



**INDIAN INSTITUTE OF TECHNOLOGY, DELHI**  
**HAUZ KHAS, NEW DELHI, 110016**

Dated: - 30/07/2018

**Tender ref No. :-IITD/WORKS(SP-1755)/2018**

**TENDER FOR EMPANELMENT OF EXHIBITION & CONFERENCE MANAGEMENT AGENCIES**

For and on behalf of B.O.G IIT Delhi online tenders are invited by the A.E.E.(Civil) IIT Delhi from registered firms / agencies for the printing and supply of Posters, Flex, Banners etc with Images and Printing for a period of Two year as per below mentioned details.

1.	Dated :- 30/07/2018			
2.	Name of Work	TENDER FOR EMPANELMENT OF EXHIBITION & CONFERENCE MANAGEMENT AGENCIES		
3.	<b>Type of Tender</b>	<b>Tender Fees in INR</b>	<b>EMD in INR</b>	<b>Contract Period</b>
	Item Rate	1,500.00/-	25,000.00/-	2 Year
4	Payments such as Tender Cost, EMD are to be made online as per detail provided in schedule <b>page no. 2</b>			

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>

Aspiring Bidders who have not enrolled/registered in e-procurement should enroll/register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.

Tenderer can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type 'IIT'. Thereafter, Click on "GO" button to view all IIT Delhi tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in the next page.

No manual bids will be accepted. All quotation (both Technical and Financial should be submitted in the e - procurement portal).

**Schedule**

Name of Organization	Indian Institute of Technology Delhi
Tender Type(Open/Limited/EOI/Auction/Single)	Open
Tender Category(Services/Goods/works)	Services
Type/Form of Contract (Work/Supply/Auction/Service/ Buy/ Empanelment/Sell)	Services
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	Services
Is Multi Currency Allowed	No
Date of Issue/Publishing	30/07/2018(17:00Hrs)
Document Download/Sale Start Date	30/07/2018(17:00Hrs)
Document Download/Sale End Date	20/08/2018(15:00Hrs)
Last Date and Time for Uploading of Bids	20/08/2018(15:00Hrs)
Date and Time of Opening of Technical Bids	21/08/2018(15:00Hrs)
Tender fee	Rs.1500/-(One Thousand five hundred only). (To be paid through RTGS/NEFT. IIT Delhi Bank details are asunder: Name of the Bank A/C : IITD Revenue Account SBI A/C No. : 10773572622 Name of the Bank : State Bank of India, IIT Delhi, Hauz Khas, NewDelhi-110016 IFSC Code :SBIN0001077 MICR Code :110002156 Swift No. :SBININBB547 (This is mandatory that UTR Number is provided in the on-line quotation/bid. (Kindly refer to the UTR Column of the Declaration Sheet at Annexure-I) (those who have deposited online tender fees against the tender for empanelment of advertising agencies need to upload the earlier details of UTR no. only )
EMD	Demand Draft of Rs 25,000.00/- (Rs. Twenty Five Thousands Only) in favour of Registrar IIT Delhi. (those who have deposited online EMD against the tender for empanelment of advertising agencies need to upload the earlier details of UTR no. only )
No. of Covers(1/2/3/4)	02
Bid Validity days(180/120/90/60/30)	90 days (From last date of opening of tender)
Address for Communication	Assistant Executive Engineer [C], work section IIT Delhi, Hauz Khas, New Delhi –110016
Contact No.	011-26596237
Email Address	a26516@admin.iitd.ac.in>

**Assistant Executive Engineer(C)**

### **Instructions for Online Bid Submission:**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<http://eprocure.gov.in/eprocure/app>

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their userID / password and the password of the DSC / eToken.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “on-line” to pay the tender fee / EMD as applicable and enter details of the instrument. Whenever, EMD / Tender fees is sought, bidders need to pay the tender fee and EMD separately on-line through RTGS (Refer to Schedule, Page No.2).
- 4) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 5) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 6) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the

secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

### **ASSISTANCE TO BIDDERS**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

### **General Instructions to the Bidders**

- 1) The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app> . In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- 2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link “Information about DSC”.
- 3) Tenderer are advised to follow the instructions provided in the ‘Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app> .

### **Terms and Conditions of the contract**

1. Tenders are invited for the printing and supply of Posters, Flex, Banners etc. with Images and Printing for a period of Two year from the agencies that fulfill the criteria given below.
2. The period of contract under the scope of work shall be initially for a period of one year, which can be further extended by mutual agreement for a period of two years on yearly basis or less with the same terms and conditions depending on satisfactory performance of the Agency and at discretion of IIT.
3. The tender document containing eligibility criterion, scope of work, terms & conditions and draft agreement can be downloaded from [www.IITD.org.in](http://www.IITD.org.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in).
4. A copy of the terms and conditions shall be signed on each page and uploaded with the technical bid as token of acceptance of terms and conditions.
5. The bidder shall pay EMD of Rs 25,000.00 (Rupees Twenty Five thousand only) online as per the detail given.
6. The Earnest Money Deposit shall be returned to the unsuccessful bidders after finalization of contract without any interest.
7. As a guarantee towards due performance and compliance of the contract work, the EMD deposited by successful agency will be adjusted towards Security deposit.
8. The bid shall be valid and open for acceptance of the Competent Authority of IITD for a period of 90 days from the date of opening of the tenders and no request for any variation in quoted rates and/withdrawal of tender on any ground by successful bidder shall be entertained.
9. To assist in the analysis, evaluation and computation of the bids, the IIT may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

