



Indian Institute of Technology Ropar
Nangal Road, Rupnagar-140001

TENDER FOR EMPANELMENT OF PRINTERS

TENDER NOTICE

1.	Name of work	Empanelment of Printers
2.	Bid Type	Two Bid System i) Technical Bid ii) Price Bid
3.	Tender Fee	Rs. 500.00
4.	EMD	Rs 50,000.00
5.	Last date and Time	23.11.2017 upto 3:00 PM
6.	Opening of Tender	23.11.2017 at 3:30 PM
7.	Venue for Opening of Tenders	Conference Room, IIT Ropar
8.	Validity of offer	90 days

The tender form along with Terms & Conditions can be downloaded from the Institute website www.iitrpr.ac.in/tenders.

BIDDER'S DETAILS

1.	Name of the Bidder/ Organization	
2.	Full Address of Regd. Office Telephone No. FAX No. : E-Mail Address :	
3.	Full address of Operating/Branch Office: Telephone No. : FAX No. : E-Mail Address :	
4.	No. of year of experience of the establishment: (Minimum of 5 years is essential)	
5.	PAN No.	
6.	Tender Fee Details	

Signature of the bidder

EMPANELMENT OF PRINTERS

General Terms and Conditions application to the Printers

1. Reputed printers experienced in conceptualizing, designing, printing of documents etc., who have sound back-up for excellent designing, scanning, planning etc. of publication of various descriptions/literature for black & white and multi color digital & offset jobs are eligible to apply. The printing and designing jobs broadly include designing, photograph as and when necessary, printing of In-house Magazines, Newsletters, Bulletins, Guidelines, different types of brochure for different programmes, Annual Report, Handbooks, Student Magazines, Posters, Pamphlets, Visiting Card, Greeting Card, Desk Calendar and wall calendars, diaries, Special types of files, Folders, etc. on the basis of modern facilities and standards available in the industry.
2. The Printer should be in the profession of printing work at least for the last **5 financial years**.
3. The Printer should have full fledged unit of their own for visual design facility, preparation of art work and translation in English, Hindi etc. proof reading, designing, composing, photograph, printing etc.
4. The empanelment is **valid for a period of two years** from the date of approval of the competent authority which may be extended for a further period of one year subject to satisfactory performance and verification of documents as asked for by the authority.
5. The Printer should be have previous experience of working in IIT's/ other educational Institute of National importance.
6. Additional/modified/revised terms & conditions can also be made applicable to the empanelled Printers including those who are being awarded any job/work by IIT Ropar at any stage as per requirements of IIT Ropar , if felt necessary. It will be the responsibility of the Printer to return all materials concerned like manuscript, Art-work, photographs, CDs/DVDs etc. after completion of the job failing which the costs of the items will be recovered from the Printer.
7. A schedule for completing the job and delivery of printed copies will be drawn by the authority and will be intimated to the Printer while placing the work-order for the job. In the event of the delivery of any defective work/materials, owing to urgency or for any other reasons, IIT Ropar shall have the power to deduct such suitable sum from any payment due to the Printer The Printer will strictly follow the schedule for completing the job and delivery of items, failing which the name of Printer will be de-listed from the panel by authority.
8. Notice of the printing job can also be sent to the empanelled Printers through fax/email/voice telephone/by-hand in addition to speed post/registered post/courier etc.
9. Proposals of the interested Printers can also be rejected at the sole discretion of IIT Ropar, if any application found incomplete or information provided by the Printer is not in the prescribed format and is inconsistent and inaccurate.
10. The average annual **turnover** of the printer should not be less than Rs. 3.00 Crores during the last five financial years.
11. Empanelled Printers / Suppliers have to give a Bank Guarantee or Security Deposit of Rs. 50,000.00 as applicable for the entire period of empanelment.
12. The Printer should have the capacity for designing Annual Reports, Quarterly News Letters, Handbooks, Brochures, Journal and other materials. The printer should have the capacity to print sophisticated documents, including multi-colored objects e.g. photographs, charts, maps, etc in Hindi and English with a print order of 1000-1500 copies in English and about 500 copies in Hindi within a period of 15 days.
13. The printers / publishers would be required to collect the soft copy of the file in word format from IIT Ropar. The work may be designed and printed based on specification given by IIT Ropar. Before printing any material of IIT Ropar should be got approved from the competent authority of the Institute.

