



भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ)

धनबाद - 826004, झारखण्ड

Indian Institute of Technology (Indian School of Mines)
Dhanbad - 826004, Jharkhand, INDIA

Tender Notice

No. INST/500453/16-17

Date: 13.02.2017

To
M/s

Sub: NIT No INST/500453/16-17 for **Printing & Supply of Academic Diary 2017-18 due on 10.03.2017.**

Sir(s)

IIT(ISM), Dhanbad invites tenders/quotations for **Printing & supply of approximately 8,600 nos of ACADEMIC DIARY (July 2017- June 2018).** The said diaries should be made/printed as per specification/details given in *Annexure-I*, Sample of the previous year diary is available in Purchase and Store Section of Institute. Interested bidder may check and verify before submitting quotation/ offer. Particulars of tender cost, Earnest money deposit, Date and time of submission and opening of tenders are given below:

Sl. No.	Items	Particulars
1.	Tender cost	Rs.500.00 (Rupees five hundred only)
2.	Earnest money deposit	Rs. 20,000/- (Rs twenty thousand only)
3.	Last date and time for submission of tender	10 March, 2017; 1.00 P.M.
4.	Date and time of opening of tenders	10 March, 2017; 3.00 P.M.

The detailed NIT/ Tender document containing terms and conditions, technical specifications, quantity required, format of BG towards earnest money, are as under:

1. Brief Description of the Academic Diary As per Annexure – I
2. General terms & condition as per Annexure - II
3. Particulars of Bank Guarantee – III

Encl: As above

Asst Registrar (P&S)
P: 0326-2235612
F: 0326-2296633
E: drps@ismdhanbad.ac.in

Specification

ANNEXURE-1

Printing & Supply of Academic Diary (Academic Session 2017 – 2018)

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 2 mm 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 maplitho 70 gsm. Reputed Manufacturer full size 20"X30" paper double colour offset printing, (i.e. will depend as approved paper sample).
2. The fabrication of the IIT (ISM) Academic Diary 2017-18 will be in hard- board-gel binding with half-rounded spine exactly.
3. **Photograph:** Diary should include 04 colour photographs on 100 GSM good qualities. Art Paper duly stitched.
4. **Planner:** Planner will be printed on 120 gsm Maplitho paper, size 9.5"X 14.5" printed in 4 colour on art paper.
5. Diary will be "die punching"
6. **Note:** The name of selected faculty & officer will be printed in the right hand corner at the bottom of the cover of the diary.



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General Specification

Please Note:

- 1) **The quality of the diary and timely delivery are important for this tender.** There will be no compromise on quality of diary and only offers of such firms will be considered, who meet the prescribed quality as per NIT specifications & our sample diary and maintain delivery schedule. The printed diaries will be required to be supplied in full quantity within 15-20 days from the date of issuing purchase order.
- 2) Your quotation should reach into ISM tender Box of on or before **10th March 2017** by 1.00 p.m. in a sealed envelop superscribed as **"Quotation for printing & supply of Academic Diary 2017-2018 due on 10.03.2017 at 3.00 p.m."** and the same will be opened in the presence of attending representative of tenderers at 3.30 p.m. on the same day.
- 3) Please send your offer by Regd. Post/Speed post/courier with courier receipt.

Particulars of various sections of Academic Diary 2017-2018

S No	Section	Number of pages (approx)
1.	Inside pages	2
2.	Contents	1
3.	Personal Memoranda and important phone nos	1
4.	ISM crest	1
5.	ISM song	1
6.	ISM Profile	1
7.	Academic Programmes	2
8.	Admission Procedure and facilities	2
9.	Fee Structure and charges	4
10.	Academic Calendar for 2017-2018	2
11.	Administration Offices	2
12.	Important Contact number	2
13.	Departments	5
14.	Calendar for the years 2016-17/2017-18	2
15.	Important STD Codes	1
16.	Important ISD Codes	1
17.	Pages of the diary (Academic year 2017-2018): (1 st July 2017 to 30 th June 2018 about their six ruled pages for each calendar month @ two dates/days per page preceded by monthly planner at the beginning of the month one notes page at the end of the month	313
18.	Colour photographs, 16 nos.	12
		380

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Annexure-II

GENERAL TERMS & CONDITIONS

NIT No INST/500453/16-17

Sealed tenders under **two-bid system** are invited from reputed printer/ supplier of Acad. diary in IIT(ISM), Dhanbad for the items as specified in Annexure-I.

1. Offer should be submitted under **TWO BID** system in two separate sealed covers i.e. "Techno-commercial bid" and "Price bid"., by registered post/UCP/Speed post/courier/drop box with receipt Positively.
2. **Techno-commercial Bid:** should contain the following documents/information:
 - (a) **Tender cost:** Cost of the tender document is to be paid by way of an a/c payee demand draft for an amount of Rs. 500/- and drawn in favor of Registrar, IIT(ISM), Dhanbad and payable at SBI, ISM Campus Branch or any other Bank/Branch located in Dhanbad. Tender cost is non-refundable and non-transferable.
 - (b) **Earnest Money Deposit (EMD):** Should be submitted for an amount indicated in Annexure-III in the form of bank guarantee issued by a Nationalized Bank in India in the format given in Annexure-IV.
Alternatively, a/c payee demand draft drawn in favour of Registrar, IIT(ISM), Dhanbad and payable at SBI, ISM Campus Branch or any other Bank/Branch located in Dhanbad should be submitted.
 - (c) Tenders without payment of tender cost and EMD may not be considered unless the tenderer is exempt from such payment under Govt. Rules/Regulations as amended from time to time and claims such exemption along with relevant and valid supporting documents.
 - (d) All relevant specifications/ details of offered items, and commercial details, which are necessary to ensure that offer is complete in all respects.
 - (e) A '**Compliance Statement**' along with a certificate and duly signed that the tenderer satisfies the Specification given in Annexure-I. The said statement should be in a tabular form with the columns: sl. no., (2) in dairy Specification as per NIT; (3) what is offered by the tenderer; and (4) status of compliance: Complied/Not complied).
 - (f) ***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***
3. **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.**
4. Educational discount, if any, should be clearly mentioned.
5. IIT(ISM) does not issue form 'C' or 'D' for concessional Sales tax/VAT. Hence, full rate of sales tax as applicable to educational institutions against the form of certificate (enclosed as Annexure III) should be indicated.
6. **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.
7. **Validity:** Offer must be valid for a period of **180 days** from the date of opening of tender.

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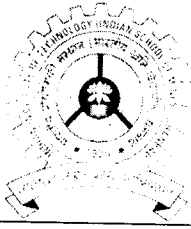
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9. **Further the following documents have to be furnished by the tenderers:**
- (a) Self attested copies of credentials in support of capability to undertake the supply/ work.
- (c) Satisfactory performance certificate from their customers for same/ similar supply/service.
- (d) Income tax PAN, Sales tax regn. Nos. (VAT/CST/TIN), & Bank A/c no., name of bank & branch.
10. ***Firm should have printed diaries for the reputed academic Institute earlier and printed diaries each year either single order of not less than 8 Lakh in last three years or two order of not less than 5 Lakhs in the last three years or three orders of not less than 4 Lakhs in the last three years.***
11. ***The firm should have own printing facilities and capacity to complete the earlier job within 15-20 days after approval of printing materials***
12. **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.
13. **Please send Diary paper Sample alongwith your technical Bid offer positively for evolution purpose.**
14. **Performance Bank Guarantee (PBG):** A bank guarantee issued by a Nationalized Bank in India towards PBG for an amount equal to 10% of basic value of purchase order and valid from date of supply to end of two months after the completion of warranty period should be submitted in favour of Registrar, IIT(ISM), Dhanbad.
15. **Inspection:** Inspection shall be carried out at IIT(ISM), Dhanbad after arrival of the materials and decision of the Institute in this regard shall be final.
16. **Rejection And Replacement:** Rejection, if any, shall be notified to the supplier within 30 days of receipt and inspection of the material/workmanship. Rejected materials/work is to be removed by the supplier at his own risk and cost from IIT(ISM) Campus within 14 days of intimation of rejection. Defective Supplies are required to be replaced within 15 days of the removal of the rejected materials/work.
17. **Risk Purchase:** IIT(ISM) shall be at liberty to realize from the supplier the differential amount, if any, which it shall have to incur on purchase of the material/work at higher price(s) from elsewhere in the market, if the supplier, due to their fault, fails to supply the ordered quality and quantity of the material/work within the stipulated time.
18. In the event the supplier fails to supply the materials or install the same as contractual condition, IIT (ISM) shall have the right to deploy suitable agency/third party to get the job completed at the risk and cost of the supplier.
19. Any other information that you may like to obtain, you are free to contact the IIT(ISM) before submission of tender.
20. IIT (ISM) reserves the right to accept and/ or to reject any/all tenders without assigning any reason.
21. No deviation in quality/specification of materials will be permitted.
22. Rejected goods will be removed from the Institute premises by printers immediately within 24 hours, failing which these will be disposed of by the Institute at printer's cost and no claim for the same shall be entertained. Institute will not be responsible in any respect.
23. IIT (ISM) reserves the right to increase/ decrease the quantity to be printed at any time and without assigning any reason whatsoever.
24. The rough proofs are required to be sent to us within 04 days for approval of the Institute from the date of our order and the supply is to be made within 10 days from the date of

