



INDIAN INSTITUTE OF TECHNOLOGY KANPUR

CENTRAL STORES & PURCHASE SECTION

IIT Post Office Kanpur - 208 016

Under certificate of posting

Phone : 91-512-2597214, 7384

Fax : +91-512-2597659

mail : purchase@iitk.ac.in.

Enquiry No : E/2017-2018/10

Enquiry Date 18/05/2017

Closing Date 25/05/2017

Delivery Date: 10 Days

Dear Sir ,

Sealed Quotations so as to reach latest by 11:00 AM on dated 25/05/2017 are invited for the supply of following items :

SI No.	Description		
1	DEGREE FOLDERS FOR CONVOCATION-2017 SPECIFICATIONS AND COMPLETE DETAILS AS PER ATTACHED ANNEXURE	2000	NOS

Sd/-

Dy. Registrar (S&P)
Central Store & Purchase Section



INDIAN INSTITUTE OF TECHNOLOGY, KANPUR
OFFICE OF DEAN, ACADEMIC AFFAIRS

Annexure

Tender Notice for Supply of Degree Folders for Convocation -2017 at IIT Kanpur

Date of Tender Notification : 18/05/2017
Last date for receipt of Quotations : 25/05/2017
11:00 hrs.
Date and Time for opening of tenders before the committee : 25/05/2017
15:30 hrs.

Sealed quotations are invited from reputed contractors for the supply of Degree folders for Convocation-2017.

The consolidated order will include supply of 2000 of degree folders with the following specifications.

- ❖ Convocation file: size: 51.5 cm (open size) x 36 cm height
- ❖ Outer material: Outer cover should be made of PVC (poly vinyl) coated paper. It should have special texture as per reference sample at institute.
- ❖ Color preference: Gold
- ❖ Board: 90 kg poly board.
- ❖ Inside pocket must be made of Polypropylene (PP) material.
- ❖ Both side L shaped pocket is required inside to hold the certificates
- ❖ Thickness of Polypropylene (PP) pocket: 120 microns
- ❖ Certificate ink should never come on transparent sheet.
- ❖ There should be high definition HD foam for good cushion on the top of file.
- ❖ Four gold color metal corners.
- ❖ Printing should be done on the cover page (Logo and matter to be printed will be provided by the Institute.)



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Interested parties may submit their quotations in a sealed cover on the letter head of their firm. The quotation should be addressed to **Deputy Registrar, Stores and Purchase, IIT Kanpur-208016**, and should be submitted through speed post/courier. Last date for submission of sealed quotation is 1100hrs on 25/05/2017. The quotation shall be opened before the committee on 25/05/2017 at 1530hrs. Quotations received after due date and time shall not be considered.

Terms & Conditions

1. The supplier should be in a position to supply the indented quantity of the Folders on the date and at the place as required by IIT Kanpur.
2. The work order will be given to a single party for execution.
3. ~~The services rendered by the supplier are exempted from service tax, under the category of academic institution.~~
4. The rate chart shall include cost quoted **item wise and also total cost.**
5. No advance shall be paid to supplier and after completion of supply, the supplier shall raise bill for the service rendered.
6. Dispute, if any arising out of providing the said service shall be settled mutually or arbitration by sole Arbitrator to be appointed by the Director IIT Kanpur as per the provisions of the Indian arbitration and Conciliation Act, 1996 and the Rules framed there under. Any Arbitrator appointed shall not have the jurisdiction to pass any interim awards.
7. **Firms participating should attach a sample Degree folder along with the quotation, failing which the quote will not be considered.**
8. Firms must clearly indicate in their offers the different taxes and duties which they propose to charge mentioning clearly the present rate(s) thereof. Vague offer like **“duties as applicable”** shall not be considered.
9. The agency should be registered with VAT, CST, SST, Income Tax, service tax authorities etc., as applicable, and to enclose the copies of the relevant certificate along with the technical bids.
10. Design, contents/ matter will be provided by IIT, Kanpur.



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11. IIT Kanpur shall in no way be responsible for any default with regard to any statutory obligation and the vendor/Contractor will indemnify IIT Kanpur in case of any damage or liability, which may arise on account of action of any reason

A. Eligibility Criteria

1. Firm should be registered under prevailing laws in India.
2. Firm should have excellent goodwill and name-fame in the town.
3. Firm should have minimum 6 (six) years' experience of supplying similar material to large Establishments.
4. **Firms having past Experience of catering to needs of Universities of national importance or Centrally Funded Technical Institutes will be preferred.**
6. Firm should be registered under prevailing laws of India such as Sales Tax and Income tax. (attach copy of Tin No., PAN No. ~~etc.~~)

B. Furnishing of Information:

Applicant is required to submit the following in respect of his organization:

1. Name and postal address including valid and current telephone/mobile number, e-mail address.
2. A copy of Service Tax Registration.

