

भारतीय सूचना प्रौद्योगिकी,
अभिकल्पना एवं विनिर्माण संस्थान,
कांचीपुरम



INDIAN INSTITUTE OF INFORMATION
TECHNOLOGY, DESIGN &
MANUFACTURING, KANCHEEPURAM

(An Institute of National Importance under MoE, Government of India)

मेलाकोट्टैयूर, वंडालूर – केलंबक्कम रोड, चेन्नई – 600 127.

Melakkottaiyur, Off Vandalur-Kelambakkam Road, Chennai – 600127.

Ph. : +91 44 2747 6307

Email : gss@iiitdm.ac.in

दिनांक/ Date: 23.09.2024

NOTICE INVITING TENDER

Printing and Supply of Annual Report and Annual Accounts

(Specification & Quantity enclosed as Annexure)

Enquiry No. : IIITDMK/GSS/24-25/Annual Report & Accounts/01
Last date of receiving quotation : 03.10.2024 / 03.00 PM
Date of opening : 03.10.2024 / 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,

S/d

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 Price may be quoted in INR.
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 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. In case of INR the quote should be for **FOR** Destination at IITDM Kancheepuram campus, Melakkottaiyur, Off Vandalur-Kelambakkam Road, Chennai-600 127.
7. 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.
8. The rate quoted should be inclusive of all material, labour, transportation and installation of the items at the designated place.
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
 - a) As time is the essence of the contract, Delivery period mentioned in the Purchase Order should be strictly adhered to.
 - b) The Annual Report / Annual Accounts Report books should be supplied within **15 days of issue of FINAL PROOF READING from IITDM Kancheepuram.**
 - c) 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 DAY 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.
 - d) The Institute 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 IITDM.
13. 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 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 Institute reserves the right to accept the offer in full or in parts or reject the offer summarily or partly without assigning any reasons.

S/d

कुलसचिव / Registrar

Annexure-1

A. Printing & Supply of Annual Report 2023-24 of IIITDM Kancheepuram

Sl. No.	Details	Item	Item
1.	Item	Annual Report	Annual Accounts Report
2.	Qty Required	40 books (English & Hindi Combined)	30 books (English & Hindi Combined)
3.	No. of Pages	200 pages (approximately) each for English & Hindi approximately	60 pages (approximately) each for English & Hindi approximately
4.	Paper Inside	White Colour Cedar 90GSM (Made in India)	10 pages with 90 GSM White Color Cedar 50 pages with 70 GSM White Color Cedar (Made in India)
5.	Finished size	21.5 cm x 29.5 cm (offset printing)	
6.	Paper-Cover	Art Paper 250 GSM, Lamination Matt with UV (Made in India)	
7.	Color	Multi-Color	
8.	Binding	Perfect Binding with section sewing and gumming	
9.	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 IIITDM logo and name of the institute. Delivery at IIITDM Kancheepuram, Chennai.	

Note:

1. The bidder should quote their prices item wise (A, B, C & D).
2. The successful bidder is required to provide print proof in Hindi & English before commencement of the work.
3. 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.

S/d
कुलसचिव / Registrar

PRICE BID

Enquiry No.: IIITDMK/GSS/24-25/Annual Report & Accounts/01

Name of the Bidder with Registered Office Address:

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Sr. No.	Annual Report & Annual Accounts 2023-24- English & Hindi (Specifications as per Annexure-I)	Quantity (Estimated Pages) (A)	Per Page Price (Rs.) (B)	Total Price (Rs.) C= (A x B)
1.	Designing & Layout (i) Design & Layout for both English & Hindi Language 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 Language for Annual Account. Total Pages: 60 each for English and Hindi (Approx.) Includes photo retouching, photo editing & enhancing in High module graphics and comprehensive page layout. Including cover: 1+1	620* Pages (Approx.)		
2.	Printing of Annual Report (Hindi & English) (i) Size: 21.5*28.5 cm (ii) No. of Pages: 200 each for English & Hindi Versions approx. (iii) Paper Cover: Art Paper 250 GSM, Lamination Matt with UV (Made in India) (iv) Paper Inside: White Color Cedar 90 GSM (Made in India) (v) Colour: Multicolour (vi) Binding: Perfect Binding with Section Sewing & Gumming. (vii) Book Quantity: Total 40 (English & Hindi combined)	16000* Pages (200+200)*40)		
3.	Printing of Annual Accounts (Hindi & English) (i) Size: 21.5*28.5 cm (ii) No. of Pages: 60 each for English & Hindi Versions approx. (iii) Paper Cover: Art Paper 250 GSM, Lamination Matt with UV (Made in India) (iv) Paper Inside: White Color Cedar 90 GSM (Made in India) (v) Colour: Multicolour (vi) Binding: Perfect Binding with Section Sewing & Gumming. (vii) Book Quantity: Total 30 (English & Hindi combined)	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.				

- Any interlineations, erasures or overwriting in the bid will result in bid disqualification.
- Any mismatch in figure and words then Total Price mentioned in words shall prevail.
- Total Bid price should be inclusive of all taxes and levies, transportation, loading, unloading, etc.
- Validity Maximum: 90 days from the date of opening of technical bid.
- GST No:

Signature of the Bidder with Seal of the firm

Date:
Place: