

**SUB:** Request for Quotation for Designing & Printing of Annual Reports and Annual Accounts for the Year 2024-25 (Bilingual Hindi & English) reg.

Dear Sir/Madam,

Kindly submit the best quote as per the terms and conditions of this RFQ.

- ❖ The Specifications and terms & conditions are available in Annexure I.
- ❖ Price bid format in Annexure II.
- ❖ Declaration Regarding Non-blacklisting/Debarring for Participation in Tender Annexure III.
- ❖ Price Reasonability Declaration Annexure IV.

**Last date and Time for receipt of tender offer in a Sealed envelope: 20.06.2025 and 15:00 hrs.**

**Time and Date for Opening of 20.06.2025 and 16:00 hrs.**

S/d  
कुलसचिव/Registrar

Please submit your sealed tender proposals at the following address. (Through Tender Box)

Ref: Enquiry No.: IIITDMK/2025-26/GSS/ENQ/AA&AR/05 dated 28.05.2025

To,  
The Registrar  
Indian Institute of Information Technology,  
Design and Manufacturing, Kancheepuram  
General Support Section, Admin building,  
Melakottaiyur, Off Vandalur-Kelambakkam Road,  
Chennai – 600127, Tamil Nadu.

## **General Terms and Conditions:**

1. The quotations should be valid for 90 days.
2. **Sealed tenders in single bid format are invited, and bids are to be placed in a bigger envelope super scribed “Bid for TENDER NO. IIITDMK/2025-26/GSS/ENQ/AA&AR/05” and dropped in the tender box kept in the ground floor of the Administration building of the IIITDM campus.**
3. No unsolicited correspondence shall be entertained after the submission of the offer.
4. Quoting merely the lowest price does not confer any right to any bidder for the award of a supply order. The Institute reserves the right to select any bid on the grounds of quality, offer of additional/special features, compatibility, etc.
5. Delivery: Designer and Printer strictly adhere to the delivery period, which is 15 days for designing and 15 days for printing. If Bidder accepts this delivery period, then only submit their bid. Unless otherwise stated, delivery of goods at IIITDM Kancheepuram will have to be maximum within 30 days from the date of issue of the final proof-reading approved design or work order.
6. The Institute also reserves the right to reject any bids with sub-standard products, even if they are found to be the lowest.
7. Price should be INR, the quote should be for the FOR Destination at IIITDM Kancheepuram campus, Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai-600 127.
8. The quotations are duly sealed and superscribed 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.
9. The rate quoted should be inclusive of all material, labour, and transportation of the items at the designated place.
10. Penalty for delayed Services / LD
  - a) As time is the essence of the contract, the Delivery period mentioned in the Work Order should be strictly adhered to.
  - b) The Annual Report / Annual Accounts Report books should be supplied within 15 days of the issue of the FINAL PROOF READING from IIITDM Kancheepuram.**
11. Liquidity Damages:

If a firm accepts an order and fails to execute the order in full or part as per the terms and conditions stipulated therein, it will be open to this institute to recover liquidated damages from the firm at the rate 0.5% of the value of the undelivered stores per week or part thereof, subject to a maximum of 10% of the value of undelivered stores. It will also be open to this institute, alternatively, to arrange procurement of the required stores from any other source at the risk and expense of the firm, which accepted the order but failed to execute the order according to the stipulated conditions.
12. Payment: 100% of the PO value after delivery and acceptance by IIITDM.
  - a) Terms: Payment will be made within 30 days from the date of successful delivery, generally through online mode. Part payment for part delivery will not be allowed.

13. A sample of the Annual Reports and Annual Accounts is to be inspected by the Institute before submitting the offer.
14. The bidders have to accept all the terms and conditions of this tender document, and it is made known that the bidders quoting for this tender have implicitly accepted the terms and conditions of this tender.
15. 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 the same time on the next working day.
16. The Institute reserves the right to accept the offer in full or in part, or reject the offer summarily or partly without assigning any reasons.
17. The tender shall be signed by the authorised person, and his / her full name and status shall be indicated below the signature, along with the official stamp of the firm.

**S/d**  
**कुलसचिव/Registrar**

## I. Annual Report 2024-25 - English &amp; Hindi

Specifications	Dimensions
Size	21.5*28.5 cm
No. of pages:*	200 each for English & Hindi Versions approx.
Paper Cover	Art Paper 300 GSM, Lamination Matt with UV (Made in India)
Paper Inside	White colour cedar 75 GSM (Made in India)
Colour	Multicolour
Binding	Perfect Binding with Section Sewing & Gumming
Quantity	40 bilingual (English & Hindi)

## II. Annual Accounts 2024-25- English &amp; Hindi

Specifications	Dimensions
Size	21.5*28.5 cm
No. of pages:*	60 each for English & Hindi versions approx.
Paper Cover	Art Paper 300 GSM, Lamination Matt with UV (Made in India)
Paper Inside	White colour Cedar 75 GSM (Made in India)
Colour	Black & White
Binding	Perfect Binding with Section Sewing & Gumming
Quantity	30 bilingual (English & Hindi)

**# Number of pages may increase or decrease depending on final design.**

**Note:**

- ❖ The designer will be given a Soft copy of English and Hindi of Annual reports and Annual accounts in MS-Word typed in UNICODE format, and the Designer must use the same for designing purposes with suitable designing software. No request will be entertained that Hindi typesetting in Unicode is not compatible with designer software, etc.
- ❖ The successful bidder is required to provide print proof in Hindi & English before commencement of the work.
- ❖ The successful bidder would be provided with the text matter in Hindi and English versions on a Pen drive or CDs, / Technical specifications of the work.