Cover page printing, binding of the book, delivery to IIT Ropar is to be arranged by the printers at their cost.

1. Description of Work	Designing, Formatting and Printing of Annual Reports, Quarterly News Letters etc. of Indian Institute of Technology Ropar.
2. Terms & Conditions	The Printer should have the capacity for designing (at least a minimum of 5 designers) Annual Reports, Quarterly News Letters, Books, Journal and other materials. The printer should have the capacity to print sophisticated documents, including multi-colored objects e.g. photographs, charts etc. in Hindi and English with a print order of 1000-1500 copies in English and about 500 copies in Hindi within a period of 15 days. The prospective bidder should note that if they are empanelled for designing and printing of the Annual Reports, Quarterly News Letters etc. of IIT Ropar their print quality should match the quality of the samples given by them for technical qualification, and in case they failed to do so, they are liable to be blacklisted immediately, without further reference.
3.Quantity	The details are given in the Annexure I
4. Scope of work	The printers / publishers would be required to collect the soft copy of the file in word format. The work may be designed and printed based on specification given by IIT Ropar. Before printing any material should be got approved by authority. Cover page printing, binding of the book, delivery to IIT Ropar is to be arranged by the printers at their cost.
5. Specifications/Paper quality	Rates should be quoted for designing, formatting and printing of Annual Reports, Quarterly News Letter etc. as per the specification given in Annexure enclosed
6. Cover paper and binding	The details are given in the Annexure I
7. Samples	One set of sample of the text and cover paper as per specification should be sent along with the bid indicating the type of paper, grammage (GSM) and seal of the printer on each sample.
8. Print Quality	The overall designing, formatting, printing and binding etc. will be of the highest standard, not below the sample reports provided to the printer.
9. Delivery	The printers / publishers shall be liable to collect the material for designing, formatting and printing from concerned authority and deliver the printed copies at their own expense. The Reports will have to be printed within 10 days from the date of handing over of the soft copy. Please note that there should not be any delay in delivery of the reports, beyond the stipulated/ agreed time frame.
10. Rates/Bid validity/validity of final rates	The printers / publishers are required to quote all inclusive rate per page after taking into account all elements of printing, viz; designing, formatting, cost of paper, film, printing charges, shading charges, blue print copy (for proof reading purpose) GST. The bids/quotes should be valid for three months from the date of submission of the bid. The rates, if accepted by IIT Ropar, will be valid for two years i.e. from the date of issue of empanelment.
11. Capacity	The printers / publishers should have the capacity to handle more than one job at any given point of time
12. Ownership	The printers / publishers are required to furnish the proof of ownership of designing/printing press along with complete addresses and telephone numbers of their business/office premises as well as the printing site/sites.

13. Inspection	If need be, physical verification of the business premises, designing/printing facilities may be carried out by an inspection team of this office before considering the rates of the new printers.
14. EMD	Earnest Money Deposit of Rs. 50,000/- by D.D drawn on any Nationalized Bank in favour of the Director, IIT Ropar payable at SBI Ropar (Annexure II)
14. Bank Guarantee	In the event of acceptance of the final rates by IIT Ropar, the empanelled printers / publishers will have to tender an irrevocable Bank Guarantee of Rs.50,000/- (Rupees Fifty Thousand only) from a Nationalized Bank valid up to period of empanelment plus 3 months within 7 days of acceptance of offer. In the event of any loss or damage caused to or suffered or would be caused to or suffered by IIT Ropar by reason of any breach of the printer(s) / publishers of any of the terms or conditions of the Agreement signed for printing of Reports, the Bank Guarantee shall be liable to be en-cashed by IIT Ropar
15. Penalty	If the Report(s) fail to meet the expected standards of designing/printing or deviate from the agreed specifications, they are liable to be rejected and shall attract recovery from the bill(s)/claims preferred for printing, at the sole discretion of the Director, IIT Ropar for default(s), even if a printed Report containing certain defects is accepted by IIT Ropar for unavoidable reasons. The penalty clause may also be invoked by the IIT Ropar at their discretion, in case the printers fail to deliver the copies with the agreed time frame. Penalty will be imposed at the rate of 1% per day up to maximum of 10% of the estimated cost of the work.
16.Repeat Order Clause	The contract has a Repeat Order Clause, wherein IIT Ropar can order up to 50% quantity of the items under the present contract within six months from the date of successful completion of this contract, cost, terms & conditions remaining the same. It will be entirely the discretion of Director, IIT Ropar to place the Repeat order.
17. Empanelment	At least 4 - 5 printers / publishers who quote lowest prices would be empanelled for the work of designing, formatting and printing of Reports.
18. Other conditions	If a printer / publisher withdraw the offer during the period of bid validity or back out after being considered or refuses to sign/accept the final contract, he will be debarred and will not be considered for future designing/printing needs of this office and his EMD will also be refunded.
19.Technical requirement	Prospective bidders should submit 10 samples of high quality printed reports (their best reports around 50 pages or more in A-4 size or thereabout size paper of 120 GSM or more in a separate sealed envelope marked "For technical evaluation" on it along with following information: <ul style="list-style-type: none"> • Details of his capacity to print reports • Details of his clients for last three years • Details of Reports printed for the last three years. Financial bid of only those printers who qualify the technical requirement will be opened. (Annexure II).
20. Financial bid	Rates may be quoted strictly as per the requirement of enclosed Annexure and sent in a separate sealed envelope marked "Financial bid" on it. Quotations submitted by the printers in the format other than that prescribed in the Annexure shall be summarily rejected.
21. Last date of submission	23.11.2017 upto 3:00 PM

Financial Bid for the Empanelment of Printers

Annexure I

S. No.	Specification	Rates (Rs.)
1	Quarterly Newsletter 1. Size –Size: 27.5 cm x 21.5 cm 2. Color – Multi Colour (offset printing) 3. Paper - 170 gsm glossy paper 4. Total Number of Pages : 4 pages only Cost for 1000 Copies Cost for 2000 Copies Cost for 5000 Copies 5. Cost: For every 4 pages (increase or decrease)	
2	Annual Report (English) Cost for Digital Printing 1. Size –Size: 27.5 cm x 21.5 cm 2. Inside Pages: Multi Colour 170 gsm 3. Total Number of Pages: 100 4. Cover: 300 gsm Multi Colour with matt lamination 5. Binding – Perfect Binding 6. Number of copies – 200 7. Cost: For every 4 pages (increase or decrease)	
3	Annual Report (Hindi) Cost for Digital Printing 1. Size –Size: 10.75” x 8.5” 2. Inside Pages: Multi Colour 170 gsm 3. Total Number of Pages: 100 4. Cover : 300 gsm Multi Colour with matt lamination 5. Binding – Perfect Binding 6. Number of copies – 100 7. Cost: For every 4 pages (increase or decrease)	
4	Annual Accounts Report (Hindi/ English) Cost for Digital Printing (landscape) 1. Size –Size: 21 cm x 27.5 cm 2. Inside Pages: Multi Colour 170 gsm 3. Total Number of Pages: 100 (Hindi+ English) 4. Cover : 300 gsm Multi Colour with matt lamination 5. Binding – Perfect Binding 6. Number of copies – 100 7. Cost: For every 4 pages (increase or decrease)	

