
 Government eProcurement System	eProcurement System Government of India		
	Tender Details		
			Date : 09-Dec-2022 12:33 PM
 Print			
Basic Details			
Organisation Chain	Indian Institute of Information Technology Allahabad		
Tender Reference Number	IIIT-A/SP/1160/ 1808 / 2022		
Tender ID	2022_IIITA_728190_1		
Tender Type	Open Tender	Form of contract	Works
Tender Category	Works	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No
Payment Instruments		Cover Details, No. Of Covers - 2	
Offline	S.No	Instrument Type	
	1	Bankers Cheque	
	2	Bank Guarantee	
	3	Demand Draft	
	4	R-T-G-S	
	5	FDR	
	6	NEFT	
Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	DULY SIGNED AND SCANNED COPY OF PREQUALIFICATION DETAIL 5.1 TO 5.8
		.pdf	OTHER IMPORTANT DOCUMENTS AS PER TENDER DOCUMENTS
2	Finance	.xls	PRICE SCHEDULE
Tender Fee Details, [Total Fee in ₹ * - 0.00]		EMD Fee Details	
Tender Fee in ₹	0.00	EMD Amount in ₹	10,000
Fee Payable To	Nil	EMD through BG/ST or EMD Exemption Allowed	Yes
Fee Payable At	Nil	EMD Fee Type	fixed
Tender Fee Exemption Allowed	No	EMD Percentage	NA
		EMD Payable To	IIIT ALLAHABAD
		EMD Payable At	PRAYAGRAJ
Click to view modification history			
Work /Item(s)			
Title	PROCUREMENT OF ASSESTEMENT PRINTED COPIES FOR ACADEMIC YEAR 2023		
Work Description	PROCUREMENT OF ASSESTEMENT PRINTED COPIES FOR ACADEMIC YEAR 2023		
Pre Qualification Details	AS PER TENDER DOCUMENTS		
Independent External Monitor/Remarks	NA		
Show Tender Value in Public Domain	Yes		

Tender Value in ₹	0.00	Product Category	Publishing/Printing	Sub category	PRINTING JOBS
Contract Type	Tender	Bid Validity(Days)	90	Period Of Work(Days)	28
Location	PRAYAGRAJ	Pincode	211015	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	IIIT ALLAHABAD
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	09-Dec-2022 04:00 PM	Bid Opening Date	23-Dec-2022 04:00 PM
Document Download / Sale Start Date	09-Dec-2022 04:00 PM	Document Download / Sale End Date	22-Dec-2022 12:00 PM
Clarification Start Date	09-Dec-2022 04:00 PM	Clarification End Date	16-Dec-2022 12:33 PM
Bid Submission Start Date	09-Dec-2022 04:00 PM	Bid Submission End Date	22-Dec-2022 12:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	TENDER DOCUMENTS	1290.31	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	BOQ	BOQ_765834.xls	PRICE SCHEDULE	352.50
	2	Tender Documents	TENDERDOC.pdf	TENDER DOCUMENTS	1275.87

Auto Extension Corrigendum Properties for Tender

Iteration	No. of bids required for bid opening a tender	Tender gets extended to No. of days
1.	2	10
2.	2	7
3.	2	5

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	sanjaykumar@iiita.ac.in	SANJAY KUMAR	SANJAY KUMAR
2.	jayant@iiita.ac.in	Jayant Biswas	JAYANT BISWAS
3.	rkjena@iiita.ac.in	Rajendra Kumar Jena	RAJENDRA KUMAR JENA

Tender Properties

Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Show Bids Details	Yes
BoQ Comparative Chart model	Normal	BoQ Compative chart decimal places	2
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No

Tender Inviting Authority

Name	AR
-------------	----

Address	AR PURCHASE IIIT ALLAHABAD
Tender Creator Details	
Created By	Jayant Biswas
Designation	Assistant Registrar
Created Date	09-Dec-2022 12:24 PM



Date: DEC 09, 2022

NOTICE INVITING TENDER (E-PROCUREMENT MODE)

1. E-bids are invited through **Central Public Procurement Portal (CPPP)** under TWO-bid system for the **"PROCUREMENT OF ASSESTEMENT PRINTED COPIES FOR ACADEMIC YEAR 2023"** at Indian Institute of Information Technology, Allahabad (IIITA). The detailed specifications, terms and conditions are given in Annexure I through VII. The complete Bid document may be downloaded from CPPP and IIITA website. Physical bids will not be accepted.

TENDER SCHEDULE

Date of issue/publishing	: <u>09/12/2022</u>
Document download/sale start date	: <u>09/12/2022</u>
Document download/sale end date	: <u>22/12/2022 (till 12.00 Noon)</u>
Last date and time for uploading bids	: <u>22/12/2022 (till 12.00 Noon)</u>
Last date and time for receipt of queries	: <u>16/12/2022 (till 10.00 am)</u>
Date of issuing corrigendum, if any	: <u>19/12/2022</u>
Date and time of Bid opening	: <u>23/12/2022 (04.00 PM)</u>
Bid Security (Earnest Money)	: <ul style="list-style-type: none">• Bid Security fee is Rs. 10,000/- (Rupees Ten Thousand Only) (see Bid Security details given below).• Any bid without Bid Security will not be considered unless it qualifies for exemption (see Details of Bid Security given below).
Performance Security	: <u>As applicable</u>
Warranty	: <u>See Technical Specifications</u>
Number of covers	: 2
Bid validity period	: 90 days from the date of opening of Technical Bid
Address for communication	: Store & Purchase Section IIIT Allahabad, Jhalwa, Prayagraj – 211015
Contact number	: Tel: 0532-2922061
Email address	: Bidder may submit their Queries/Clarification , if any, latest by 16/12/2022 (10.00 am) through cpp portal. Queries/Clarification sent to any Email ID will not be entertained.

Note: If any of the above days happens to be an IIITA's holiday, the next working day shall be implied.



2. Complete Bidding document is available in Government of India's E-tender website. The bids should be submitted through the same website (<https://eprocure.gov.in/eprocure/app>). All amendments, time extension, clarifications etc. will be uploaded in the CPPP website and www.iiita.ac.in and it will not be published in newspapers.
3. Bidders should regularly visit the above websites to keep themselves updated.
4. Bidder may note that Bid shall be submitted on the basis of "ZERO DEVIATION" and shall be in full compliance to the requirements of Bidding Document, failing which bid shall be considered as non-responsive and may be liable for rejection.
5. The Director of IIIT-Allahabad reserves the right to reject any or all the bids, or cancel the tender, without assigning any reason and the decision of the Director; IIIT-Allahabad shall be final and binding.

Purchase Section



Contents

1	INSTRUCTIONS FOR ONLINE BID SUBMISSION	4
1.1	REGISTRATION	4
1.2	SEARCHING FOR QUOTATION /TENDER DOCUMENTS	4
1.3	PREPARATION OF BIDS	4
1.4	SUBMISSION OF BIDS	5
1.5	ASSISTANCE TO BIDDER.....	5
1.6	GENERAL INSTRUCTIONS TO THE BIDDER.....	6
1.7	COST OF BIDDING DOCUMENTS	6
2	INVITATION FOR TENDER OFFERS TO Procurement of Assesment printed copies for academic year 2023.....	7
3	TECHNICAL SPECIFICATIONS	7
3.1	Specification for Printing of Assesment printed copies for academic year 2023	7
4	GENERAL CONDITIONS OF CONTRACT.....	8
5	PREQUALIFICATION CRITERIA FOR BIDDER.....	9
6	SPECIAL CONDITIONS OF CONTRACT	10
7	AWARD OF CONTRACT	13
8	SCOPE OF WORK	13
9	ANNEXURES.....	14
9.1	ANNEXURE – I: LETTER OF BID.....	14
9.2	ANNEXURE – II: CHECKLIST FOR BID SUBMISSION.....	15
9.3	ANNEXURE – III: TECHNICAL COMPLIANCE SHEET.....	17
9.3.1	Specification for Assesment printed copies for academic year 2023	17
9.4	ANNEXURE – IV: UNDERTAKING	18
9.5	ANNEXURE – V: DECLARATION	19
9.6	ANNEXURE – VI: BIDDER DETAILS	20
9.7	ANNEXURE –VII: MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER & DETAILS OF BID SECURITY TRANSACTION	21
	*Attach a photocopy of proof regarding submission of bid security amount/ MSE Registration Certificate	21



