

**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY DELHI
OKHLA PHASE-III NEW DELHI-110020**

TENDER FOR EMPANELMENT OF PRINTERS

(IIITD/MM/Printer Empanelment/011/2025-26)

Date of Tender	24.06.2025
Last date for submission of Tender	15.07.2025, 03:00 P.M.
Date of Opening of Tenders	15.07.2025, 03:30 P.M.
Performance Guarantee	Rs. 25,000/- in the form of FD or Bank Guarantee

GENERAL

Indraprastha Institute of Information Technology Delhi (IIIT-Delhi) is a State University created by the Act of Govt. of NCT of Delhi and has its Campus at Okhla Phase-III, Delhi-110020 spread over an area of 25 acres. The Institute is interested to empanel printers for undertaking a wide range of printing works like annual reports, manuals, brochures, handbooks, visiting cards, posters, folders, collateral material, banners, standees, backdrops etc. from among the printers based in Delhi. The purpose of this tender is to short list and empanels the printers based on parameters specified below. It is planned to create panel of High Quality Offset Printers who can execute the printing jobs on tight schedules as and when required.

1. Scope of Work:

Production of printing material as details in the below Annexure “A”.

2. Eligibility Criteria:

The Agency:

- a) Must have at least 3 years of experience in the field. In this regard copy of the registration certificate need to be enclosed.
- b) Must have an annual turnover of at least Rs.30 Lakh in each of the last three audited financial years i.e. 2022-23, 2023-24 & 2024-25. In this regard the Agency should produce a certificate from their Audit Firm.
- c) Should preferably be registered with the Directorate of Industries or Small Scale Industries or any other appropriate authorities.
- d) Must have valid GSTIN Number
- e) Must have PAN for Income Tax purposes.
- f) Must have owned/tied-up in-house state-of-the-art facilities for color printing in offset, system work and all auxiliary facilities in Delhi.

3. Guidelines for Submission of Bid

The Bid should be submitted in a sealed envelope containing the following documents:

- a) Documents as proof in respect of the criteria above i.e. 2(a) to (e).
- b) Profile and track record of the Agency
- c) Variety of Samples of Publicity Material printed in the last 3 (three) years.
- d) Copy of authenticated annual accounts for the years mentioned above.
- e) The envelope should be sealed and superscribed **“Proposal for Empanelment of Printers by IIITD”** and addressed to:

Administrative Officer (S&P)
Room No. A – 107, Old Academic Block,
Indraprastha Institute of Information Technology Delhi, Okhla Phase-III, New Delhi-110020.

It should also contain the name of the Agency, address, telephone number, e-mail address, etc. The sealed packet should be submitted on or before **3.00 P.M. on 08th July, 2025**. IIITD will not be responsible for any courier/ postal delays/ non-receipt for any reason. The tenders will be opened on the same day in the presence of the present bidders.

4. Selection Process and Assigning of Work

Assessment of the proposal will be carried out by a Committee/Team constituted for this purpose. Those agencies that have submitted all necessary enclosures and fulfill eligibility criteria; their profile track record, printing facilities available in the premises and quality of work done will be evaluated by the Committee and their offer will be short listed for empanelment. The empanelment will be for a period of one year extendable on yearly basis for a maximum period of three years.

The Panel of Printers empaneled through this Tender shall be eligible for award of work as per “Financial Performa” for the lowest quote. The printer would be required to develop a specimen/artwork of the required printing material before going for final printing.