In case two or more agencies are found to have quoted the same rates, the competent authority IITD shall decide about the agency to which the offer shall be granted based on the report on the past performance of the firm, and length of experience etc. The decision of the Competent Authority shall be final.

10. The quoted rates shall be such that it takes care of the minimum wages of Govt of Delhi and shall include all statutory obligations. The rate quoted should be consolidated and inclusive of a Income Tax, Employer EPF contribution, ESI contribution, bonus, insurance, leave salary and any other applicable statutory contribution. GST shall be paid extra.
11. IIT reserves the right to accept or reject any or all bids without assigning any reasons. IIT also reserves the right to reject any bid which in its opinion is non responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.
12. Financial bids of only those agencies will be opened who qualify in the Technical bids.
13. The tender document is not transferable under any circumstances.
14. Lowest Bidder will be taken on the basis of minimum of rates quoted by the bidder in Financial Bids.
15. Any changes wrt this tender will be notified through website (Tender Section in [www.iitd.org.in](http://www.iitd.org.in)).
16. The bid can only be submitted after uploading the mandatory scanned copy of documents as listed below on <http://eprocure.gov.in/eprocure/app/NEFT> facility.
17. Online bid documents submitted by intending bidders shall be opened only of those bidders, who has submitted online EMD, Tender Fees and other documents scanned and uploaded are found in order.
18. The bid submitted shall become invalid if:
  - a. The bidder is found ineligible.
  - b. The bidder does not upload all the document as stipulated in the bid document including the proof of EMD & Tender fee payment.

- c. If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically by the lowest tenderer in the office of tender opening authority.

**Eligibility Criteria & Document submission:** The following is the minimum eligibility criteria for the firm to participate in the tender “**for printing and supply of Posters, Flex, Banners etc with Images and Printing for a period of Two year to Indian Institute of Technology Delhi**”

- i. Should be based at Delhi NCR and with the registration under the relevant statutory /Act, either as a sole proprietor or a registered firm or a company.
- ii. Should be free from all encumbrances, liabilities, disputes and litigations with respect to its ownership and shall have all required approvals/permissions from the competent authorities to participate in the bidding process:-
- iii. GST registration Certificate.
- iv. ESI & EPF Registration Certificate.
- v. Copy of pan card.
- vi. Experience of serving to any Government educational institute / any PSU bodies/ Ministries/ Government Department during previous Financial year (FY 2017-18) – copies of work order/ PO & testimonials to be submitted.
- vii. The Firm should have executed Single / Multiple contracts totaling to a minimum of Rs 25 lacs. in a single financial year in any of the last Three Financial years (FY 2015-16, 2016-17 & 2017- 18) – latest audited financial statements certified by CA for a period of 3 years to be submitted.
- viii. A declaration to the effect that the Firm has not been blacklisted by any of the Organization at any point of time and no criminal/civil case is pending against the said Firm.
- ix. Tenderer should have in-house designing work and Printing machinery, to this effect "Self Declaration" has to be enclosed by the Tenderer in Annexure-II.
- x. An undertaking signed by the authorized signatory stating that all the terms and conditions given in the document “Tender for EMPANELMENT OF EXHIBITION & CONFERENCE MANAGEMENT AGENCIES” No. IITD/DW..... dated 30/07/2018 are acceptable.
- xi. All the supporting documents that will be uploaded in the e-procurement portal should be self-attested by the authorized signatory of the firm.



**List of Documents to be Scanned and uploaded within the period of bid submission:**

1. Proof of online Payment of EMD
2. Proof of online Payment of Tender Fees
3. Copy of Pan Card.
4. Certificate of Registration of GST and acknowledgment of up to date field return of GST.
5. Copy of ESI & EPF Registration.
6. Audited copy of turn over of last three financial year ( 2015-2016, 2016-2017, 2017-2018) certified by CA.
7. Proof of serving to any Government educational institute/ any PSU bodies/ Ministries/ Government Departments (Copy of P.O. to be enclosed)
8. Declaration on stamp paper to the effect that Firm has not been blacklisted by any of the Organization at any point of time and no criminal/civil case is pending against the said Firms.
9. An undertaking on firm letter head (annexure-II) signed by the authorized signatory stating that all the terms and conditions given in the document “Tender for printing and supply of Pamphlets, Posters, Flex, Banners etc. with Images and Printing” are acceptable.
10. Firm Declaration sheet as per annexure-I on firm letter head.

