

Notice Inviting Quotation (E-Procurement mode)

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

Dated: 22/11/2016

Open Tender Notice No.IITD/DPUB(SP-698)/2016

Indian Institute of Technology Delhi is in the process of purchasing following item(s) as per details as given as under.

Details of the item	Printing of Institute Telephone Directory
Earnest Money Deposit to be submitted	Rs.NIL

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 ‘.

Tenderers 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)	Goods
Type/Form of Contract (Work/Supply/ Auction/ Service/ Buy/ Empanelment/ Sell)	Buy
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	Others
Source of Fund (Institute/Project)	Institute
Is Multi Currency Allowed	No (INR)
Date of Issue/Publishing	22/11/2016 (17:00 Hrs)
Document Download/Sale Start Date	22/11/2016 (17:00 Hrs)
Document Download/Sale End Date	06/12/2016 (16:00 Hrs)
Date for Pre-Bid Conference	---
Venue of Pre-Bid Conference	---
Last Date and Time for Uploading of Bids	06/12/2016 (16:00 Hrs)
Date and Time of Opening of Technical Bids	08/12/2016 (16:00 Hrs)
Tender Fee	Rs.NIL/- (For Tender Fee)
EMD	Rs.NIL/- (For EMD) (To be paid through RTGS/NEFT. IIT Delhi Bank details are as under: 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, New Delhi-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-II)
No. of Covers (1/2/3/4)	02
Bid Validity days (180/120/90/60/30)	180 days (From last date of opening of tender)
Address for Communication	Deputy Registrar, Publication Cell, Room No. AD-258
Contact No.	26597268
Fax No.	----
Email Address	pub@admin.iitd.ac.in

**Chairman Purchase Committee
(Buyer Member)**

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 user ID / 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.

OR

In some cases Financial Bids can be submitted in PDF format as well (in lieu of BOQ).

- 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> .

Publication Cell
Indian Institute of Technology
Hauz Khas, New Delhi-110 016

NOTICE INVITING QUOTATIONS

Dated: 22/11/2016

Subject: **Printing of Institute Telephone Directory**

Invitation for Tender Offers

Indian Institute of Technology Delhi invites online Bids (Technical bid and Commercial bid) from eligible and experienced Vendors for printing of Telephone Directory, as per specifications in tender document as per terms & conditions specified in the tender document, which is available on CPP Portal <http://eprocure.gov.in/eprocure/app>

TECHNICAL SPECIFICATION:

Specifications						
Title of Publication	Size	No. of Copies to be printed	No. of Pages	Paper to be used Text	Cover	Specifications
I	II	III	IV	V	VI	VII
Telephone Directory	“5.5x 8.5”	4000	130+8 end pages	Text -100 gsm. Sunshine Super Printing + 8 end pages Magno Matt 120 gsm.	170 gsm Magno Matt with laminated for hard-case binding. (imported kappa board 2 mm)	Text in two colors, cover in 4 colors, Section Swing, after section sewing before binding cloth will be pasted printed with lamination. (CRC) Print ready copy will be provided by us. Before final printing color 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.
8. Delivery shall be made within 1-2 weeks after giving print order.
9. The printing factory should be located in Delhi / NCR only.

A complete set of tender documents* may be Download by prospective bidder free of cost from the website <http://eprocure.gov.in/eprocure/app>. Bidder has to make payment of requisite fees (i.e. Tender fees (if any) and EMD) online through RTGS/NEFT only.

Terms & Conditions Details

Sl. No.	Specification
1.	Due date: The tender has to be submitted on-line before the due date. The offers received after the due date and time will not be considered. No manual bids will be considered.
2.	Preparation of Bids: The offer/bid should be submitted in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid in the given BOQ_XXXX.xls format. The Technical bid and the financial bid should be submitted Online.
3.	Opening of the tender: The online bid will be opened by a committee duly constituted for this purpose. Online bids (complete in all respect) received along with EMD (if any) will be opened as mentioned at “Annexure: Schedule” in presence of bidders representative if available. Only one representative will be allowed to participate in the tender opening. Bid received without EMD (if present) will be rejected straight way. The technical bid will be opened online first and it will be examined by a technical committee (as per specification and requirement). The financial offer/bid will be opened only for the offer/bid which technically meets all requirements as per the specification, and will be opened in the presence of the vendor’s representatives subsequently for further evaluation. The bidders if interested may participate on the tender opening Date and Time. The bidder should produce authorization letter from their company to participate in the tender opening.
4.	Acceptance/ Rejection of bids: The Committee reserves the right to reject any or all offers without assigning any reason.
5.	Notices: For the purpose of all notices, the following shall be the address of the Purchaser and Supplier. Purchaser: Deputy Registrar, Publication Cell, Room No. AD-258 Indian Institute of Technology Hauz Khas, New Delhi - 110016. Supplier: (To be filled in by the supplier) (All supplier’s should submit its supplies information as per Annexure-II). _____ _____
6	The rates quoted should be valid for a period of six months from the last date fixed for receipt of quotation.
7	Rates quoted should be for free delivery at IIT Delhi - 110016.
8	Paper for printing of the publications will be supplied by the concerned printing press as per specifications given.
9	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.
10	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.

