



**S.S.A.T**  
(Students Society Of Architecture And Town Planning)  
**I.I.E.S.T, Shibpur**



Tender No: WEB/SSAT/IIEST/16-17/01

Date: 15.04.2017

## NOTICE INVITING TENDER

Sealed Tenders are invited on behalf of **Students Society of Architecture and Town planning(SSAT)** of **IIEST, Shibpur**, from reputed vendors for the Printing of **"The SSAT Journal 2016-17"**.

### NAME OF WORK:

Printing of **"The SSAT Journal 2016-17"** of **Students Society of Architecture and Town planning (SSAT)** of **IIEST, Shibpur**.

### TYPE OF WORK:

Printing of **"The SSAT Journal 2016-17"** (including binding & finishing) of **Students Society of Architecture and Town planning(SSAT)** of **IIEST, Shibpur** of **IIEST, Shibpur**.

### LAST DATE AND TIME FOR RECEIVING THE BIDS:

**25<sup>th</sup> April (Tuesday) 2017 at 16.00Hrs.**

### DATE AND TIME OF OPENING OF BIDS:

**25<sup>th</sup> April (Tuesday) 2017 at 17.30Hrs.**

### REQUIREMENTS AND SPECIFICATIONS:

- Total 300 copies will be printed.
- Page size of the magazine will be of standard A4 size (20.9 cm×29.6 cm).
- Each magazine will comprise total 104 pages. [Considering each side as one page & excluding front and back cover pages.]
- All 104 pages will be color pages.
- Front cover, inside page of front cover, back cover and inside back cover will be in color.
- All pages should be of 150 GSM Matte page (excluding Front cover, inside page of front cover, back cover and inside back cover).
- Cover pages should be of 300 GSM Matte and laminated.
- Binding of the magazine should be perfect binding.

For better understanding the bidder may contact via mail at [ssatshibpur@gmail.com](mailto:ssatshibpur@gmail.com).

## INSTRUCTION TO BIDDERS:

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

1. The above mentioned magazine will be received by the undersigned by 12 noon on the 4<sup>th</sup> May, 2017 on behalf of **SSAT**.
2. The printed magazine should be delivered to the address mentioned below.

**Dean - Infrastructure, Planning & Management,  
Indian Institute of Engineering Science & Technology, Shibpur**

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 2015–2016 or before (Documentary proof need to be submitted).
2. The bidder should provide Valid Trade License (renewed up to current financial year e.g.2016–2017) along with Company/Proprietor Pan Card as applicable.
3. The bidder needs 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. Preference would be given to the bidder who has at least two(2) work orders of Rs.50,000/- or above in a single contract for printing magazines for IITs/NITs/IEST in last three (3) financial years or having prior experience of working with **IEST, Shibpur** (documentary proof to be submitted).
6. The bidder should submit duly signed and self-attested declaration that, the bidder hasn't been Blacklisted by any organization for performing below standard.

### Bid Price

- a) The bid shall be for the whole work including printing, binding, finishing, etc.
- b) The bidders are required to quote their price, in amount of INR only for the whole work.
- c) All duties, taxes and other levies payable by the vendor under the contract shall be included in the total price.
- d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjust on any account.

### Submission of Quotations

1. The quotation submitted by the bidder shall comprise the following:
  - (a) Quotation in the format given in Annexure-1
  - (b) Qualification information duly completed.
2. The bidder shall seal the quotation in a nvelope addressed to "Professor -in-Charge, SSAT, Indian Institute of Engineering Science and Technology, Shibpur, Howrah-711103.
3. The envelope will also bear the following identification:-  
"Quotation for Printing of "**The SSAT Journal 2016-17**" of **Students Society of Architecture and Town planning(SSAT)** of **IEST, Shibpur**. Do not open before \_\_\_\_\_ hours dated \_\_\_\_\_ ( time and date of quotations opening.)

4. Quotations must be received in the Office of the Dean - Infrastructure, Planning & Management, Indian Institute of Engineering Science & Technology, Shibpur, Howrah-711103 latest by the specified time and date.

5. Any quotation received by **Students Society of Architecture and Town planning (SSAT)** of **IEST, Shibpur** after the deadline for submission of quotations will be rejected and returned unopened to the bidder.

#### OPENINGOFQUOTATIONS

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 Dean - Infrastructure, Planning & Management.

#### 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.

#### EVALUATIONOFBIDS

The Employer will evaluate and compare the quotations(the gross amount i.e. exclusive of all taxes) Determined to be substantially responsive i.e. which

(a) Meet the qualification criteria specified above,

(b) Are properly signed, and

(c) Conform to the terms and conditions, specifications without deviations.

#### AWARDOFCONTRACT

The Employer 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 and who meets the specified qualification criteria. Notwithstanding the above, the Employer 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.

Sankhadeep Ghosh  
General Secretary, SSAT

Prof. Aditya Bandyopadhyay  
Professor -in-Charge, SSAT

ANNEXURE-1

QUOTATION

To,  
The General Secretary,  
Students Society of Architecture and Town planning,  
Indian Institute of Engineering Science and Technology, Shibpur,  
Howrah-711103

Subject: Printing of "**The SSAT Journal 2016-17**" of Students Society of Architecture and Town  
planning of IEST, Shibpur.

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 for a total Contract Price of

Rs. \_\_\_\_\_ [in figures]\*\*

Rs. \_\_\_\_\_ [in words]\*\*

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.

To be filled by the bidder

The Price of an unit quantity: Rs

The Gross Amount: Rs

Tax Price (If any): Rs

Total Amount: Rs