

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

TENDER FOR EMPANELMENT OF PRINTERS

(No.:- IIITD/MM/Vendor Empanelment/35/2013, dated 21/03/2016)

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| Opening Date of Tender Application | 30.03.2016 |
| Last date for submission of Tender | 20.04.2016, 3:00 PM |
| Date of Opening of Tenders | 20.04.2016 3:30 PM |
| Tender Fee | Rs.1,000/- |
| Performance Guarantee | Rs.25,000/- in the form of FD or Bank Guarantee |

GENERAL

Indraprastha Institute of Information Technology 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 purposes of this tender is to short list and empanel 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 detailed in above Paragraph.

2. Eligibility Criteria:

The Agency:

- a) Must have at least 3 years of experience in the same field. In this regard copy of the registration certificate need to be enclosed.
- b) Must have an annual turnover of at least Rs.10 Lakh in each of the last three audited financial years i.e. 2013-14, 2014-15 & 2015-16. In this regard the Agency should produce a certificate from their Audit Firm.
- c) Should preferably be registered with Directorate of Industries or Small Scale Industries or any other appropriate authorities.
- d) Must have valid TIN Number for registration under VAT.
- 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 off set, system work and all auxiliary facilities in Delhi.

3. Guidelines for Submission of Bid

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

- a) Documents as proof in respect of 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) Tender Document Fee of Rs.1000/- (non-refundable) in the form of Demand draft drawn in favor of IIITD payable at Delhi.
- f) The envelope should be sealed and super scribed “**Proposal for Empanelment of Printers by IIITD**” and addressed to:

Dy. Manager (S&P)
Service 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 **1500 hrs. on 20th April , 2016**. 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 empanelled 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 annul 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 empanelled 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. However advance can be considered, if the agency submits Bank Guarantee of equal amount as required. Payment for work awarded will be made to agency, after completion of work to the satisfaction of IIITD. The Empanelled 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 empanelled 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 empanelled 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 | Tentative Number of Pages(Including Cover & Back Page, as applicable) | Estimated Number of copies per years | Rate per Copy |
|---------------|----------------------------------|--|--|---|----------------------|
| 1 | Annual Report | Size : 8.5x11" Cover Page: 300GSM Matt art Card with Lamination Inside Paper: 130 GSM matt art paper Color Pages: As Per Requirement Binding: Side Stitched Perfect Binding Printing Process: Off Set Printing 4 Color | 115-120 | 100-150 | |
| 2 | Answer sheet-12 Page | Paper: 70 GSM Map Litho paper Binding: centre stitch | 12 | 10,000 | |
| 3 | Answer sheet-24 Page | Paper: 70 GSM Map Litho paper Binding: centre stitch | 24 | 7000 | |
| 4 | Answer Sheet 4 Page | Paper: 70 GSM Map Litho paper Binding: One Fold | 04 | 7000 | |
| 5 | Writing 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 | 25 | 1000 | |
| 6 | Convocation Brochures | Size : 8.5x11" Cover Page: 300GSM Matt art Card with Lamination Inside Paper: 170GSM matt art paper Color Pages: As Per Requirement Binding: Side Stitched Perfect Binding Printing Process: Off Set Printing 4 Color | 35-50 | 350-500 | |
| 7 | Envelop 10x12 A4 Size | Size: 10"x12" Paper : 90 GSM Printing: offset printing 4 Color | | 5000 | |
| 8 | Envelop 10x4.5 | Size: 10"x4.5" | | | |

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|----|-----------------------------|--|------------|---------|--|
| | Plane | Paper Plain :90 GSM Printing: offset printing 4 Color | | | |
| 9 | Envelop 10x4.5 window | Size: 10"x4.5" Paper Plain: 90 GSM Printing: offset printing 4 Color | | 5000 | |
| 10 | File Cover with IIIITD logo | Cover Page: 600 GSM Green color (IIIITD) office record file with inside Lamination duly printed | | 1000 | |
| 11 | Visiting Card | Paper: 300 GSM Digital Printing on both side in 4 color | | | |
| 12 | Letter Head (Chairman) | Size: A-4, Paper: 100 GSM D. O. Paper Printing: offset printing 4 Color Binding: Fancy Pad 100 sheet each | 500 Pages | 05 | |
| 13 | Letter Head (Director) | Size: A-4, Paper: 100 GSM D. O. Paper Printing: offset printing 4 Color Binding: Fancy Pad 100 sheet each | 1000 Pages | 10 | |
| 14 | Letter Head (Institute) | Size: A-4, Paper: 100 GSM D. O. Paper Printing: offset printing 4 Color Binding: Fancy Pad 100 sheet each | 10,000 | 100 | |
| 15 | Students Handbook | Size : A-5 Cover Page: 300GSM Matt art Card with Lamination Inside Paper: 170GSM matt art paper Color Pages: As Per Requirement Binding: Stapled at the shorter edge Printing Process: Off Set Printing 4 Color | 35-50 | 200-300 | |
| 16 | Faculty Handbook | Size : 8.5x11" Cover Page: 300 GSM Hard cover with mat Lamination Inside Paper: 170GSM matt art paper | 35-50 | 100 | |

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|----|-------------------------------|--|-------|-------------|--|
| | | Color Pages: As Per Requirement Binding: Centre Stitch Digital Printing 4 color Separate price for Perfect Binding Printing Process: Off Set Printing 4 Color | | | |
| 17 | Invitation Card with Envelops | 8x5.5"300 GSM 4 Color Both Side Printing | | 1000 | |
| 18 | Service Request Book | Size: A5 First Copy: 80GSM Sunshine Paper Second Copy: Pink/Yellow/Green (Color Paper) Binding: Hard Bound Binding | 100 | 10 | |
| 19 | Transcript | Both side Print Digital Print 250 GSM on Special | | 1000 | |
| 20 | Plastic Folder IIITD Logo | A4 size L Type Folder | | 1000 | |
| 21 | Backdrop Banner | Size - 16x8 ft | | 10 per year | |
| 22 | Flex Banner | Flex (8x4)ft | | 20 per year | |
| 23 | Flex Banner | Flax (8x5)ft | | 20 per year | |
| 24 | Visitor register | Both side Printing with Hard binding | 500 | 10 | |
| 25 | Store & Purchase manual | Size : A-5 Cover Page: 300GSM Matt art Card with Lamination Inside Paper: 170GSM matt art paper Color Pages: As Per Requirement Binding: Stapled at the shorter edge Printing Process: Off Set Printing 4 Color | 35-50 | 50 | |
| 26 | H.R.Mannual | Size : A-5 Cover Page: 300GSM Matt art Card with Lamination Inside Paper: 170GSM matt art paper Color Pages: As Per Requirement Binding: Stapled at the shorter edge Printing Process: Off | 35-50 | 50 | |

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|----|--------------------------------|---------------------------|--|---------|--|
| | | Set Printing 4 Color | | | |
| 27 | Poster | A-3 Size With Four Color | | 200-300 | |
| 29 | Leaflets with digital printing | A- 4 Size with Four Color | | 1000 | |
| 30 | Mug IIITD Logo | As per Sample | | 200 | |
| 31 | T-Shirts (with Color) | As per Sample | | 500 | |
| 32 | T-Shirts Round Neck) | As per Sample | | 200-300 | |
| 33 | Sweat Shirts | As per Sample | | 100-200 | |

We agree to supply the above items at the unit rates quoted above for the duration of the Contract i.e. for the period April 15, 2016 to 31st March, 2017. 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: