

**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR**  
**P.O. Botanic Garden**  
**(Formerly Bengal Engineering And Science University**  
**HOWRAH (West Bengal, India)-711103**

Tender No: REBECA/IESTS/2017/05

Date:-04.04.2017

Sealed quotations are invited from bonafide Contractors, for the whole work as specified below under the name of **SOUVENIR KIT of REBECA 2017, 79<sup>th</sup> Annual Reunion and Cultural Fest of IEST, Shibpur** to be held on 6<sup>th</sup> April- 9<sup>th</sup> April, 2017. Sealed quotation should be dropped in the drop box at the Union Room, IEST Shibpur between 11.00 a.m. to 5:00 p.m by 05.04.2017. Opening of the bid will be on 05.04.2017 at 5.30 p.m.

Convenor  
79<sup>th</sup> REBECA, 2017

Copy To: 1.To be displayed on the Institute Website

*Indian Institute of Engineering Science and Technology, Shibpur*  
Howrah-711 103

**NAME OF THE WORK:** Printing and Supply of SOUVENIR KIT for 79<sup>th</sup> REBECA 2017, Annual Cultural Fest of Indian Institute of Engineering Science Technology, Shibpur. Howrah.

**LAST DATE AND TIME FOR RECEIVING THE BIDS:** 5<sup>th</sup> April (Tuesday) 2017 at 1700 Hrs.

**DATE AND TIME OF OPENING OF BIDS:** 5<sup>th</sup> April (Tuesday) 2017 at 1730 Hrs.

**REQUIREMENTS AND SPECIFICATIONS:**

1. Souvenir Kit .

Total No. of Kits required : 200

Each kit contains:

Sl. No.	Item	Specifications
1.	BECA, Annual Souvenir of REBECA	1. Page size of the booklets will be of standard LETTER size (8.5"×11"). 2. Each magazine will be comprised of total 136 pages. [ Considering each side as one page & excluding front and back cover page]. 3. Among these 36 pages will be in color and 100 pages will be in black and white. 4. Front cover, inside page of front cover, back cover and inside back cover will be in color. 5. All pages should be of 120 GSM glossy page (excluding Front cover, inside page of front cover, back cover and inside back cover ). 6. Cover pages should be of 250 GSM and laminated. 7. Booklet should be well bound as any standard booklet.
2.	Note Pad	20 Pages of size 5" x 7 " with the Black and White REBECA Logo Printed on cover
3.	Ball point Pen	Good quality ball point pen (refillable) with REBECA 2017 printed on the body.
4.	My Clear Bag	My clear bag with button and printed logo of REBECA 2017

2. BECA (Annual Souvenir of REBECA 2017) , this is excluding the 200 BECA mentioned in Souvenir Kit.

No. of items : 200

**INSTRUCTION TO BIDDERS:**

The Successful Bidders are expected to provide the above mentioned services subjected to the following conditions:-

1. The above mentioned souvenir kit will be received by the undersigned on the 8<sup>th</sup> of March,2017 on behalf of REBECA 2017 Committee.
2. The souvenir kit should be delivered to Union Room , IEST Shibpur , Howrah .

The Bidder shall provide qualification information which shall include:-

1. The bidder should be in the business module of “Magazine Printing” or “Souvenir Printing” from the financial year of 2014 – 2015 or before (Documentary proof need to be submitted).
2. The bidder should provide Valid Trade Licence (renewed up to current financial year e.g. 2016 – 2017) along with Company / Proprietor Pan Card as applicable.
3. The bidder need to submit Valid Service Tax Registration / VAT Registration as applicable.
4. The bidder need to submit Documentary proof of Income Tax Return of at least one (1) year from last three (3) financial years.
5. The bidder should submit duly signed and self-attested declaration that, the bidder hasn't been blacklisted by any organisation for performing below standard.
6. The bid shall be for the whole work including printing, binding, finishing etc .
7. The bidders are required to quote their price, in amount of INR only for the whole work.
8. All duties, taxes and other levies payable by the vendor under the contract shall be included in the total price.
9. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subjected to adjustment on any account.
10. For further queries , please contact Subhajit Biswas 9163922298 (Publication Secretary) , Sangam Tirtha Sasmal 9734683664 (Publication Secretary ).

#### Submission of Quotations

1. The quotation submitted by the bidder shall comprise the following:
  - (a) Qualification information duly completed.
  - (b) Financial Quotation in the format given in Annexure-1 sealed in an envelope inside the main envelope.
2. The bidder shall seal the quotation in an envelope addressed to Convener, REBECA 2017, Indian Institute of Engineering Science and Technology, Shibpur, Howrah-711103.
3. The envelope will also bear the following identification: -  
“Quotation for Printing and Supply of SOUVENIR KIT for 79th REBECA 2017, Annual Cultural Fest of Indian Institute of Engineering Science Technology, Shibpur. Howrah. Do not open before \_\_\_\_\_ hours dated \_\_\_\_\_ ( time and date of quotations opening.)
4. Quotations must be received in the Student Union Room, Indian Institute of Engineering Science & Technology, Shibpur, Howrah-711103 latest by the specified time and date.
5. Any quotation received by REBECA committee after the deadline for submission of quotations will be rejected and returned unopened to the bidder.

#### OPENING OF QUOTATIONS

Quotations will be opened in the presence of Bidders or their representatives who choose to attend at the specified time and date in the office of Convener, REBECA 2017.

#### PRIVACY OF BIDS

Information relating to evaluation of quotations and recommendations for the award of contract shall not be disclosed to bidders or any other persons not officially concerned with the process until the award to the successful bidder is announced.

#### EVALUATION OF BIDS

The concerned committee will be responsible for the evaluation of bids. Opening of the technical bids will be done first. The bidders qualifying technical specifications will be considered for financial bidding process.

#### AWARD OF CONTRACT

The concerned committee will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price for the package of the souvenir kit as mentioned in the table and satisfying all criteria and specifications. Notwithstanding the above, the concerned committee reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

ANNEXURE-1

QUOTATION

To,  
The Convener,  
REBECA 2017,  
Indian Institute of Engineering Science and Technology, Shibpur,  
Howrah-711103

Subject: Event Management for 79<sup>th</sup> REBECA 2017, Annual Cultural Fest of Indian Institute of Engineering Science Technology, Shibpur. Howrah.

Reference: Letter No/Tender No ..... dated .....

Dear Sir/Madam,

I/We offer to execute the works described in your letter/tender no referred to above in accordance with the Conditions of Contract enclosed therewith.

This quotation shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any quotation you receive. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Yours faithfully,

Authorized Signature

Date:

Name & Title of Signatory-

Name of Bidder-

Address-

\*\* To be filled in by the Bidder, together with his particulars and date of submission at the bottom of this form.

Convener  
**REBECA 2017**  
**IIEST, SHIBPUR**