

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

Date: 21.02.2017

NOTICE INVITING TENDER

Sealed Tenders are invited on behalf of Students' Senate of IEST, Shibpur, from reputed vendors for the Printing of "The Annual Report cum Souvenir 2015-2016".

NAME OF WORK:

Printing of "The Annual Report cum Souvenir 2015-2016" of Students' Senate of IEST, Shibpur.

TYPE OF WORK:

Printing of "The Annual Report cum Souvenir 2015-2016" (including binding & finishing) of Students' Senate of IEST, Shibpur.

LAST DATE AND TIME FOR RECEIVING THE BIDS:

27th February (Monday) 2017 at 1500 Hrs.

DATE AND TIME OF OPENING OF BIDS:

27th February (Monday) 2017 at 1600 Hrs.

REQUIREMENTS AND SPECIFICATIONS:

- ➔ Total 200 copies of booklets will be printed.
- ➔ Page size of the booklets will be of standard A4 size (20.9 cm×29.6 cm).
- ➔ Each magazine will comprise total 22 pages. [Considering each side as one page & excluding front and back cover pages.]
- ➔ All 22 pages will be colour pages.
- ➔ Front cover, inside page of front cover, back cover and inside back cover will be in colour.
- ➔ All pages should be of 150 GSM glossy page (excluding Front cover, inside page of front cover, back cover and inside back cover).
- ➔ Cover pages should be of 250 GSM and laminated.
- ➔ Booklet should be well bound as any standard booklet.

For better understanding the bidder may ask for a soft copy of the material via mail from gs@iiests.ac.in

INSTRUCTION TO BIDDERS:

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

1. The above mentioned booklet will be received by the undersigned by 12 noon on the 3rd of March 2017 on behalf of Students' Senate.
2. The printed booklets should be delivered to the address mentioned below.

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 produce at least two (2) work orders of Rs. 50,000/- or above in a single contract for printing magazine for any Govt. Organisation or Educational Institute or Corporate House in last three (3) financial years.
6. Preference would be given to the bidder who has at least two (2) work orders of Rs. 1,00,000/- 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).
7. The bidder should submit duly signed and self-attested declaration that, the bidder hasn't been blacklisted by any organisation 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 adjustment 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 an envelope addressed to "President, Students' Senate, Indian Institute of Engineering Science and Technology, Shibpur, Howrah-711103.
3. The envelope will also bear the following identification: -
"Quotation for Printing of "The Annual Report cum Souvenir 2015-2016" of Students' Senate of IEST, Shibpur. Do not open before _____ hours dated _____ (time and date of quotations opening.)
4. Quotations must be received in the Office, Department of Civil Engineering, Indian Institute of Engineering Science & Technology, Shibpur, Howrah-711103 latest by the specified time and date.

5. Any quotation received by Students' Senate 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 Students' Senate.

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 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.

AWARD OF CONTRACT

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.

Supratik Ray
General Secretary

Prof. Aparna Dey Ghosh
President

STUDENTS' SENATE
IIEST SHIBPUR

QUOTATION

To,
The President,
Students' Senate,
Indian Institute of Engineering Science and Technology, Shibpur,
Howrah-711103

Subject: Printing of "The Annual Report cum Souvenir 2015-2016" of Students' Senate 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

STUDENTS' SENATE
I E S T S H I B P U R