

INDIAN INSTITUTE OF
INFORMATION TECHNOLOGY,
DESIGN AND MANUFACTURING,
KANCHEEPURAM



भारतीय सूचना प्रौद्योगिकी,
अभिकल्पना एवं विनिर्माण संस्थान,
कांचीपुरम

(An Autonomous Institution under MHRD, Government of India)

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दिनांक/ Date: 30.10.2017

NOTICE INVITING TENDER

Printing and Supply of Annual Report and Annual Accounts (Specification & Quantity enclosed as Annexure)

Enquiry No : IIITDMK/17-18/S&P/Annual Report/006
Last date of receiving Quotation : 08.11.2017, 03.00 PM
Date of Opening : 08.11.2017, 04.00 PM

महोदय/Sir,

Please quote your rates for the mentioned service/items as per our terms and conditions. The quotation together with service details may be sent to the undersigned so as to reach by the due date. **Please ensure that the quotations are in a sealed envelope superscribing the Enquiry No.** The Institute reserves the right to reject any or all including the lowest quotation without assigning any reason whatsoever. The bidder has to accept all terms and conditions of the Institute given overleaf and conditional offers will not be accepted.

भवदीय/Yours faithfully,

Sd/-
कुलसचिव/Registrar

से/To
As per mailing list

General Terms and Conditions:

1. The quotations should be valid for 60 days from the due date and the period of delivery ordinarily should not exceed 04 weeks.
2. The Institute is exempted from Custom/Excise duty (as applicable to Research Institutes/University) vide Custom and Excise notification no. 51/96 dt 23.07.1996 and 10/97 dt 01.03.1997 respectively.
3. The Price may be quoted taking into consideration of (2) above either in INR or in Foreign Currency (CIF OR FOB basis).
4. Quoting merely the lowest price does not confer any right to any bidder for award of supply order. The Institute reserves the right to select any bid on the grounds of quality, offer of additional/special features, compatibility, etc.
5. The Institute also reserves the right to reject any bids with sub-standard products even if they are found to be lowest.
6. The quotations duly sealed and super scribed on the envelope with the reference No. and due date, should be addressed to the undersigned so as to reach him on or before the due date stipulated above.
7. The rate quoted should be inclusive of all material, labour, transportation and installation of the items at the designated place.
8. **Special concession in rates if any applicable for Educational Institution shall also be offered and indicated clearly.**
9. Goods should be supplied carriage paid and insured.
10. Goods shall not be supplied without an official supply order.
11. Penalty for delayed Services / LD
 - (i) As time is the essence of the contract, Delivery period mentioned in the Purchase Order should be strictly adhered to.
 - (ii) If the supplier fails to Supply, and fixes the item as per specifications mentioned in the order within the due date, the Supplier is liable to pay liquidated damages of 1% of order value per every week of delay subject to a maximum of 10% beyond the due date. Such money will be deducted from any amount due or which may become due to the supplier.
 - (iii) IIITD&M Kancheepuram reserves the right to cancel the order incase the delay is more than 4 weeks.
12. **Payment:** 100% of the PO value after delivery, installation and acceptance by IIITD&M. The bidders may note that **other modes of payment like advance payment and payment against delivery is not accepted.**
13. The bidders has to accept all the terms and conditions of this tender document and it is made known that the bidders quoting for this tender had impliedly accepted the terms and conditions of this tender.
14. If the due date of submission of tender / Tender opening is declared a holiday for the Institute, the due date for submission of tender / Tender opening will be extended to same time on next working day.
15. The IIITD&M Kancheepuram reserves the right to accept the offer in full or in parts or reject the offer summarily or partly without assigning any reasons.

Sd/-
कुलसचिव/Registrar

ANNEXURE**A) Printing & Supply of Annual Report 2016-17**

S.No.	Name of the Item	Specification	Qty
1	No. of Pages	160 pages (approximately) including English & Hindi.	125 copies (Approximately)
2	Finished size	21.5 cm x 29.5 cm (offset printing)	
3	Paper - Cover	250 GSM imported art card with matt lamination	
4	Paper - Inside	130 GSM art paper (Multicolor printing)	
5	Binding	Perfect Binding	
6	Scope of the Work	a. To provide three alternative designs for the cover page, inside content and layout within 3 days of selecting the bid, of which one set of cover design and content layout chosen by the Institute shall be used for the Report, (Institute reserves the right to suggest modifications to the chosen set); b. Scanning, composing, cutting, pressing and all related works with neatly designed cover with IIITD&M logo and name of the Institute. c. Delivery at IIITD&M Kancheepuram	

B) Printing & Supply of Annual Accounts 2016-17

S. No.	Name of the item	Specification	Qty
1.	Annual Accounts 2016-17 (Approx 120 pages booklet)	Paper A. Cover : 250 GSM imported art card with matt lamination B. Inside : 130 GSM art paper (Black & White Printing) C. Binding : Perfect Binding	75 Nos

- Note:** 1. The successful bidder is required to provide print proof in Hindi & English before commencement of the work.
2. The successful bidder would be provided with the text matter in Hindi and English version on Pen drive or CDs/ Technical specifications of the work.

Sd/-
कुलसचिव/Registrar