Applicant should be in possession of the following documents and should submit them when ever called upon by the Institute:

3. Documents defining the legal status, place of registration, principal place(s) of business.
4. Name(s) and title of proprietor/ Officer(s) to be concerned with proposed work for IIT Kanpur, with designation of individuals authorized to act for the organization.

C. The applicant is advised to attach any additional information, which he thinks is necessary in regard to his capabilities to establish that the applicant is capable in all respects to successfully complete the envisaged work. He is however, advised not to attach superfluous information. No further information will be entertained after the quotation is submitted, unless the Institute calls for it.



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- D. Prospective applicants may seek clarification regarding the scope of work and/or the requirement for qualification, in writing, within a reasonable time. No request for clarification will be considered after due date and time.
- E. Even though applicants satisfy the above requirements, they may be disqualified, if they have:
1. Made any misleading or false representation of facts or deliberately suppressed the information provided in the annexes, enclosures of this documents.
 2. Records of poor performance, such as abandoning work, record of supply of substandard material.
- F. Award Criteria:

The Institute reserves the right to:

1. Amend the scope and value of the work order.
2. Reject any or all the quotations without assigning any reason.
3. Reject such quotations wherein the applicant or his agent exercise influence or pressurise the institute for awarding the work order.
4. Canvassing of any kind is strictly prohibited.

Any deficiency in supply of the material on time will be viewed seriously.

Penalty, as deemed fit by the institute authorised committee will be charged in the event of sloppy/ unsatisfactory or sub-standard quality of material supplied.

In case of any dispute, the Director, IIT Kanpur is the sole arbitrator. His decision shall be final and binding on both the parties. All disputes shall be subjected to the jurisdiction of Kanpur.

(Dy Registrar)
Store & Purchase



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Terms & conditions for supply of above mentioned articles

1. Enquiry will be sent by courier / registered post / speed post and IIT Kanpur will not be liable for any kind of irregularity/delay.
2. The quotation in duplicate should be enclosed in a properly sealed envelop addressed to the Dy. Registrar(S&P) invariably giving on the envelope reference of enquiry and due date of opening.
3. The quantity mentioned in enquiry is and shall be deemed to be only approximate and will not in any manner be binding on the Institute.
4. Firms will quote separately for each article.
5. The Rate offered should be free delivery to IIT Kanpur or Ex-godown in case of firms situated outside Kanpur.If items is imported then the firms should quote the price on F.O.B. basis.
6. In case of Ex-godown terms the amount of packaging, forwarding freight etc. should clearly be mentioned by percentage or lump sum amount. Current rate of tax as and other statutory levies must be mentioned.
7. The rates offered should be exclusive or inclusive taxes. The rates applicable should clearly be specified .
8. The delivery period should be specifically stated. Ex-stock and earlier delivery may be preferred.
9. The firms are requested to give detailed description and specification together with detailed drawings and printed leaflets and literature of the articles quoted. The name of manufacturers and country of manufacture should also be invariably be stated. In the absence of these particulars the quotation is liable for rejection.
10. Samples wherever asked for will not be paid for. These should be delivered in the office of the undersigned securely labeled and packed. In case of firms who submit the sample through railway and road transport the freight should be prepaid and R/R should be in favour of the Dy. Registrar, Stores and Purchase Section. Indian Institute of Technology, Kanpur-208016.
11. Quotation should have validity of at least 90 days from the date of opening.
12. The rates quoted should be in metric units, otherwise your quotation is liable to be ignored.
13. The right to reject all or any of the quotations and to split up the requirements or relax any or all of the above conditions without assigning any reason is reserved.
14. All the consignments must be securely packed and booked duly insured addressed to the Dy. Registrar (S&P) IIT Kanpur - 208016
15. Institute is exempted for payment of Excise Duty under notification No. 10/97 & partially @ 5.15% Custom Duty exemption certificate under notification 51/96 and road permit will be provided if applicable.
16. The Penalty @ 1% per week or part thereof subject to a maximum of 10% of the delivery price will be deducted from the balance payment if supply is not completed within stipulated period.
17. The Concessional Form 'C/D' have been abolished w.e.f. 01.04.2007.
18. Our standard payment terms & condition is 90% against delivery and 10% after inspection and approval.
19. Supplier should mention complete contact details such as email etc.

Sd/-

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