NOTICE INVITING TENDER

The Office of the Dean, Alumni Affairs & International Relations, IIT Kharagpur, invites sealed tenders for two print publications for the financial year 2015-16 (April 1, 2015 – March 31, 2016). Interested printers may send technical bid and commercial bid in separately sealed covers for the print publications as per details given below. In case of non-receipt of separate technical and commercial bids, the vendor’s bid shall not be considered.

Commercial bid will be considered for only those bidders whose technical bids, credentials, sample paper and samples of previous publication will meet our requirement. Commercial bid for any bidder will be cancelled in case of non-availability of supported documents as mentioned in this notice.

PUBLICATION DESCRIPTION: Rate to be quoted in Unit Price for each item separately

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity per issue</th>
<th>Typical Technical Specification</th>
</tr>
</thead>
</table>
| Alumni Annual Report  | Minimum 1500-1800 copies | Pages- 100 (excluding cover and back)  
Inner Paper: A4 130 GSM Imported Art Paper Glossy finish  
Cover & Back: 300 GSM Imported Art Paper Laminated Granular Matt finish  
UV coating on Cover Page Text and Foil Embossing on Cover Page Images  
Printing: Multi-color  
Binding: Section sewing with perfect bind  
Two Perforated Forms and one Printed Envelope  
Bookmark with Ribbon  
Web based book to be prepared (PHP)  
**Printer will be paid on proportionate basis in case of increase / decrease in the no. of pages**  
Please collect latest sample from office |
| Yearbook Undergraduates | 1000-1200 copies (150 - 200 pages) | Inner Paper: A4 170 GSM Imported Art Paper  
Cover & Back: Hard-bound 300 GSM Imported Art Paper with lamination & flap cover 300 GSM  
Printing: Multi-color  
Binding: Section sewing with perfect bind  
Production: Glossy finish for inner pages, Matt finish for cover and back  
Web based book to be prepared (PHP)  
**Note:** A pocket attached to the inside portion of the back cover to keep few forms.  
**Printer will be paid on proportionate basis in case of increase in the no. of pages** |
| Yearbook Postgraduates | 1200 -1500 copies (180 - 220 pages) |  |
| Yearbook PhD          | 250-500 copies (100 -150 pages) |  |
A. SCOPE OF WORK:

1) Digital Proofing; Proof reading – The final printed and digital proofs must be approved by the Institute in writing before being printed
2) Developing PHP codes for publications as mentioned above to be hosted on our web portal.

B. ELIGIBILITY CRITERIA:

1) **Relevant Experience** - The bidder should be a reputed company engaged in printing with minimum experience of 05 years.

2) **Resources** - The bidder should have sufficient infrastructure and financial strength to undertake the contract.

3) **Management Skills** - The bidder must submit list of staff members who will be working on the project and at least two staff members should be available any time to carry out the work. Any excuse pertaining to non-attendance will not be accepted and will be dealt critically leading to fiscal penalty.

C. MANDATORY ENCLOSURES FOR TECHNICAL BID:

1) **Relevant Experience** - List of Clients (branded government academic organizations) and resume of services provided to clients through print and web. A copy of work orders need to be attached as documentary evidence

2) **Past Performance** – Certificate of appreciation or satisfactory completion of work in timely manner meeting quality standards from clients need to be attached. Client verification may be done. Any negative remarks from client will be recorded and will have negative scoring.

3) **Resources** - Gross Turn-over of the company for last 3 years’ certified by Chattered Accountant

4) **Statutory Compliances** - Pan No., VAT, Trade License, PF registration, ESIC certificate to be submitted along with valid documents. Also CST/ Service Tax documentation to be submitted if claimed.

5) **Technical Skills** – 5 best sample copies of publications printed in last three year. The samples provided must be satisfactory both in terms of printing quality and editorial work.

D. PURCHASE COMMITTEE:

A Purchase Committee of the Institute will evaluate the Technical Bidding process based on A, B and C. *If the technical bid is not found satisfactory, it will not be processed any further and the commercial bid will not be considered.* Please note that Purchase Committee is not bound to accept the lowest quotation or any quotation or to assign any reason for regretting any or all the quotations. The decision of the committee is this matter shall be final and binding.
The Purchase Committee will evaluate the technical specifications and assign weights to all selection criteria.

The weighting range for Selection Criteria could be within the following:

<table>
<thead>
<tr>
<th>Range</th>
<th>Criteria</th>
<th>Minimum –Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Price</td>
<td>Relevant Experience</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td>Past Performance</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td>Resources</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td>Statutory Compliances</td>
<td>10%</td>
</tr>
<tr>
<td>Price</td>
<td>Technical Skills</td>
<td>20%</td>
</tr>
</tbody>
</table>

The tenders are scored according to the information provided. Only that information submitted at the time of close of tender and lodged with the tender bid shall be used in the evaluation.

