tenderers responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the part of the successful tenderer. Tender must be quoted in prescribe format on the company/firm letter head.

29. If any defect is found in transit it will be the sole responsibility of the supplier to get it corrected and installed as desired by the user.
30. The firm/company's black listed at any stage by any IIT/IIIT/NIT/ Government Department/PSU/PSU Banks/Autonomous Bodies/Statutory Bodies in India need not to apply.
31. Quotation should be addressed to Jt. Registrar (Store & Purchase), Indian Institute of Information Technology, Deoghat, Jhalwa, Prayagraj-211015 (U.P.) India.
32. May feel free to contact Purchase Section through E-mail-info.purchase@iiita.ac.in (Ph.No. : 0532-2922051) for other queries.
33. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
34. Director, Indian Institute of Information Technology, Allahabad will be the sole arbitrator of all the dispute and his decision will be binding on both the parties.
35. Director, Indian Institute of Information Technology, Allahabad reserves the right to alter/modify any or all conditions of this tender notice.
36. All disputes are subject to Jurisdiction of Allahabad Courts at Prayagraj.

For any query pertaining to this bid correspondence may be addressed to

Joint Registrar (S&P)
Indian Institute of Information Technology,
Deoghat, Jhalwa Campus
Prayagraj -211015 (U.P.)
Phone : +91 0532-2922081.
E-mail: info.purchase@iiita.ac.in



 **Joint Registrar (S&P)**

I/We duly certified that the information provided in the proforma is true. I/We agree to the contents of terms & condition of the quotation/tender.



Seal and Signature of the Proprietor/Authorized Representative

SCOPE OF WORK

The scope of work for this tender includes the **PROCUREMENT OF ASSESSMENT PRINTED COPIES FOR ACADEMIC YEAR 2023** as per the specification at the office of Indian Institute of Information Technology, Allahabad.

1. Printing of procured item mentioned in this tender document and/or its Annexure should be delivered at IIIT-Allahabad campus.
2. Vendor (Bidder) should assign a single point of contact for attending to all design related and correction in fonts, pictures, reports etc... or problem during contract period.
3. Vendor (bidder) will provide their support service contact numbers, escalation matrix (designation, contact numbers & emails).
4. IITA will not bear freight, labor charges or any other charges.
5. Vendor (bidder) hereby indemnify, protect and save IITA against all claims, losses, costs, damages, expenses, action suits and other proceedings, resulting from infringement of any patent, trademarks, copyrights etc. or such other statutory infringements in respect of all the Printing related task or equipment offered by the vendor. Any publicity by vendor (bidder) in which name of IITA is used should be done only with the explicit permission of IITA.
6. Text of report will be provided by the IITA in electronic format (MS word).
7. Press job such as DTP work including designing /creative options should be done with the printers own DTP to the satisfaction of the IITA.
8. First proof reading of the manuscript will be done by the bidder by a good professional proof reader.
9. Photographs will be supplied in JPEG format.
10. The work should be completed in all respects and materials should be delivered within stipulated days from the date of placement of printing order as mentioned below:
 - **Submission of first draft proof: Within 01 week of award of complete Text.**
 - **Submission of Final proof: Within 01 week of received of corrected version.**
 - **Submission of printed material: Within 01 week of approval of final proof.**

Note: The vendor must ensure safe custody and maintain confidentiality in the printing material supplied by the IITA.



Financial Bid

(On letter head of the Firm & in a separately sealed envelope)

PROCUREMENT OF ASSESSMENT PRINTED COPIES FOR ACADEMIC YEAR 2023

Sl. No.	Items Name	Specification	Quantity	Unit rate (in Rs.)	Total Amount (in Rs.)
1.	'C1/2' Assessment Answer Copy (12 pages with cover)	(S.No. - C/2023-00001 onward) Front & Last Page Color - Light Green	65,000 Nos.		
2.	'C3' Assessment Answer Copy (16 pages with cover)	(S.No. - C3/2023-00001 onward) Front & Last Page Color - Light Pink	25,000 Nos.		
3.	Loose ruled A4 size pages (Pack of 100 Sheets)	(S.No. - L/2023-00001 onward) With IIITA Logo as water mark	30,000 Nos.		
Total Amount(in Rs)-					
Taxes (GST)-					
Grand Total (in Rs)-					

General Requirements: -

9. All Copies will be accepted in ruled pages and a serial number.
10. Serial number must be printed in all pages on top right corner.
11. Perforation Mark "IIIT-A" at top left corner in all pages.
12. A hole in all copies on top left corner before perforation Mark "IIIT-A". (For tagging purpose)
13. Two Staple binding is required in every copy.
14. All C1/2 copies will be duly packed in sets of 200 copies.
15. All C3 copies will be duly packed in sets of 100 copies.
16. Loose ruled pages packs of 100 sheets. (Like letter pad packing)



Signature of the tenderer

Seal of the firm