Size	Specification	Rates (Rs.)
Brochures and Pamphlets 2.5 x 18 cm (Centre pinning) 8 leaves brochure	1. Multi Colour on Foreign Art Paper/Card 300 Copies: 500 Copies: 1000 Copies: 2 Two Colours on Indian Art Paper 300 Copies: 500 Copies: 1000 Copies: Cost: For every 4 pages (increase or decrease)	
Poster Size: A3	Printing : One side Color: Multicolor Paper: 170 gsm Art Paper Copies: 1500: 100 copies: 300 copies: 500 copies: 1000 copies:	
Handbook (Size: 27.5 cm x 21.5 cm)	1. Multi colour cover: 300 gsm Foreign Art Card 2. Inner Pages: 130 gsm (approx. 80 pages) 3. Lamination : charges for multi color cover page 4. Binding: Perfect 5. Cost for Copies: 250 6. Cost: For every 4 pages (increase or decrease) double color	
Desktop Calendar (13 leaf) size: 15.5cm x 23cm	Plain Back Stand Board (Offset printing) Colour : Multicolour for 9 sheets (Back & Front) Binding : Wiro Binding Paper: 250 Gsm Art Cart Glossy Quantity: 700 copies	
Wall Calendar (Offset printing) (Size: 36.5 cm x 49 cm)	Paper: 170 Gsm Gloss Art Paper Color: Multi Color No. of Pages : 6 + 1 Introductory Page Binding : Wiro Binding with Wall Hanger Printing both side of the paper in Six Pages and one side in Introductory Page Quantity: 1000 copies Additional 100 copies	
Compact Disk (Read Only)	CD Label Printing (sticker) - Multicolor CD Pouch die cutting and multicolor printing 200 Copies: 500 Copies: 700 Copies:	

Printing of Banners	Charges for Designing, Printing and installation of banners on flex specifications : Rate for Sqft. With frame Rate for Sqft. Without frame Size of the banners	
Visiting Cards 9.5 x 5.5 cm	Colour : 2 Colours Printing : (Both sides) English onside, flip side Hindi 100 Copies: 500 Copies: 1000 Copies:	

Technical Bid for the Empanelment of Printers

Annexure II

List of Machinery:

1. Specifications of the following :

Sr. no.	Items	Specifications	Numbers
a)	Digital printers		
b)	Offset printers		
c)	Binding machines		
d)	Any other machines		
e)	No. of persons working		

Use separate sheet for more equipments.

2. Annual turnover of last five years:

Year	Turnover
2012-13	
2013-14	
2014-15	
2015-16	
2016-17	

3. Copy of IT returns for the last 3 years should be attached. Certificate of GST no. is to be produced.

4. List of organizations empanelled:

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____

5. Working Hours : _____

6. Details of Tender Fee & EMD :

Tender Fee

1. Demand Draft No. _____ 2. Dated _____ 3. Amount _____

4. Drawn on _____ 5. Name of the bank _____

EMD

1. Demand Draft No. _____ 2. Dated _____ 3. Amount _____

4. Drawn on _____ 5. Name of the bank _____

This is to certify that I/we have carefully read the contents of the tender document and fully understood all the terms and conditions therein and undertakes myself/ourselves to abide by the same.

Signature of the Bidder_____

Name of the Signatory_____

Place:

Name of the Firm/Agency_____

Date:

Seal of the Firm/Agency _____

Checklist

Documents to be part of Bids:

1. Tender Fee of Rs. 500/- & Earnest Money Deposit (EMD) / Bid Security of Rs.50,000/- (Rupees Fifty Thousand only) in the form of Bank Draft in favour of the Registrar, IIT Ropar, Payable at Ropar / Rupnagar.
2. Self attested copy of PAN card under Income Tax Act.
3. Declaration by the agency regarding acceptance of Terms & Conditions on stamp paper of Rs.100/- only.
4. Self attested copy of registration of firm.
5. Annual Turnover of previous five years.
6. Details of Central Institutions/ CFTI's/Universities to whom services are provided by the bidder.
7. Certificate of GST no.
8. Duly filled Annexure-I and II.