5. Other Important Information

- a. Applications/offers in a consortium would not be permitted.
- b. IIITD reserves the right to reject any offer without assigning any reason whatsoever.
- c. The proposals should be complete in all respect. Conditional / incomplete proposals are liable to be rejected
- d. The Empanelment is valid for a period of One/Three year only. However, IIITD reserves its right to annual the empanelment at any time without assigning any reason and call for a fresh empanelment.
- e. The Printers will be required to deposit Rs. 25,000/- as performance guarantee (PG) in the form of Fixed Deposit on IIITD account or bank guarantee. The amount is meant for safeguarding IIITD's interest against any eventuality during the period of contract. The guarantee should remain valid for a period of 60 days beyond the contract period. The same will be returned (without any interest) to the Printer on expiry of the contract and on satisfactory performance by the Agencies.
- f. IIITD will periodically review the performance of the empaneled Printing Agencies and will take action as deemed fit in case of underperformance. If required, their PG will be forfeited
- g. To ensure that there is adequate response to the bid called by IIITD, from time to time, IIITD reserves the right to de-empanel the Printers who abstain from submitting their bids regularly.
- h. **Terms of Payment:** No advance payment will be considered. Payment for work awarded will be made to agency, after completion of work to the satisfaction of IIITD. The Empaneled Printing Agency who have been awarded production job will submit pre-receipted bills in triplicate for settlement.
- k. IIITD is not bound to accept the lowest or any other bid received from the empaneled agencies or to assign any reason for non-acceptance. IIITD reserves its right to accept the tender either in full or in part. Conditional Bids will be rejected outright.
- l. IIITD will review the performance of the selected empaneled agencies periodically and reserves its right to withdraw their empanelment at any time.
- m. **Penalty Clause:** Details of penalty in case of undue delay in execution of work allotted and under performance will attract the following percentage of deduction from the total cost of the job/work: -
 - (i) For delay up to one week - 05%
 - (ii) For delay up to two weeks - 10%
 - (iii) For delay beyond two weeks - 15%.
 - (iv) In case of underperformance or delay beyond one month, IIITD reserves the right to cancel the contract and blacklist the Agency.

- n. **Proof before final printing:** The Agency will have to work in coordination with the representative of the IIITD for a particular assignment. Machine proof of the publication will be first shown for approval.
- o. **Termination by Default:** IIITD reserves its right to terminate the contract of any agency / agencies in case of change in the Government procedures or unsatisfactory services.
- p. **Force Majeure:** Neither party will be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. The party affected by an event of Force Majeure will immediately notify the other party of such an event and will also notify the unaffected party on cessation of disability resulting from such Force Majeure act.
- q. **Arbitration:** Venue of arbitration will be Delhi and will be governed by provisions of the Indian Arbitration & Reconciliation Act.
- r. **Jurisdiction:** The contract shall be governed by laws of India and all Government rules on purchase matter issued from time to time and in force for the time being are applicable to this contract tender.

Performa for Financial Quote

S. No .	Name of the Printing Item	Technical Specification	Qty.	Rate per Copy
1	Various Reports	Size : 8.5x11" Cover Page: 300GSM Matt art Card with Lamination Inside Paper: 130 GSM matt art paper Binding: Side Stitched Perfect Binding Printing Process: Off Set Printing 4 Color	200	
2	Answer sheet-24 Page	Paper: 70 GSM Map Litho paper Binding: centre stitch	20,000	
3	Answer sheet-12 Page	Paper: 70 GSM Map Litho paper Binding: centre stitch	20,000	
4	Answer Sheet 8 Page	Paper: 70 GSM Map Litho paper Binding: One Fold	20,000	
5	Answer Sheet 6 Page	Paper: 70 GSM Map Litho paper Binding: One Fold	20,000	
6	Answer Sheet 4 Page	Paper: 70 GSM Map Litho paper Binding: One Fold	20,000	
7	Perforated Writing Note Pad IIITD Logo	Paper: 80 GSM sunshine Cover Page: 300 GSM Hard Card with Printing cover with Lamination with Printing : Single color offsite print on both side printing	2,000	
8	Convocation Brochures	Size : 8.5x11" Cover Page: 300GSM Matt art Card with Lamination Inside Paper: 170GSM matt art paper Binding: Centre Stitched Perfect Binding Printing Process: Off Set Printing 4 Color	500	
9	Envelop 10x12 A4 Size	Size: 10"x12" Paper : 90 GSM Printing: offset printing 4 Color	5,000	
10	Envelop 10x4.5 Plane	Size: 10"x4.5" Paper Plain : 90 GSM Printing: offset printing 4 Color	5,000	
11	Envelop 10x4.5 window	Size: 10"x4.5" Paper Plain: 90 GSM Printing: offset printing 4 Color	3,000	
12	File Cover with IIITD logo	Cover Page: 600 GSM Green color (IIITD) office record file with inside Lamination duly printed	2,000	
13	Visiting Card	Paper: 300 GSM Digital Printing on both side in 4 color	4,000	
14	Letter Head (Chairman)	Size: A-4, Paper: 100 GSM D. O. Paper Printing: offset printing 4 Color Binding: Fancy Pad 100 sheet each	10	
15	Letter Head (Director/Registrar)	Size: A-4, Paper: 100 GSM D. O. Paper Printing: offset printing 4 Color Binding: Fancy Pad	20	

		100 sheet each		
16	Letter Head (Institute)	Size: A-4, Paper: 100 GSM D. O. Paper Printing: offset printing 4 Color Binding: Fancy Pad 100 sheet each	100 Pads	
17	Students Handbook	Size : A-5 Cover Page: 300GSM Matt art Card with Lamination Inside Paper: 170GSM matt art paper Binding: Stapled at the shorter edge Printing Process: Off Set Printing 4 Color	100	
18	Faculty Handbook	Size : 8.5x11” Cover Page: 300 GSM with matt Lamination Inside Paper: 170GSM matt art paper Binding: Centre Stitch / Perfect Printing Process : Digital Printing 4 color Printing Process: Off Set Printing 4 Color	100	
19	Invitation Card	8.5 x5.5”on Fold 300 GSM with envelop, Both Offset / Digital Printed	500	
20	Service Request Book	Size: A5 First Copy: 80GSM Sunshine Paper Second Copy: Pink/Yellow/Green (Color Paper) Binding: Hard Bound Binding	50	
21	Transcript	Size: Both side Print Digital Print 250 GSM on Special (As Per Sample)	2,000	
22	Transparent Plastic Folder with IIITD Logo	A4 size L Type Folder Multicolored Logo with Screen	1,000	
23	Flex/Banner for Standee / Backdrop with pasting on Old Frame	Rate Should be per Sq. Feet	150	
24	Flex/Banner for Standee / Backdrop with Iron Pipe (5 kg) Frame & pasting	Rate Should be per Sq. Feet	150	
25	Receipt Book	As Per Sample	100	
26	Indent Book	As Per Sample	10	
27	MRN/ GRN	As Per Sample	50	
28	Visitor/Key Issue/Material register	Both side Printing with Hard binding No. of Pages	10	
29	Store & Purchase manual	As Per Sample	20	
30	H.R. Manual	As Per Sample	20	
31	Poster	A3 Size Digital Printed	200	
32	Degree Folder	Rexine Fabricated with Gold Leap Printed Logo	1000	
33	Institute Brochures	As Per Sample (min. 4 pages)	100	
34	I Cards with Lanyard	As Per Sample	500	
35	Leaflets with digital printing	A4 Size	100	
36	Mugs with IIITD Logo	As Per Sample	500	
37	Gate Pass book	As Per Sample	10	

38	T-Shirts 100% cotton with IIITD Logo (with Color)	As Per Sample	500	
39	T-Shirts 100% cotton with IIITD logo Round Neck)	As Per Sample	500	
40	Sweat Shirts	As Per Sample	500	
41	Hoodies	As Per Sample	500	
42	Tote Bag	As per Sample	500	

We agree to supply the above items at the unit rates quoted above for the duration of the Contract i.e. for the period August 2025 to July, 2026. We also agree to supply the items not mentioned in the format above at the market determined rate to the satisfaction of the IIITD.

(Name and Signature of Authorized Signatory with Seal of the Vendor)

Date: