



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY LUCKNOW

TENDER NOTIFICATION

Sealed tenders are invited for the **Printing & Supply of Examination Copies** to Indian Institute of Information Technology Lucknow

The Tender Document can be downloaded free of cost from IIIT Lucknow website i.e. www.iiitl.ac.in
The last date for receiving the tender at the Institute is 03rd July 2022, 05:00 P.M.

IIIT Lucknow

Ref: IIITL/S&P/TENDER/EXAM COPY/2022

24.06.2022

To.

The Bidder

Sir,

Subject: Tender for **Printing & Supply of Examination Copies** – reg.

The Indian Institute of Information Technology Lucknow is an Institute of National Importance, under the Ministry of Education, Government of India. IIIT Lucknow is inviting quotations from the reputed printers for **Printing & Supply of Examination Copies** under two bid system.

The detailed Tender Document for **Printing & Supply of the Examination Copies** is enclosed herewith and you are invited to submit your quotes.

The sealed cover should be superscribed as **"Tender for Printing & Supply of Examination Copies"** addressed to The Deputy Registrar, IIIT Lucknow, C.G City, Behind Ekana Stadium, Shaheed Path, Lucknow-226002

The samples of examination copies are available in the Office of the Deputy Registrar. It is requested to inspect the sample of examination copies before submitting the price bid as per the terms and conditions prescribed in the tender document.

On receipt of the Purchase Order, the firm should supply Examination copies within the stipulated time as per the condition laid down in the document.

The sealed quotation should reach the above address on or before 03rd July 2022, by 05:00 P.M.

Thanking you, Yours faithfully

IIIT Lucknow

Tender Abstract

Notice Inviting Tender No. : IIITL/S&P/TENDER/EXAM COPY/2022

Tender Document Issue Date (or) : From 24.06.2022 Onwards to be downloaded

Last Date of submission of Tender : 03.07.2022 by 05:00 P.M

Bid opening Date and Time : 04.07.2022 at 12:00 Noon

Address for Submission of Tender : The Deputy Registrar, IIIT Lucknow, C.G City, Behind Ekana Stadium, Shaheed Path, Lucknow-226002

Tender should be submitted in two covers, Cover - I (Technical Bid) and Cover - II (Price Bid). Envelopes of Technical Bid and Price Bid should be individually sealed and then placed in a common outer cover which shall also be sealed and super scribed with the tender reference No. and due date of submission.

Tender for Printing & Supply of Examination Copies

I. Introduction

The Indian Institute of Information Technology Lucknow is an Institute of National Importance, under the Ministry of Education, Government of India. IIIT Lucknow is inviting quotation from the reputed printers for **Printing & Supply of Examination Copies** under two bid system which comprises Technical and financial bid.

II. TERMS AND CONDITIONS:

1. A prospective bidder requiring any clarification of the tender document may communicate to The Deputy Registrar at **dr@iiitl.ac.in**.
2. The rates should be quoted in rupees including all taxes and charges, if any.
3. The rate should be quoted unit-wise and valid for 1 year from the date of Purchase Order. No claim for escalation of the rate will be considered after opening of the bid.
4. At any time, prior to the last date of receipt of bids, IIIT Lucknow may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender document by an amendment.
5. Delivery of the **Examination Copies** shall be made within 30 days (Thirty Days) from the date of work order (W.O) issued by IIIT Lucknow.
6. Liquidated Damages: Penalty for the delay in delivery will be charged at the rate of 0.5% per day upto a maximum of 10% of the value of work order and defaulter will be black listed permanently.
7. The payment will be made only after successful completion and delivery of the material at the satisfaction of IIIT Lucknow. No advance payment will be made.
8. The quotation / offer received through e-mail or without sealed cover will be summarily rejected.
9. IIIT Lucknow reserves the right to accept in part or in full any tender(s) or reject any or more tender(s) without assigning any reason or to cancel the tendering process and reject all quotation(s) at any time prior to the award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s).
10. The L1 bidder after the award of work order shall have to submit the samples of A, B and C exam copy to IIIT Lucknow for acceptance. If there is any mismatch between the sample copy accepted by IIIT Lucknow and final printed copy supplied by the L1 bidder, no payment shall

be made by the Institute. Bidders are requested to strictly adhere to the specification of the copies mentioned on Point 'V'. No changes from the specification of examination copies shall be accepted by IIT Lucknow.

11. IIT Lucknow may increase or decrease the quantity of examination copies at the time of award of contract and the bidder is liable to supply the ordered quantity at the same price as quoted in their financial bid.

III Eligibility/Qualifying Criteria: Cover-I should be superscribed as “ Technical Bid indicating the Tender Reference No”.

The tenderer should furnish the following documents,failing which, their tender is liable to be rejected.

- 1.(a) Name and detailed postal address of the firm with phone numbers on the letter head.
(b) Certificate of Registration for the firm
(c) Latest Income tax certificate along with the PAN number.
(d) GST registration photo copy
(e) Undertaking (Annexure-II) on the letter head.
2. Any Technical bid without any of the above documents is liable to be rejected.
3. All the pages of the bid should be duly signed by the authorized person affixing the seal. All corrections and overwriting should be initialed otherwise the tender shall be treated as invalid.

