

Indian Institute of Technology Delhi Publication Cell

October 5, 2016.

Sub:- Printing of Convocation Brochure 2016.

Sealed quotations are invited from the following 7 empaneled printers on Limited Tender basis for printing of Convocation Brochure 2016 (English) and Convocation Brochure 2016 (Hindi), as per specifications given in Annexure-I. Terms and Conditions are given in Annexure-II. The Printer should submit Bid in sealed envelope duly marked. Quotations not received in sealed envelopes would be rejected.

1. Aravali Printers & Publishers (Pvt) Ltd., Okhla Phase-II, New Delhi.
2. Brijbasi Art Press Ltd., A-81, Sector-V, Noida-201301.
3. India Offset Press, A-1, Mayapuri Industrial Area, New Delhi-110064.
4. International Print-O-Pac Ltd., C-4, Hosiery Complex, Phase-II, Gr.Noida.
5. Nu-Tech. Print Service-India, B-25/2, Okhla Phase-II, New Delhi-110020.
6. Paras Offset Pvt. Ltd., C-176, Naraina Industrial Area, Phase-I, New Delhi-110028.
7. Rave Scans Pvt. Ltd., A-27, Naraina Industrial Area, Phase-II, New Delhi-110028.

Quotation must comply the following:

1. Shall confirm compliance of specifications. Deviation, if any, must be stated.
 - a. **Bid must indicate all inclusive cost for, if data file will be in print ready form.**
 - b. **Bid must indicate all inclusive cost, if data file will be in raw form (Editing, layout designing, cover designing and print ready copy will be done by the press).**
 - c. **Bid Price must be mention jointly for both jobs. i.e. for English and Hindi version. Order shall be placed on overall quote consideration.**

The quotations complete in all respects, under sealed covers, as per above instructions, should be sent to :

Deputy Registrar,
Publication Cell,
Room No. AD-258,
Indian Institute of Technology Delhi,
Hauz Khas, New Delhi-110016, India.
Phone: 26597268.

The cover should be sealed and superscribed as "**Confidential - Quotation for Institute Publications**".

Quotations should reach the above address on or before **5 P.M. on October 19, 2016** during working hours. The Institute reserves the right to accept or reject any or all the quotations without assigning any reasons thereof. No quotation will be accepted through email.

P.S.: Copies of last year publications can be seen in the Publication Cell.

(**Dr. Vivek Raman**)
Deputy Registrar
Publication Cell

Annexure-I

LIST OF PUBLICATIONS TO BE BROUGHT OUT DURING 2016-2017 FOR INVITING QUOTATIONS (PUBLICATION-WISE WITH PAPER QUALITY)							
No.	Title of Publication	Size	No. of Copies to be printed	No. of pages	Paper to be used		Specifications
					Text	Cover	
1	Convocation Brochure (E) 2016	8.5"x8.5"	2200	84	Magno Matt 130 gsm.	Magno Matt Card 300 gsm.	All text in 4 colors with cover in 4 colors (both sides), Text in second cover page in 2 colors, duly laminated, perfect binding and cover drawn on. Before final printing Epson proof to be shown by the vender.
2	Convocation (H) 2016	8.5"x8.5"	500	60	Magno Matt 130 gsm.	Magno Matt Card 300 gsm.	Text in black & white with cover in 4 colors (both side), duly laminated, centre stitched and cover drawn on. Before final printing Epson proof to be shown by the vender.

1. Variation in number of pages up to 10% to be included in quoted price.
2. If the number of pages increased beyond 10%, additional charges will be paid on pro-rata basis.
3. Specimen of the publications can be seen from the Publication Cell, IIT Delhi.
4. The delivery of all the publications shall be made at IIT Delhi at the cost of the bidder.
5. Bidders should specifically indicate that prices are inclusive of VAT/tax.
6. Penalty shall be imposed @5% of contract value for delay of every day beyond the specified period.
7. Bidder should ensure a quality workmanship at every stage of the work and the authorized representative of IIT Delhi will have the right to inspect the work at any stage.

TERMS AND CONDITIONS COVERING SUBMISSION OF QUOTATIONS

1. The rates quoted should be valid for a period of six months from the last date fixed for receipt of quotation.
2. Rates quoted should be for free delivery at IIT Delhi - 110016.
3. Paper for printing of the publications will be supplied by the concerned printing press as per specifications given.
4. Rates quoted should be inclusive of all taxes. If taxes, duties or any other charges over and above the rates quoted are payable by the purchaser, actual/percentage be indicated.
5. Payment will be made by NEFT/RTGS after satisfactory completion of supply and receipt of pre-receipted bill in triplicate. For this purpose, the successful vender/supplier will have to provide the NEFT/RTGS particular in the prescribed form in this regard. Quotation insisting for any other mode of payment is liable to be rejected. The payment of bill will be made as far as possible within 30 days from the date of receipt of the bills along with the materials in good condition. No advance payment will be made.
6. The Director, IIT Delhi reserves to himself the right to accept or reject any or all the quotations either in part or in full without assigning any reason.
7. Any enquiries regarding rate or acceptance/rejection of a quotation will not be entertained.
8. All disputes including court proceeding shall be settled within the New Delhi Jurisdiction only.
9. Tenderer should indicate (i) Permanent Income Tax Account No. and (ii) current Sales Tax No.
10. Over-writings in tender papers may have the risk of cancellation of the tender.
11. If any ambiguity is there, tender will be rejected summarily without bringing to the notice of tenderer.
12. Delivery shall be made by or before November 5, 2016. Print Ready (text matter) shall be provided 2-5 days in advance.
13. Penalty can be imposed upto .5% of contract value for delay of every day subject to a maximum of 5% beyond the specified period
14. Tenderers are bound to accept order for additional quantity (up to 25%) at the rate quoted, only if order is placed within 6 months. The quantities mentioned are approximate and may vary according to our actual requirements.
15. Materials quoted for should be securely packed to prevent loss of damage in transit. If any loss or damage results in transit due to insecure and insufficient packing, the supplier will be liable for damage.
16. Complete schedule of publications should invariably be submitted along with the quotation, without which the tender will be liable for cancellation.
17. Distinct separate particulars along with price may please be quoted for each tender as mentioned above.
18. Submission of incomplete quotation is liable to be rejected.
19. Specimen of the publications can be seen in the Publication Cell, IIT Delhi.
20. Bidder should ensure a quality workmanship at every stage of the work and the authorised representative of IIT Delhi will have the right to inspect the work at any stage.
21. Quotations not complying with the above conditions are liable to be rejected.