

**INDIAN INSTITUTE OF TECHNOLOGY, KANPUR
REGISTRAR'S OFFICE**

IITK/RO/AR-2016-17/234
October 5, 2017

**TENDER NOTICE FOR INVITING QUOTATIONS FOR
PRINTING OF THE ANNUAL REPORT 2016-17**

On behalf of the Board of Governors, IIT Kanpur, sealed quotations are invited on plain paper from the reputed Firms having its own printing press with sufficient experience, knowledge, expertise and infrastructure in the related field, for printing of 150 copies of the Annual Report (bilingual) in respect of IIT Kanpur for the Year 2016-17 on the following terms and conditions:

1. The bidder firms should have experience of multicolor printing work of annual reports previously at any of the Institute of National Important i.e. IITs/IIMs/NITs etc. Sample documentary proof for printing of annual report should be submitted along with offer.
2. The bidder firms black listed at any stage or by any of IITs/ IIMs/ NITs/ Central Universities/ IISER etc. need not apply.
3. Bidder should have financial soundness and in house designing and printing facilities to carry out such printing work. In no case the printing work of IIT Kanpur be sub contracted to other firm(s).
4. The Annual Report is required to be printed in the size, design, format, cover, setting and presentation similar to the Annual Report for the year 2015-16 which is available in the office of the undersigned for inspection of all concerned.
5. The details and inspection and details of the Annual Report can be had from the office of the undersigned between 10:00 hrs. and 17:00 hrs. on all working days, prior to the finalization of this tender.
6. No deviation, whatsoever, unless agreed to in terms of quality, size, design, format, cover, setting and presentation, shall be acceptable to the Institute. The decision of the Institute (IIT Kanpur) in this regard shall be final and binding on the Firm.
7. The Firms having the aforementioned qualifications may quote on the letter head of the Firm, the price for printing, binding and delivery at IIT Kanpur of 150 copies of the Annual Report, together with the undertaking as mentioned in para 8 below and deposit the same, along with the items mentioned in para 9 below, in a sealed cover, to the office of the undersigned by **17:00 hrs on 20.10.2017 (Friday)**. The rates quoted for initial 250 +/- 10% pages shall be fixed and additional pages beyond 250 +/- 10% pages can be as quoted by firms. Bidders must also specify all other applicable taxes & duties clearly and charge accordingly in their invoices.
8. The quotation must be accompanied with following undertaking by the Proprietor of the Firm:
 - (i) "Having carefully examined the conditions and nature of the work as mentioned in the Notice No. IITK/RO/AR-2016-17/234 dated 5th October, 2017 and after having inspected the Annual Report for the year 2015-16, I/we have submitted



the price, which, I/we understand, is inclusive of all taxes/service charge. I/We have my/our own 2/3/4/..... colour offset printing press and shall be able to deliver the printed copies of the Annual Report in respect of IIT Kanpur for the year 2016-17 within a period of 15 days. In case of any default or breach of conditions committed by me/us, I/we understand that the security deposit of Rs. 15000/- that would be submitted by me/us, will be forfeited by the Institute and I/we shall have no claim against the Institute in this regard.”

- (ii) An Earnest Money Deposit (EMD) of Rs. 5000/- in the form of Demand Draft in favor of “**Registrar, IIT Kanpur**”.
9. The quotation must be accompanied with two sheets of the paper (A-4 size) – one for the cover and the other for the text/contents of the Annual Report. Both sheets must contain the requisite details and quality of the paper, such as, make, brand & grammage (GSM) etc. The sheets must be authenticated by the person who has signed the quotation on the basis of Annexure-I.
10. The quotations from the Firms shall be received by the office of the undersigned by 17:00 hrs. on 20.10.2017 and the same will be opened at **17:00 hrs** on **23.10.2017** in **Room No. FB-209** of the Institute.
11. The exact number of pages that the Annual Report may contain shall be approximately 250 pages with +/- 25 pages and is subject to minor changes in presentation. The rates for initial 250 +/- 10% pages should be fixed. As such, the tenderers are also requested to indicate the rate chargeable by them per page (black & white & colour), over and above 250 +/- 10% pages which shall be paid against the actual number of pages that the Annual Report may comprise of. The payment shall be made only on the basis of fixed 250 +/- 10% number of pages and additional pages beyond 250 +/- 10% @.....per page as quoted.
12. The Successful bidder should be on cost cum quality basis, evaluated by and to the satisfaction of the tender opening Committee constituted on this behalf. However, the Institute may not be under strict obligation to award the work to the Firm merely quoting lowest price. The successful firm shall be asked to deposit a sum of Rs. 15000/- by means of a Demand Draft payable to the “**Registrar, IIT Kanpur**”, which may be retained as Security Deposit upto 60 days beyond successful completion of the work.
13. The successful Firm will be provided with a CD containing the printing matter of the Annual report (bilingual) in respect of IIT Kanpur for the year 2016-17, along with the work order. The Firm will be required to submit a copy of the proof to the undersigned within the period mentioned in the work order.
14. The Institute reserves its rights to cancel the entire process of the tender/work without assigning any reason.
15. All legal proceedings shall be subject to the jurisdiction of the respective Courts in Kanpur only.


K K Tiwari
Registrar

TENDER APPLICATION FORM
FOR PREPARATION OF ANNUAL REPORT 2016-17

Note: Quotation submitted under reference No. IIT/RO/AR-2016-17/234 dated 5 Oct. 2017

Sl. No.	Particular	Details (to be filled by the tenderer)	↓
1	Name of the Firm		
2	Proprietor's Name		
3	Have you executed any Govt. contracts or services related to printing during last one year		
4	GST Registration No.		
5	TIN No.		
6	Postal Address		
7	Mobile No.		
8	Telephone No.		
9	Fax No.		
10	E-mail ID		
11	(i) rate for printing of 250 +/- 10% pages	= ₹	
	(ii) rate for printing additional pages beyond initial 250 +/- 10% pages	= ₹ / page	
	Total estimated cost of Annual Report 2016-17 for 150 copies	= ₹	
Quality/make/brand/grammage:			
12	A4 size paper for inside text (B&W and colored printing)		
13	Cover page with lamination (with object highlighting)		
In case of additional pages required:			
14	A4 size B&W printing for per 4 pages	= ₹	
15	A4 size coloured printing for per 4 pages	= ₹	
16	Any other information which you consider necessary to furnish		

This is to certify that we have read all terms & conditions mentioned in the Tender Notice for printing of Annual Report 2016-17 and will follow the same after awarding the tender to the undersigned.