IV – Price Bid: (Cover-II should be super scribed as “Price Bid and indicating the Tender Reference No.”)

1. Price bid shall be submitted in the prescribed format (Annexure-I) in a separate sealed cover and should be written in the format given in the tender document. Failure to provide price bid in a sealed separate cover will result in the rejection of offer.
2. The rates shall be quoted in INR inclusive of all taxes, charges etc.
3. The bid should be clearly filled or typed and signed in ink legibly giving details of full address of the bidder. The rate should be quoted item wise both in words and figures without omitting any columns in the price bid as otherwise the bid will be rejected.
4. All the pages of the bid should be duly signed by the authorized person affixing the seal. All corrections and overwriting should be initialed otherwise the tender shall be invalidated.

V - Specifications and Scope of the work:

The sample of **Examination Copies** are available in the Office of the Deputy Registrar, IIIT Lucknow. The bidders may inspect the sample Examination Copies before submitting the sealed quotations. The quotation for the Printing & Supply of the Examination Copies is to be sent in a confidential manner and in a sealed cover.

Specifications of the examination answer copies are as follows:

Sl. No.	DESCRIPTION	Qty.
1	'A' Copy: Pages: 32, Size 10.75" X 8.5", 70 GSM paper with 5 digit numbering (A122-00001 to 122-12000) and serial number must be printed on all the pages of the copy with cover paged, Inner page: White Colour, Cover Page: White colour, Binding: Double Staple Central Stitch, A hole on the top left corner of all copies for tagging purpose	12000 Copies
2	'B' Copy: Pages: 24, Size 10.75" X 8.5", 70 GSM paper with 5 digit numbering (B122-00001 to 122-10750) and serial number must be printed on all the pages of the copy with cover paged, Inner page: White Colour, Cover Page: Blue colour , Binding: Double Staple Central Stitch, A hole on the top left corner of all copies for tagging purpose	10750 Copies
3	'C' Copy: Pages: 12, Size 10.75" X 8.5", 70 GSM paper with 5 digit numbering (C122-00001 to 122-3250) and serial number must be printed on all the pages of the copy with cover page, Inner page: White Colour, Cover Page: Green colour , Binding: Double Staple Central Stitch, A hole on the top left corner of all copies for tagging purpose	3250 copies

No sub-letting is permitted since it is confidential nature of Job.

VI- CONFIDENTIALITY

The printing materials are intended for IIIT Lucknow. The Bidder and their personnel shall not, either during implementation or after completion of the works, disclose any part of printed matter to any third party nor shall they use them in any other format.

VII- Legal disputes, if any, shall fall within the jurisdiction of Lucknow Courts only.

IIIT Lucknow

Annexure-I

(Price Bid - Cover 2)

[On the Letter head of the Bidder and to be put in a separate sealed cover]

Tender for Printing & Supply of Examination Copies

Tender Reference No.: _____.

From

Name & Address of the Bidder

To

**The Deputy Registrar
IIIT Lucknow**

Dear Sir,

We hereby submit our Price Bid for the Printing & Supply of Examination Copies as detailed below.

Sl. No.	DESCRIPTION	Qty	Unit Price	Total Amount
1	'A' Copy: Pages: 32, Size 10.75" X 8.5", 70 GSM paper with 5 digit numbering (A122-00001 to 122-12000) and serial number must be printed on all the pages of the copy with cover page, Inner page: White Colour, Cover Page: White colour Binding: Double Staple Central Stitch, A hole on the top left corner of all copies for tagging purpose	12000 Copies		
2	'B' Copy: Pages: 24, Size 10.75" X 8.5", 70 GSM paper with 5 digit numbering (B122-00001 to 122-10750) and serial number must be printed on all the pages of the copy with cover page, Inner page: White Colour, Cover Page: Blue colour , Binding: Double Staple Central Stitch A hole on the top left corner of all copies for tagging purpose	10750 Copies		
3	'C' Copy: Pages: 12, Size 10.75" X 8.5", 70 GSM paper with 5 digit numbering (C122-0001 to 122-3250) and serial number must be printed on all the pages of the copy with cover page, Inner page: White	3250 copies		

	Colour, Cover Page: Green colour , Binding: Double Staple Central Stitch A hole on the top left corner of all copies for tagging purpose			
Total Amount				
GST (If Exclusive in the above mentioned price)				
Gross Amount (Incl. of GST, Freight and Forwarding charges)				

Gross Amount (in words):

Date:

Signature of the Authorized Signatory

Place:

Seal

Note: - The Price Bid should be separately sealed and kept inside the cover.

Undertaking (Annexure-II)

1. I/we hereby undertake that all the terms and condition of the Printing & Supply of Examination Copies is understood by me/us and I/We abide by the Rules.
2. I/we hereby undertake to maintain utmost confidentiality of the Printing matters and understood that the materials are not to be used for any other purpose by anybody.
3. I/we hereby undertake that our firm has neither been blacklisted nor any proceedings are being contemplated against us.

Date:

Signature of the Authorized Signatory

Place:

Seal