1 INSTRUCTIONS FOR ONLINE BID SUBMISSION

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidder in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>.

1.1 REGISTRATION

- 1.1.1 Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
- 1.1.2 As part of the enrolment process, the bidder will be required to choose a unique username and assign a password for their accounts.
- 1.1.3 Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 1.1.4 Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra / Capricon etc.), with their profile.
- 1.1.5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 1.1.6 Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

1.2 SEARCHING FOR QUOTATION /TENDER DOCUMENTS

- 1.2.1 There are various search options built in the CPP Portal, to facilitate bidder to search active Tender by several parameters. These parameters could include tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tender, wherein the bidder may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 1.2.2 Once the bidder has selected the tender they are interested in, they may download the required documents schedules. These tender can be moved to the respective 'My Tender' folder. This would enable the CPP Portal to intimate the bidder through SMS / e-mail in case there is any corrigendum issued to the Tender document.
- 1.2.3 The bidder should make a note of the unique Tender ID assigned to each Tender, in case they want to obtain any clarification / help from the Helpdesk.

1.3 PREPARATION OF BIDS

- 1.3.1 Bidder should take into account any corrigendum published on the Tender document before submitting their bids.
- 1.3.2 Please go through the Tender / Tender advertisement and the Tender document carefully to understand the documents required to be submitted as part of the bid. Please note



the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 1.3.3 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the Quotation document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 1.3.4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidder. Bidder can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

1.4 SUBMISSION OF BIDS

- 1.4.1 Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 1.4.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the Tender document.
- 1.4.3 A standard BoQ format has been provided with the Tender document to be filled by all the bidder. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidder are required to download the BOQ file, open it and **complete the white colored (unprotected) cells** with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

OR

In some cases, Financial Bids can be submitted in RAR format as well (in lieu of BOQ).

- 1.4.4 The server time (which is displayed on the bidder' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidder, opening of bids etc. The bidder should follow this time during bid submission.
- 1.4.5 All the documents being submitted by the bidder would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 1.4.6 The uploaded Tender documents become readable only after the Tender opening by the authorized bid openers.
- 1.4.7 Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 1.4.8 Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

1.5 ASSISTANCE TO BIDDER



- 1.5.1 Any queries relating to the Tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a Tender or the relevant contact person indicated in the Tender.
- 1.5.2 Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

1.6 GENERAL INSTRUCTIONS TO THE BIDDER

- 1.6.1 The Tender will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidder is required to upload all the documents in .pdf format.
- 1.6.2 Possession of a Valid Class- III Digital Signature Certificate (DSC) in the form of smart card/e- token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".

1.7 COST OF BIDDING DOCUMENTS

- 1.7.1 The vendor (bidder) shall bear all costs associated with the preparation and submission of its bid and IIITA will in no case be held responsible or liable for the costs, regardless of the conduct or outcome of the bidding process.



2 INVITATION FOR TENDER OFFERS TO PROCUREMENT OF ASSESTEMENT PRINTED COPIES FOR ACADEMIC YEAR 2023

Indian Institute of Information Technology, Allahabad invites online Bids (Technical bid and Commercial/Financial bid) from eligible and experienced printers for **"PROCUREMENT OF ASSESTEMENT PRINTED COPIES FOR ACADEMIC YEAR 2023"** as per Terms & Conditions specified in the tender document, which is available on CPP Portal <https://eprocure.gov.in/eprocure/app> as well on IIITA website <https://www.iiita.ac.in>.

3 TECHNICAL SPECIFICATIONS

The following are the technical specifications of the **"PROCUREMENT OF ASSESTEMENT PRINTED COPIES FOR ACADEMIC YEAR 2023"** to be supplied as per the tender. The Annexure III should be used to specify compliance with these requirements. In case there is no deviation of the corresponding item, 'NO' should be written in the Deviation column and a brief description should be given otherwise.

3.1 Specification for Printing of copies

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

3.2 General Requirements: -

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 **"IIIT-A"** at top left corner in all pages.
4. A hole in all copies on top left corner before perforation Mark **"IIIT-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)



4 GENERAL CONDITIONS OF CONTRACT

- 4.1 Bidder must fill the Letter of Undertaking (Annexure-IV) and Declaration Performa (Annexure-V) complete in all respect.
- 4.2 Bidder must quote their rates exclusive of all taxes and duties. Taxes applicable may be quoted separately giving full details.
- 4.3 For the Bidding/ Tender Document Purposes, Indian institute of information Technology, Allahabad shall be referred to as 'Institute' and the Bidder/ Successful Bidder shall be referred to as 'Contractor and / or Bidder or Tenderer / Supplier/ Vendor'.
- 4.4 While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
- 4.5 The bidder shall submit the copy of the authorization letter / Power of Attorney as the proof of authorization for signing on behalf of the Bidder.
- 4.6 The Parties to the Contract/Agreement shall be the successful bidder (to whom the Services or Supply has been awarded) and the Institute, IIIT-Allahabad.
- 4.7 For all purposes of the contract including arbitration there under, the address of the bidder mentioned in the bid shall be final unless the bidder notifies any change of address by a separate letter sent by registered post with acknowledgement due to IIIT-Allahabad. The bidder shall be solely responsible for the consequences of any omission or error to notify any change of address in the aforesaid manner.
- 4.8 **Each page in the bid document must be numbered properly and duly signed & sealed by the bidder. Submit the tender document as per Instruction for Online Bid Submission.**
- 4.9 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.
- 4.10 In preparing the financial bids, bidders are expected to take into account the requirements and conditions laid down in this Tender document. The financial bids should be uploaded online as per the specified “.xls” format i.e. Price Bid in Excel sheet attached as ‘.xls’ with the tender and based on the scope of work, service conditions and other terms of the Tender document. It should include all costs associated with the Terms of Reference/Scope of Work of the assignment.
- 4.11 Quoted rate should be valid as asked in “Tender Schedule”.
- 4.12 All figures etc. must be in English Language only.
- 4.13 The lowest rate will not be the basis of claim to get the order.
- 4.14 The firm blacklisted by any IIT/IIIT/NIT/Government Department/ PSU/ PSU Banks/ Autonomous Bodies/ Statutory Bodies in India at any stage need not to apply.
- 4.15 Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
- 4.16 Director, Indian Institute of Information Technology, Allahabad will be the sole arbitrator of all the disputes and his decision will be binding on both the parties.
- 4.17 Director, Indian Institute of Information Technology, Allahabad reserves the right to alter/modify any or all conditions of this tender notice.
- 4.18 **Consignee:** Dr. Seema Shah, Jt. Registrar (Store & Purchase), IIITA (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.



- 4.19 Any conditional tender will not be accepted.
- 4.20 **Tenderer should take into account any corrigendum published on the tender document before submitting their bids. All such corrigendum will be placed on Central Public Procurement Portal as well as IIIT-A website www.iiita.ac.in. Intending tenderers are advised to visit www.iiita.ac.in and <https://eprocure.gov.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.**
- 4.21 Rate should be quoted in BOQ in cover 1 (price offer or Financial bid).
- 4.22 **ANTI COMPETITIVE AGREEMENTS/ABUSE OF DOMINANT POSITION:** The Competition Act, 2002 as amended by the Competition (Amendment) Act, 2007 (the Act), prohibits anti-competitive practices and aims at fostering competition and at protecting Indian markets against anti- competitive practices by enterprises. The Act prohibits anti- competitive agreements, abuse of dominant position by enterprises, and regulates combinations (consisting of acquisition, acquiring of control and M&A) wherever such agreements, abuse or combination causes, or is likely to cause, appreciable adverse effect on competition in markets in India. IIITA reserves the right to approach the Competition Commission established under the Act of Parliament and file information relating to anti-competitive agreements and abuse of dominant position. If such a situation arises, then Vendors are bound by the decision of the Competitive Commission and also subject to penalty and other provisions of the Competition Act.
- 4.23 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.
- 4.24 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.
- 4.25 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 – IIIT-Allahabad shall be final and binding on all.
- 4.26 All disputes are subject to Jurisdiction of Allahabad Courts at Prayagraj.
- 4.27 May feel free to contact Purchase Section through email id info.purchase@iiita.ac.in for any queries (Ph: 0532-2922051)

5 PREQUALIFICATION CRITERIA FOR BIDDER

- 5.1 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.
- 5.2 Company must be registered with appropriate authorities for all applicable statutory duties/taxes. (GST registration number, PAN number etc.)
- 5.3 **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:

5.3.1 One similar Order having worth not less than 4 **Lakhs**.

OR

5.3.2 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).

- 5.4 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.
- 5.5 The Bidder is required to quote for the complete BOQ. Partial quote is liable to be rejected.
- 5.6 The agency should have own printing press. (Machinery details should be attached)
- 5.7 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.
- 5.8 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.

6 SPECIAL CONDITIONS OF CONTRACT

- 6.1 These instructions are over and above the instructions contained in the enclosed set of tender documents and **override** instructions in case of conflict.
- 6.2 Detailed specifications, catalogue/literature of all the items quoted should be attached with the technical bid.
- 6.3 **Warranty: Not required**
- 6.4 **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.
- 6.5 **Payment:**
 - 6.5.1 **100% payment within 15 days on completion of delivery & on submission of invoice, delivery challan & with satisfactory report.**
 - 6.5.2 Applicable TDS will be recovered (deducted) from the payment(s).
 - 6.5.3 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"**.
- 6.6 **Penalty:**
 - 6.6.1 Applicable penalty will / may be recovered from the payment(s).



- 6.6.2 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. IIITA will in no way be held responsible for the loss, whatsoever attributed due to the delay in printing of reports, etc.
- 6.6.3 In such case(s) the vendor should notify and produce/bring the relevant communication and proof to IIITA promptly of any failure to perform or delay in performing due to any of the above reasons for the penalty to be waived off.
- 6.7 **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.
- 6.8 **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, IIIT - Allahabad will assume that the quoted price is inclusive of all and no extra amount in later stage shall be paid by IIIT, 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)).
- 6.9 Any variation in statutory levies and taxes within the contractual delivery period shall be borne by the IIITA. Beyond the delivery period, the upward variation of levies and taxes shall be borne by the vendor.
- 6.10 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.
- 6.11 If the supplied material by the bidder is not found acceptable, IIIT Allahabad has the complete right to reject the same without giving any compensation.
- 6.12 **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.
- 6.12.1 War, Riots, Strike, Fire, Flood, Earthquake, Storm, Epidemic breakout, Power failure, Theft etc.
- 6.12.2 Any Governmental priorities (Necessary proof for validation viz. Govt. Gazette notifications, Leading Newspaper reports, etc. should be made available).
- 6.13 Rate quoted by the firm should not be higher than the MRP/ prevailing market rate.
- 6.14 **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.
- 6.15 **Right to alter Tender:**
- 6.15.1 IIITA reserves the right to alter the Tender terms and conditions at any time before submission of the bids.
- 6.15.2 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).



- 6.16 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.
- 6.17 The rates should be quoted in Indian rupees in our prescribed BOQ.
- 6.18 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, IIIT, 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.
- 6.19 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.
- 6.20 All the documents submitted must be legible and self-attested and stamped. Otherwise it is likely to be rejected.
- 6.21 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.
- 6.22 Tenderer should take into account any corrigendum published on the Tender document before submitting their bids. All such corrigendum will be placed on CPP Portal (<https://eprocure.gov.in/eprocure/app>) and IIIT-A website (www.iiita.ac.in). Intending tenderers are advised to visit <https://eprocure.gov.in/eprocure/app> and 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.**
- 6.23 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.
- 6.24 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.
- 6.25 Quotation should be addressed to Jt. Registrar (Store & Purchase), Indian Institute of Information Technology, Deoghat, Jhalwa, Prayagraj-211015 (U.P.) India.
- 6.26 All disputes are subject to Jurisdiction of Allahabad.

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



7 AWARD OF CONTRACT

- 7.1 Two-part bid system shall be adopted, *i.e.*, **Cover 1 (Techno-Commercial Offer) Cover 2 (Financial bid or schedule of rate).**
- 7.2 IIIT-Allahabad shall award the contract to the eligible Bidder whose bid has been determined as the lowest evaluated Financial Bid. If more than one Bidder happens to quote the same lowest price, IIITA reserves the right to award the contract to more than one Bidder or any Bidder with the lowest price bids (say equal), the bidder with the highest 'cumulative annual turnover of the last 3 financial year would be deemed as 'Successful Bidder' with respect to the submission of proof of documents as submitted by the bidder.
- 7.3 The lowest rate will not be the only basis of claim to get the order.
- 7.4 **The price bid comparison will be done based on the rates quoted against technical specification.**

8 SCOPE OF WORK

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

- 8.1 Printing of procured item mentioned in this tender document and/or its Annexure should be delivered at IIIT-Allahabad campus.
- 8.2 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.
- 8.3 Vendor (bidder) will provide their support service contact numbers, escalation matrix (designation, contact numbers & emails).
- 8.4 IIITA will not bear freight, labor charges or any other charges.
- 8.5 Vendor (bidder) hereby indemnify, protect and save IIITA 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 IIITA is used should be done only with the explicit permission of IIITA.
- 8.6 Text of report will be provided by the IIITA in electronic format (MS word).
- 8.7 Press job such as DTP work including designing /creative options should be done with the printers own DTP to the satisfaction of the IIITA.
- 8.8 First proof reading of the manuscript will be done by the bidder by a good professional proof reader.
- 8.9 Photographs will be supplied in JPEG format.
- 8.10 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 IIITA.



9 ANNEXURES

9.1 ANNEXURE – I: LETTER OF BID

(To be submitted along with Technical Bid)

Dated:/...../ 2022

To,
Jt. Registrar (Store & Purchase)
Indian Institute of Information Technology
Deoghat, Jhalwa
Prayagraj - 211015

Sub: Submission of Bids against Tender Ref. No.: IIIT-A/SP/1160/1808 / 2022.

We, the undersigned, declare that:

1. I/We have examined and accepted all the terms and conditions of the tender reference number _____ and ready to offer the required services accordingly required in tender document.
2. I/We offer to execute in conformity with the Bidding Documents for "**PROCUREMENT OF ASSESTEMENT PRINTED COPIES FOR ACADEMIC YEAR 2023**" at IIIT-Allahabad.
3. Our bid shall be valid for a period of 90 days from the date of opening of Technical Bid deadline in accordance with the Bidding Documents and shall remain binding upon us and maybe accepted at any time before the expiry of the period.
4. I/We also declare that the Government of India/any other Government body/any other organization has not declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
5. I/We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid/ lowest bid or any other bid that you may receive.