## &lt;&lt; Organization Letter Head &gt;&gt;

**DECLARATION SHEET**

We, \_\_\_\_\_ hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

This is certified that our organization has been authorized (Copy *attached*) by the OEM to participate in Tender. We further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document. Moreover, OEM has agreed to support on regular basis with technology / product updates and extend support for the warranty.

The prices quoted in the financial bids are subsidized due to academic discount given to IIT Delhi.

We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.	NAME & ADDRESS OF THE Vendor/ Manufacturer / Agent
1 Phone	
2 Fax	
3 E-mail	
4 Contact Person Name	
5 Mobile Number	
6 TIN Number	
7 PAN Number	
8 UTR No. (For Tender Fee)	
9 UTR No. (For EMD)	
10.Bank details of bidder (Name of Bank)	
11.Bank Branch Address with Phone No.	
12.IFSC Code	
13.MICR code of Bank	
14.Bank Account No	
15. Type of Bank account	

**Declaration**

*I.*-----  
-----

*s/o*-----

*R/O*----- here by declared

that we are having **DTP** work and printing Machinery.

Signed. \_

Signature of the Proprietor:

Name (Caps) :

Date

**SIGNATURE OF THE TENDERER**

**ANNEXURE-III****DRAFT AGREEMENT**

This agreement is made on \_\_\_\_\_ day of \_\_\_\_\_ Two thousand Eighteen between IIT Delhi, as one part, hereinafter called IIT and M/s \_\_\_\_\_, having its registered office at

\_\_\_\_\_ hereinafter called the 'Agency' for providing printing and supply of Pamphlets, Posters, Flex, Banners etc. with Images and Printing service.

WHEREAS the IIT is desirous to engage the Agency for providing printing and supply of Pamphlets, Posters, Flex, Banners etc. with Images and Printing service on the terms and conditions stated below:

1. The Agency shall be solely responsible for compliance to provisions of various labour, Industrial and any other laws applicable and all statutory obligations, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI, insurance etc relating to Catering Services personnel deployed in IIT Delhi. IIT Delhi shall have no liability in this regard.
2. The Agency shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by it at IITD. The IITD shall have no liability in this regard.
3. Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
4. The contract can be terminated by giving two months notice on either side.
5. In case of non-compliance with the contract, IITD reserves its right to:
  - a) Cancel/revoke the contract; and/or
6. Security deposit of Rs. 50,000/- (refundable without interest after three months of termination of contract) in the form of Pay Order/Demand Draft or Bank Guarantee shall be furnished at the time of signing of the Agreement.
7. The Agency shall be fully responsible for timely monthly payment of wages and any other dues to their personnel deployed in IITD.
8. There would be no increase in rates payable to the Agency during the contract period. The Agency agrees to comply with annexed Terms and Conditions and amendments thereto from time to time.
9. Decision of IITD in regard to interpretation of the Terms and Conditions and the Agreement shall be final and binding on the Agency.
10. In case of any dispute between the Agency and IITD, IITD shall have the right to decide. However, all matters of jurisdiction shall be at the high court/IIT Delhi

THIS AGREEMENT will take effect from \_\_\_\_\_ day of \_\_\_\_\_

Two thousand fifteen and shall be valid for one year.

IN WITNESS WHEREOF both the parties have set and subscribed their respective hands with their Seal in Delhi in the presence of the witness:

For and on behalf of BOG IIT Delhi.

Witness: 1.  
2

AGENCY

Witness: 1.  
2.

**Bid Submission****ONLINE BID SUBMISSION:**

The Online bids (complete in all respect) must be uploaded online in **two** Envelops as explained below:-

Envelope – 1			
(Following documents to be provided as single PDF file)			
Sl. No.	Documents	Content	File Types
1.	Technical Bid	Proof of online Payment of EMD	.PDF
2.		Proof of online Payment of Tender Fees	.PDF
3.		Copy of Pan Card	.PDF
4.		Certificate of Registration of GST and acknowledgment of up to date field return of GST.	.PDF
5.		Audited copy of turnover of last three financial year ( 2015-2016, 2016-2017, 2017-2018) certified by CA.	.PDF
6.		Proof of serving to any Government educational institute/ any PSU bodies/ Ministries/ Government Departments (Cope of P.O. to be enclosed).	.PDF
7.		Declaration on stamp paper to the effect that Firm has not been blacklisted by any of the Organization at any point of time and no criminal/civil case is pending against the said Firms.	PDF
8.		An undertaking on firm letter head (annexure-I) signed by the authorized signatory stating that all the terms and conditions given in the document “TENDER FOR EMPANELMENT OF EXHIBITION & CONFERENCE MANAGEMENT AGENCIES” are acceptable.	.PDF
9.		Firm Declaration sheet as per annexure-I on firm letter head.	.PDF
Envelope – 2			
Sl. No.	TYPES	Content	
1.	Financial Bid	Price bid should be submitted in pdf format.	.PDF