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- approval of proofs/ design.
25. Conditional offer will not be accepted.
26. **Payment:** will be made within 30 days after satisfactory supply in good condition and acceptance of the materials and on submission of pre-receipted tax invoice, delivery challan, in triplicate and performance bank guarantee. The invoice should be duly certified by the Head of the Deptt. to which supply is made or any other ISM official authorized for this purpose.
27. **Last date** for receipt of tenders and date & time for opening of the same is given in annexure-III. The tenders will be opened in the presence of representatives of tenderers present.
28. Tender should be submitted in a sealed cover/envelope and must be superscribed as:
i) "Tender No. _____ (NIT no. should be mentioned for _____ (tendered item should be mentioned) due on _____ (tender opening date should be mentioned) at _____ (tender opening time should be mentioned).
ii) The tender shall be received upto the time and date as stated in the tender notice, after which no tender shall be accepted in any Circumstances.
29. IIT(ISM) reserves the right to accept or reject any or all the bids in part or in full without assigning any reason and does not bind himself to accept the lowest bid. The University at its discretion may change the quantity/quality/parameters/upgrade the criteria/drop any item(s) or part thereof at any time before placing the order.
30. In case of any dispute, the decision of IIT (ISM) shall be final and binding on the bidders/tenderers.

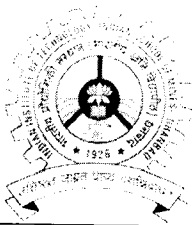
Above Terms and Conditions of the NIT are accepted

1	Name and address of the tenderer	
2	Telecom nos. of the tenderer i.e. phone fax, & email id.	
3	Signature, name & designation of the person signing on behalf of the tenderer & his/her office seal	
4.	Name & designation of the contact person & his phone/mobile no.	

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Annexure – III

FORMAT OF BANK GUARANTEE TOWARDS EMD

Whereas _____ (hereinafter called “the Bidder”) has submitted its bid dated _____ (date of submission of bid) for the supply of _____ (name and/or description of the goods) (herein after called “the Bid”) against Tender Document No. _____ of the Indian School of Mines, Dhanbad.

KNOW ALL PEOPLE by these presents that WE _____ (name of bank) of _____ (name of country), having our registered office at _____ (address of bank) (hereinafter called “the Bank”), are bound unto _____ (name of Purchaser) (hereinafter called “the Purchaser”) in the sum of _____ for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____ 2009.

THE CONDITIONS of this obligation are:

1) If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or

2) If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity:

(a) fails or refuses to execute the Contract Form if required; or

(b) fails or refuses to furnish the performance security, in accordance with the Instruction to Bidders;

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to six months from the date of opening of tender or the period of the bid validity whichever is later and any demand in respect thereof should reach the Bank not later than the above date.

Signature of the Bank