Yours sincerely,

Authorized Signatory

(Authorized person shall attach a copy of Authorization for signing on behalf of bidding company)

Full Name and Designation

(To be printed on Bidder's letterhead)



9.2 ANNEXURE – II: CHECKLIST FOR BID SUBMISSION

SL. NO.	COMPLIANCE STATEMENT/QUERY	BIDDER'S CONFIRMATION (YES/NO), WITH CLARIFICATION/DETAILS AS REQUIRED	Documentary evidence in page No.
1	2	3	
1.	Confirm that you have submitted your bid for “ PROCUREMENT OF ASSESTEMENT PRINTED COPIES FOR ACADEMIC YEAR 2023 ”	(i) CONFIRMED / NOT QUOTED [Strike out whichever is not applicable]	
2.	Confirm That the bidder should be a registered company / partnership firm/ proprietorship. Refer to point no 5.1 to 5.8	CONFIRMED(YES/NO)	
3.	Confirm that the company must have its GST and PAN Number.	CONFIRMED(YES/NO)	
4.	Confirm that the bidder must not have been blacklisted by any IIT/IIIT/NIT/ Government Department/PSU/PSU Banks/Autonomous Bodies/Statutory Bodies in India at the time of submission of bid. [Attach an undertaking to this effect]	CONFIRMED(YES/NO)	
5.	Confirm that the BOQ, duly filled in, indicating the percentage of applicable Taxes & Duties with prices submitted.	CONFIRMED(YES/NO)	
6.	Confirm that the agency should having own printing press.	CONFIRMED(YES/NO)	
7.	Confirm that the Specimen of sample of papers submitted.	CONFIRMED(YES/NO)	
8.	The bidder should have minimum Rs. 20 Lakh annual turnover for the Last 3 financial years (2019-20, 2020-21, and 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. Refer to point no. 5.8	CONFIRMED(YES/NO)	
9.	Confirm there is no deviation/ clarification/ cutting/ overwriting in Price Schedule.	CONFIRMED(YES/NO)	
10.	Confirm the delivery period of Delivery schedule is accepted as per Tender Documents provision.	CONFIRMED(YES/NO)	
11.	Copy of Income Tax Return certificate submitted.	CONFIRMED(YES/NO)	
12.	HSN CODE (If Applicable)	CONFIRMED(YES/NO)	



SL. NO.	COMPLIANCE STATEMENT/QUERY	BIDDER'S CONFIRMATION (YES/NO), WITH CLARIFICATION/DETAILS AS REQUIRED	Documentary evidence in page No.
13.	Confirm that the duly filled and scanned copy of all ANNEXURES FROM I TO VII submitted.	CONFIRMED(YES/NO)	
14.	Confirm that Bidder's Bid is based on total compliance to the provisions of Tender document and subsequent amendment and corrigendum, if any, without any deviations and the quoted price is based on all the terms and conditions and specifications of Tender document	CONFIRMED(YES/NO)	
15.	Confirm that the Price Reduction Schedule (PRS) as per Tender provision is acceptable and certify 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.	CONFIRMED(YES/NO)	



9.3 **ANNEXURE – III: TECHNICAL COMPLIANCE SHEET**

9.3.1 Specification for Procurement of ASSESTEMENT PRINTED COPIES FOR ACADEMIC YEAR 2023

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

9.3.2 General Requirements: -

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 “IIIT-A” at top left corner in all pages.
4. A hole in all copies on top left corner before perforation Mark “IIIT-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)

Yours faithfully,

(Signature of Authorised Signatory)

Name:

Designation:

Company seal:

Place:

Date:



9.4 ANNEXURE – IV: UNDERTAKING

To,
Jt. Registrar (Store & Purchase)
Indian Institute of Information Technology
Deoghat, Jhalwa
Prayagraj - 211015

UNDERTAKING

I/We, _____, of M/s. _____ having registered office at _____, do hereby undertake that my company, M/s. _____, will not withdraw or modify its bids submitted for Tender No. _____ dated _____ for the "**PROCUREMENT OF ASSESTEMENT PRINTED COPIES FOR ACADEMIC YEAR 2023**" at IIIT-Allahabad during the period of validity of the bids.

I/We, further certify that in the event of any decrease in the price/ price variation indices during the currency of this contract, we shall be promptly notify this to the purchaser and offer the requisite reduction in the contract rate.

Yours faithfully,

(Signature of Authorized Signatory)

Name:

Designation:

Company seal:

Place:

Date:



9.5 ANNEXURE – V: DECLARATION

DECLARATION

(Regarding ownership and/or employment of IIIT-A Employees)

(To be filled in by the tenderer, signed and submitted along with tender papers.)

Ref. No.: IIIT-A/SP/1160/ 1808/ 2022

Date: / /

I/We hereby declare that I/we or Partners or Directors of our concern do not have any such person under my/or employment who has retired/ resigned/ removed/ dismissed from IIIT-A during the last two years.

I/We hereby declare that I/We or partners or Directors of our concern have the following under my/our employment who has/have retired/resigned/removed/dismissed from IIIT-A during the last two years.

I/We hereby declare that I/We or partners of directors are not related to any employees of IIIT-A

Sl no	Name of person	Date of leaving IIIT-A	Reason for leaving IIIT-A

OR

I/We hereby declare that the following persons employed in IIIT-A and any other IIIT-A Project/Station are related to me/us for partners or directors of our concern as per details indicated.

Sl no	Name of person	Designation and Name of project or Office of IIIT-A	Relationship

Note: The near relative shall include wife, husband, parents and grandparents, children and grandchildren, brothers, sisters, uncles, aunts and cousins and their corresponding in-laws.

(Signature of Tenderer)

(Name)

Witness Signature

Name:

Place:

Date:

Note:

1. Please tick whatever is applicable and delete/cut whatever is not applicable
2. Please attach extra sheet if necessary.



9.6 ANNEXURE – VI: BIDDER DETAILS

SI	Name of the Company/ Bidder	To be filled by bidder (Documentary proof must be attached as applicable)
1	Registered office Name	
	Full address of the Registered office	
	Details of contact person(s)	
	Name	
	Designation	
	Telephone number(s)	
	Email	
2	Name of Bidder/OEM Office in Allahabad(if any)	
	Full Address of Office	
	Name of Contact person(s)	
	Designation	
	Telephone number(s)	
	Email	
3	List the major clients with whom your organization has been associated and submit documentary proof	a.
		b.
		c.
		d.
4	Support services	1.Contact Number: 2.Designation: 3.Emails:

(Signature of Tenderer)

(Name)
(Seal)

Place:

Date:



**9.7 ANNEXURE –VII: MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS
TRANSFER & DETAILS OF BID SECURITY TRANSACTION**

Ref. No.: IIIT-A/SP/1160/1808/ 2022

Date: / /

To,
Registrar (Acting)
Indian Institute of Information Technology Allahabad
Deoghat, Jhalwa
Prayagraj - 211015

Sub: Authorization for release of payment/ dues from Indian Institute of Information Technology, Allahabad through Electronic Fund Transfer/ RTGS Transfer.

1. Name of the Party/Firm/Company/Institute:

2. Address of the Party:

City: _____

Email ID: _____ Mob: _____

Permanent Account Number: _____

3. Particulars of Bank:

Bank Name: _____ Mob: _____

Branch Name: _____ Mob: _____

PIN Code: _____ Mob: _____

IFSC Code (11 Digit Alpha-Numeric Code): _____

Account Type: Savings/ Current/ Cash Credit: _____

Account

Number: _____

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information, I shall not hold Indian Institute of Information Technology responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: _____

Date: _____

Signature & Seal of the Authorized Signatory of the Party

Details of BID SECURITY are as follows (if submitted, attach a photocopy) *:

Bid security amount (in Rs.)	Bank Name	Issue Date	Valid till date	If transfer online			If MSE (mention YES)
				Mention NEFT/RTGS	Transaction no.	Transaction date	

***Attach a photocopy of proof regarding submission of bid security amount/ MSE Registration Certificate**