**PRICE BID**

Enquiry No.: IITDMK/2025-26/GSS/ENQ/AA&amp;AR/05 dated 28.05.2025

Name of the Bidder with Registered Office Address:

Sr. No.	Description (Specifications as per Annexure-I)	Quantity (Estimated Pages) (A)	Per Page Price (Rs.) (B)	Total Price (Rs.) C= (A x B)
1.	<b>Designing &amp; Layout</b> (i) Design & Layout for both English & Hindi languages for Annual Report. Total Pages: 200 each for English and Hindi (Approx.) including photo retouching, photo editing & enhancing in High module graphics and comprehensive page layout. Including cover: 1+1. (ii) Design & Layout for both English & Hindi languages for Annual Account. Total Pages: 80 each for English and Hindi (Approx.) Includes photo retouching, photo editing & enhancing in High module graphics and comprehensive page layout. Including cover: 1+1.	400* Pages (Approx.)		
2.	<b>Printing of Annual Report (Hindi &amp; English)</b> (i) Size: 21.5*28.5 cm (ii) No. of Pages: 200 each for English & Hindi Versions approx. (iii) Paper Cover: Art Paper 300 GSM, Lamination Matt with UV (Made in India) (iv) Paper Inside: White Colour Cedar 75 GSM (Made in India) (v) Colour: Multicolour (vi) Binding: Perfect Binding with Section Sewing & Gumming. (vii) Book Quantity: Total 40 (40 English & Hindi)	16000* Pages [(200+200)*40]		
3.	<b>Printing of Annual Accounts (Hindi &amp; English)</b> (i) Size: 21.5*28.5 cm (ii) No. of Pages: 60 each for English & Hindi Versions approx. (iii) Paper Cover: Art Paper 300 GSM, Lamination Matt with UV (Made in India) (iv) Paper Inside: White Colour Cedar 75 GSM (Made in India) (v) Colour: Black & White (vi) Binding: Perfect Binding with Section Sewing & Gumming. (vii) Book Quantity: Total 30 (30 English & Hindi)	3600* Pages (60+60)*30		

Sub Total:	
Add: GST (as applicable) for Sr. No. 1:	
Add: GST (as applicable) for Sr. No. 2 and 3:	
(*subject to Actual as per final design) For IIITDM Kancheepuram Total Price :	
Total Price in Words: _____only.	

- 1) Any interlineations, erasures or overwriting in the bid will result in bid disqualification.
- 2) Any mismatch in the figure and words, then the Total Price mentioned in words shall prevail.
- 4) Total Bid price should be inclusive of all taxes and levies, transportation, etc.
- 5) Validity Maximum: 30 days from the date of opening of the technical bid.
- 6) GST No: .....

Signature of the Bidder with Seal of the firm

Date:

Place:

**DECLARATION REGARDING NONBLACKLISTING/DEBARRING FOR  
PARTICIPATION IN TENDER**

(To be executed &attested by Public Notary / Executive Magistrate on Rs. 20/- non-judicial Stamp paper by the bidder, scan copy to be submitted along with bid and original to be submitted along with the Bid to the Registrar, IIITDM Kancheepuram)

**Tender Enquiry No.:** IIITDMK/2025-26/GSS/ENQ/AA&AR/05 dated 28.05.2025

I / We \_\_\_\_\_ (Name of Authorised Signatory) of M/S \_\_\_\_\_ (Firm/Agency Name) hereby declare that the firm/agency namely M/s..... has not been blacklisted or debarred in the past by Union / State Government, PSU/ Autonomous organization from taking part in Government tenders in India. And no case is pending with the police or in a court of law against their name or firm/agency.

OR

I / We \_\_\_\_\_ (Name of Authorised Signatory) of M/S \_\_\_\_\_ (Firm/Agency Name) hereby declare that the Firm/company, namely M/S \_\_\_\_\_ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of \_\_\_\_\_ Years w.e.f. \_\_\_\_\_ to \_\_\_\_\_. The period is over on \_\_\_\_\_ now, the firm/company is entitled to take part in Government tenders. And no case is pending with the police or in the court of law against their name or firm/agency.

In case the above information is found false I/we are fully aware that the tender/ contract will be rejected/cancelled by the Registrar, IIITDM Kancheepuram and EMD/Performance Security and Security deposit shall be forfeited.

And I/We accept that I/We may be disqualified from bidding for any tender/contract with you for a period of two years from the date of notification.

In addition to the above, the Director, IIITDM Kancheepuram, will not be responsible for paying the bills for any completed / Partially completed work.

DEPONENT (Bidder)

Name .....

Address

.....

.....

**PRICE REASONABILITY DECLARATION**

(should be printed and submitted on the firm letterhead)

To  
Registrar  
IIITDM Kancheepuram  
Melakottaiyur  
Chennai 600127

Ref: (i) Bid No. IIITDMK/2025-26/GSS/ENQ/AA&AR/05 dated 28.05.2025

(ii) In response to your bid, our offer No. ....dt. ....

Sir,

With reference to the above, this is to confirm that the price quoted for Designing, Printing, and supply of Annual Reports & Annual Accounts 2024-25 is the best lowest price offered by us to IIITDM Kancheepuram.

Further, we certify that we have not supplied the same item to any other organisation at a lesser price than the offered price to IIITDM Kancheepuram in past one year.

Name of the Firm: M/s .....

Date: .....