**Scoring “Non-Price” Criteria**

The evaluation procedures are as follows:

1. Add the individual scores for each non-price criterion. Each criterion is given a point score from 0 (poor) to 10 (excellent) in increments of 0.5.
2. Weigh the individual scores for each non-price criteria according to the pre-determined weightings. The weighted score is calculated by multiplying the score by the weight. In the example given below, the weighted score for tender 1, criteria 1 is calculated as $9 \times 20\% = 1.80$.
3. The sum of non-price scores for each tender is then normalised to 10. Normalising is a transformation applied uniformly to each element in a set of data so that the set has some statistical property.
4. The following formula is applied to normalise the non-price scores:
   $$\text{Normalised score} = \frac{\text{Sum of non-price score for each tender} \times 10}{\text{Highest sum of non-price scores}}$$
5. This score is then adjusted for the total weighting of all the non-price criteria to obtain the overall weighted non-price score.
6. The highest non-price total score is given a score of 10 and the other sums are ranked accordingly in proportion.
7. Scores for price are based on the following method:
   $$\text{Normalised price score} = \frac{\text{lowest tender price} \times 10}{\text{tender price}}$$

**E. SUBMISSION OF QUOTATIONS:**

- Interested vendors must send technical bid and commercial bid in separately sealed covers for the print publication as per details given below. In case of non-receipt of separate technical and commercial bids, the vendor’s bid will not be considered.
• All quotations must be forwarded in sealed cover addressed to the sender of this enquiry so as to reach within 10 days of the date of the Tender notice. The reference to the enquiry number and the last date of submission must clearly be super-scribed on the sealed envelope.

• Commercial Bid: Rate to be quoted in Unit Price for each item as mentioned above separately. The RATE quoted must be exclusive of VAT, CST, Service Tax. All other charges if applicable for IIT Kharagpur, must be shown separately.

• Last Date of Submission: The quotation should reach to the Office of Dean, AA&IR, IIT Kharagpur, Pin-721302, West Bengal, on or before at 29/05/2015 by 16.30 Hours.

• Date of Tender Opening (Technical Specifications): 01/06/2015 in the Office of Dean, AA&IR.

• Quote Deliverables: Office of Dean, Alumni Affairs & International Relations, IIT Kharagpur, Pin - 721302

• Period of Validity: A quotation shall remain valid for at least for a period of 90 days from the date of opening.

F. ASSURANCE OF SERVICE QUALITY:

• The print copies and web files are to be submitted in timely manner. After approval of final proof all content to be handed over to the printer 15 days in advance from the date of delivery.

• The print copies are required to be delivered at the Institute under the vendor’s own arrangement, free of additional charges. The risk of damage or loss in transit if any will be bourne by the vendor.

• The vendor is required to strictly adhere to the specification of the paper quality and dimension for both cover and inner pages as mentioned in the work order.

• The vendor is required to ensure the exact replica of colour from the soft copy on the printed version of brochures.

• The Institute reserves the right to cancel the contract for the order of further issues based on non-satisfactory service (includes delayed delivery; non-responsiveness) and product quality.

• Quality-check to be done by the Purchase Committee. Only after satisfactory note received from the Committee further order shall be placed.

• Publication copies must be covered with moisture proof material to ensure no damage is caused.

G. INTELLECTUAL PROPERTY RIGHTS: The Institute reserves all intellectual property rights to the publications. High Resolution PDF/PSD/CDR (print-ready) to be handed over in a CD to the Institute in addition to the print copies and web files for each of the publications. The Institute can re-print any of the publications from the tendered or any other vendor. All materials used for the publications text and image files to be handed over to the Institute.
H. **PAYMENT:**

- Payment will be made through bank transfer to our account, normally within **30 days** from the date of receipt of goods in good order and condition.
- No advance payment or part payment during work-in-process shall be made by the Institute.
- Payment will be released only if the publication print and finish quality is satisfactory, and after the delivery of all printed copies web files and other soft copies as mentioned.

I. **REJECTION OF OFFERS:** The Institute reserves the right to accept or reject any or all the offer including the lowest without assigning any reason. The Institute does not bind itself to accept the lowest offer.

J. **DISPUTE:** In case of dispute, the matter will be settled mutually, failing which the decision of the Dean, AA&IR shall be final and binding on the bidders.

DEAN, AA&IR,
IIT KHARAGPUR
Annexures:

**Technical Bid:** Following document should be submitted along with Technical bid.

<table>
<thead>
<tr>
<th>Sl. no.</th>
<th>Particulars</th>
<th>Yes/No</th>
<th>Deviation if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>Proof of registered company in India</td>
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<td>II.</td>
<td>Proof of similar kind of work executed in at least five government agencies (Work orders and Appreciation letters)</td>
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<tr>
<td>III.</td>
<td>Proof of bidder turnover of more than Rs.1 crore</td>
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<tr>
<td>IV.</td>
<td>Proof of VAT</td>
<td></td>
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<tr>
<td>V.</td>
<td>Proof of PAN&lt;br&gt;Proof of Service Tax&lt;br&gt;Proof of ESI Registration&lt;br&gt;Proof of PF Registration&lt;br&gt;Proof of Trade License</td>
<td></td>
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<tr>
<td>VI.</td>
<td>Provide a list of five references, with current contact person-mail address and phone number (verification will be done)</td>
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<tr>
<td>VII.</td>
<td>Sample copies of Annual Reports published</td>
<td></td>
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<tr>
<td>VIII.</td>
<td>Letter of Assurance for at least two staff members available to carry out the project work during working days for editing designing as per requirement of Printer</td>
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</tr>
</tbody>
</table>

Signature and stamp of the Bidder

**Financial Bid**

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Cost in Rupees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate</td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Cost:</td>
<td></td>
</tr>
</tbody>
</table>

Signature and stamp of the Bidder