



भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद

धनबाद, झारखण्ड, भारत, पिन-826004

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का एक संस्थान)

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

DHANBAD, JHARKHAND, INDIA, PIN-826004

(An Institute of National Importance under Ministry of H.R.D., Govt. of India)

STORES & PURCHASE SECTION Phone:(0326) 2235678 || Email : purchase@iitism.ac.in || Website : www.iitism.ac.in

No. INST-500428-2017-18

Date: 10th, April 2018

NOTICE INVITING TENDER

Subject: Printing and supply of Academic Dairy for the session of 2018-19.

Sir,

Indian Institute of Technology (Indian School of Mines), Dhanbad invites quotations for the following to be supplied and delivered in Academic Section.

S No	Full Description of items/ store	Qty	Delivery
1	Printing and supply of Academic dairy for the session 2018-19 (Detailed Specification is given in Annexure – I)	8600 Nos	At the Earliest

Tender Schedule

Particulars	Date & Time
Bid Security or Earnest money deposit	Rs. 19,000.00 (Nineteen Thousand only)
Last date and time for submission of tenders	04.05.2018 at 1:00 P.M.
Date and time of opening of tenders	04.05.2018 at 4.00 P.M.

1. You are requested to quote your lowest rates for the supply of above items in the attached format for Financial Bid (Annexure – II)
2. You may send your representative in the office of the undersigned at the scheduled date and time of opening of tender.
3. Tender should be submitted in sealed cover only super scribed with Enquiry No. and due date at the following address only:

The Deputy Registrar (P&S)
Indian Institute of Technology (Indian School of Mines),
Dhanbad – 826 004 Jharkhand



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Terms & Conditions

- Conditional offer will not be accepted.
- Tender Cost of Rs. 500/- (nonrefundable) is to be paid by way of Demand Draft drawn in favor of Registrar, IIT(ISM) payable at Dhanbad. Non-submission will lead to rejection of your bid.**
- Please send a sample of diary and sample of various kinds of papers to be used for making various pages of the dairy as per the specification along with your Bid positively.**
- The Institute does not bind itself to offer any explanation to those bidders whose Technical Bids have not been found acceptable by the Evaluation Committee of the Institute.**
- Price shall be F.O.R., Dhanbad, basis and firm for the period of supply. The packing, forwarding, freight and transit insurance charges if any must be included in the price and should not be claimed separately. Duties & taxes if application are to be shown separately clarifying whether those are extra or included in the price. Price bids of only technically short-listed tenderers shall be opened in their presence on a pre-notified date and time.**
- IIT (ISM) does not issue any Form 'C' or 'D' towards sales tax concessional rate. Hence, full rate of GST applicable should be quoted.
- Successful bidder has to supply two(02) no. of dairy as sample as per our specification for evaluation, if sample of ten dairy has been found satisfactory by the evaluation committee then only the vendor has to go-ahead for execution as per purchase order. IIT(ISM) will not pay any cost for these ten samples dairy.**
- If sample of dairy will not be found satisfactory by the evaluation committee, the Purchase Order may be cancelled.**
- DELIVERY PERIOD AND LIQUIDATED DAMAGE:** The ordered materials/work complete in all respects are required to be delivered within the period stipulated in the purchase order failing which liquidated damages of 1% per week for the delayed period subject to maximum of 5% of the total basic value of the order shall be deducted from the invoice of the supplier.
- Bid Security or Earnest money deposit (EMD):** should be submitted in form of A/c payee demand draft drawn in favor of Registrar, IIT (ISM) Dhanbad and payable at any other bank/branch located in Dhanbad.
- Performance Bank Guarantee (PBG):** Successful bidder have to submit a bank guarantee issued by a Nationalized Bank in India towards PBG [in favour of **REGISTRAR, IIT (ISM) DHANBAD**] for an amount equal to 10% of total ordered value of purchase order and valid towards PBG for an amount equal to 10% of total ordered value of purchase order and valid till the period beyond two months of completion of warranty period.
- Educational discount**, if any, should be clearly mentioned.
- You are requested to submit your quotation strictly as per the specifications mentioned in the NIT.
- Your tender must be valid for **minimum 180 days** from the date of opening of tender.
- Guarantee:** Guarantee of the total supply is to be offered/provided for at least one years (i.e. regarding paper & Printing quality as well as binding quality of Academic Diary.
- Each page in the bid document must be numbered properly** and duly signed & sealed by the bidder on every page of the bid.
- The items/ materials shall be required to be delivered at Exam & Academic Section, IIT (ISM) Dhanbad** at the risk and cost of the tenderer.
- Unloading and installation shall be the complete responsibility of the supplier.
- The stores are required to be delivered within 30 days. Late delivery may not be accepted.
- The items offered should be of good quality confirming to BIS standards, wherever applicable.
- Advance payment or part payment is not admissible.** Payment shall normally be made within 4-6 weeks subject to receipt and acceptance (as per Purchase Order Terms) of the ordered materials/items.
- In the event date on which the tender is opened for acceptance is declared to be a holiday, the tenders shall be deemed to remain open for acceptance till the next working day.
- Please send your offer by Regd.Post/ Speed Post/ Courier along with Courier receipt. Tender/ quotation will be received during IIT (ISM) working hours only (i.e. Monday to Friday). **Late or delayed tenders shall be summarily rejected.**
- Any other information that you may like to obtain, you are free to contact IIT (ISM) before submission of tender.
- IIT (ISM) reserves the right to accept and/or to reject any/ all tenders without assigning any reason.
- IIT(ISM) reserved the right to extend/change the date and time of submission/opening of the bids.

Deputy Registrar



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Specification

ANNEXURE-1

Printing & supply of Academic Diary (Academic Session 2018-2019)

Full size Diary consisting of various sections as per details given below:

1. **Size:** Full size 21 cm X 15 cm
2. **Cover:** The external cover to be made of very good quality hard board of 2mm thickness with smooth surface and with offset multi-colour printing and laminated with IIT (ISM) Logo in UV i.e. embossed.
3. **No. of pages:** 380 (approx)

Other particular of the Diary:

1. **Paper quality & Printing:** Paper Lemon/ cream/ white 80 gsm of reputed (Xerox, Century, JK) Manufacturer full size 21 cm x 30cm paper double colour offset printing.(Total No. of pages in Diary Planner-2018-19, 2019-20 4 pages.
2. The fabrication of the IIT (ISM) Academic Diary 2018-19 will be in hard-bond (320) pages for date page, Rules, Telephone, Index etc.board-gel binding with half-rounded spine exactly.
3. **Photograph:** Diary should include 04 colour photographs on 130 GSM papers. Date Sheets pages on 80 GSM papers. 8 Glossy pages (4 papers) of good quality with sharp digital printing on single side, calendars- 12 pages on 80 GSM paper.
4. **Planner:** Planner will be printed on 120 gsm Maplitho paper, size 21 cm x 30cm printed in 2 colours on art paper.



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Annexure - II

Format for Commercial Bid

Our NIT No.:INST-500428-2017-18

Date:

Bidders Ref: No.

Date:

Sub: Printing and supply of Academic dairy for the session of 2018-19

Sl. No.	Full Description of Items	Qty.	Rate	Amount
		Packing & Forwarding (if any)		
		Total		
		GST (if any)		
		Freight (if any)		
		Installation (if any)		
Amount should be in figure as well as word		Grand Total		

Note:

- 1) All the details must be provided as per prescribed format only
- 2) Prices quoted by the bidders should include all local taxes, VAT, service tax, duties, livies, transportation cost and insurance costs etc. if any
- 3) All the rates must be quoted in Indian Rupees.