	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.
11	Any enquiries regarding rate or acceptance/rejection of a quotation will not be entertained.
12	All disputes including court proceeding shall be settled within the New Delhi Jurisdiction only.
13	Tenderer should indicate (i) Permanent Income Tax Account No. and (ii) current Sales Tax No.
14	If any ambiguity is there, tender will be rejected summarily without bringing to the notice of tenderer.
15	Penalty can be imposed upto .5% of contract value for delay of every day subject to a maximum of 5% beyond the specified period
16	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.
17	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.
18	Complete schedule of publications should invariably be submitted along with the quotation, without which the tender will be liable for cancellation.
19	Distinct separate particulars along with price may please be quoted for each tender as mentioned above.
20	Submission of incomplete quotation is liable to be rejected.
21	Specimen of the publications can be seen in the Publication Cell, IIT Delhi.
22	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.
23	Quotations not complying with the above conditions are liable to be rejected.
24	Bidders must fill the compliance sheet at Annexure-I.
25	Bidders must fill the Declaration sheet at Annexure-II.
26	Bidders should mention the list of Organization /Deptt., wherever they have provided similar services earlier. (Annexure-III)
27	Any additional information to be provided may be enclosed at Annexure-IV.
28	Financial Bid must be filled in the given BOQ format.

COMPLIANCE SHEET

TECHNICAL SPECIFICATION

Specifications							Compliance Y/N
Title of Publication	Size	No. of Copies to be printed	No. of Pages	Paper to be used Text Cover		Specifications	
I	II	III	IV	V	VI	VII	
Telephone Directory	“5.5 x 8.5”	4000	130+ 8 end pages	Text - 100 gsm. Sunshine Super Printing + 8 end pages Magno Matt 120 gsm.	170 gsm Magno Matt with laminated for hard- case binding. (imported kappa board 2 mm)	Text in two colors, cover in 4 colors, Section Swing, after section sewing before binding cloth will be pasted printed with lamination. (CRC) Print ready copy will be provided by us. Before final printing color proof to be shown by the vender.	
We have our printing press located at Delhi NCR.							

I have also enclosed all relevant documents in support of my claims, (as above) in the following pages.

Signature of Bidder

Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____

**<< Organization Letter Head >>
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	
(In case of on-line payment of Tender Fees)	
8 UTR No. (For Tender Fee)	
(In case of on-line payment of EMD)	
9 UTR No. (For EMD)	
10 Kindly provide bank details of the bidder in the following format: a) Name of the Bank	
b) Account Number	
c) Kindly attach scanned copy of one Cheque book page to enable us to return the EMD to unsuccessful bidder	

(Signature of the Tenderer)

Name:

Seal of the Company

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	Compliance Sheet as per Annexure - I	.PDF
2.		Organization Declaration Sheet as per Annexure - II	.PDF
3.		List of organizations/ clients where the same products have been supplied (in last two years) along with their contact number(s). (Annexure-III)	.PDF
4.		Technical supporting documents in support of all claims made at Annexure-I (Annexure-IV)	.PDF
Envelope – 2			
Sl. No.	TYPES	Content	
1.	Financial Bid	Price bid should be submitted in BOQ_XXXX format.	.XLS

<Department/Centre Name>
Indian Institute of Technology Delhi
Hauz Khas, New Delhi-110016

Date: XX/XX/XXXX

Subject: Purchase of <Item> (Following format is used for imported items)

S. No.	Currency	Description and Specification of the Item	Qty. in Units	Unit Price (a)	Agency Commission (If applicable) (b)	Discount (c)	Ex-works price (d=a+b-c)	Packing + Handling + DOC + Inland Freight + FCA Charges (e)	FOB/FCA Price (f=d+e)	Insurance + Freight (g)	CIF Price (f+g)
1											

For indigenous items please quote as per following format.

S. No.	Description and Specification of the Item	Qty. in Units	Unit Price in Rs.	Excise Duty %	CST/VAT%	Octroi%	Total Price in Rs.
1.							
2.							

Note: The above financial template should be strictly followed. Any deviation from the above template (in terms of description and specification of the item) may lead to cancellation of the tender.