



**INDIAN INSTITUTE OF TECHNOLOGY, KANPUR**  
**GT ROAD, KALYANPUR, KANPUR – 208016**  
**UTTAR PRADESH, INDIA**

**TENDER REFERENCE NO. : IITK/DIR/19-20/01**

**BID SUBMISSION END DATE- 11.12.2019**

**TENDER DOCUMENTS**

**FOR**

**“Printing & Supply of Wall and Table Calendar -2020”**

## **BID DOCUMENT**

Online bids (Technical & Financial) from eligible bidders which are valid for a period of 90 days from the date of Technical Bid opening (i.e. 12.12.2019) are invited for and on behalf of the Assistant Registrar, IIT Kanpur for “**Printing & Supply of Wall and Table Calendar -2020**”.

Name of Work	Printing & Supply of Wall and Table Calendar - 2020.
Estimated Cost	Rs.6,00,000/-
<b>Date of Publishing</b>	20.11.2019 (11:30 hrs)
Clarification Start Date and Time	20.11.2019 (11:30 hrs)
Clarification End Date and Time	11.12.2019 (16:00 hrs)
Queries (if any)	No queries will be entertained after clarification end date and time
<b>Bid Submission Start Date</b>	20.11.2019 (11:30 hrs)
Last Date and time of uploading of Bids	11.12.2019 (16:00 hrs)
Last Date and time of <b>submitting</b> , EMD and other documents at IIT Kanpur (if any)	12.12.2019 (15:00 hrs)
Date and time of opening of Technical Bids	12.12.2019 (16:00 hrs)
Date and time of opening of Financial Bids	Will be separately notified for Technically shortlisted/qualified bidders

Interested parties may view and download the tender document containing the detailed terms & conditions from the website <http://eprocure.gov.in/eprocure/app>

**(The bids have to be submitted online in electronic form on [www.eprocure.gov.in](http://www.eprocure.gov.in) only. No physical bids will be accepted.)**

## **INSTRUCTION FOR ONLINE BID SUBMISSION**

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) Portal ie <http://eprocure.gov.in/eprocure/app> , 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.

### **REGISTRATION**

- (i)** Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online Bidder Enrolment” option available on the home page. **Enrolment on the CPP Portal is free of charge.**
- (ii)** During enrolment/ registration, the bidders should provide the correct/ true information including valid email-id & mobile no. All the correspondence shall be made directly with the contractors/ bidders through email-id provided.
- (iii)** As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iv)** For e-tendering possession of valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) is mandatory which can be obtained from SIFY /nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/ SmartCard.
- (v)** Upon enrolment on CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.
- (vi)** Only one valid DSC should be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- (vii)** Bidders can then log into the site through the secured login 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:**

- (i) For preparation of bid Bidders shall search the tender from published tender list available on site and download the complete tender document and should take into account corrigendum if any published before submitting their bids.  
After selecting the tender document same shall be moved to the 'My favourite' folder of bidders account from where bidder can view all the details of the tender document.
- (ii) Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidders shall 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.
- (iii) Any pre-bid clarifications if required, then same may be obtained online through the tender site, or through the contact details given in the tender document.
- (iv) Bidders should get ready in advance the bid documents in the required format (PDF/xls/rar/dwf/jpg formats) to be submitted as indicated in the tender document/schedule.  
**Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.**
- (v) Bidders can update well in advance, the documents such as experience certificates, annual report, PAN, EPF & other details etc., under "My Space/ Other Important Document" option, which can be submitted as per tender requirements. This will facilitate the bid submission process faster by reducing upload time of bids.

#### **SUBMISSION OF BIDS:**

- (i) 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.
- (ii) Bidder should prepare the EMD as per the instructions specified in the NIT/ tender document. The details of the DD/BC/BG/ others physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- (iii) While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accepts the same in order to proceed further to submit their bid.
- (iv) Bidders shall select the payment option as offline to pay the EMD and enter details of the DD/BC/BG/others.
- (v) Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (vi) Bidders shall note that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
- (vii) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. For the file size of less than 1 MB, the transaction

uploading time will be very fast.

- (viii) **If price quotes are required in XLS format, utmost care shall be taken for uploading Schedule of quantities & Prices and any change/ modification of the price schedule shall render it unfit for bidding.**

**Bidders shall download the Schedule of Quantities & Prices i.e. Schedule-A, in XLS format and save it without changing the name of the file. Bidder shall quote their rate in figures in the appropriate cells, thereafter save and upload the file in financial bid cover (Price bid) only.**

**If the template of Schedule of Quantities & Prices file is found to be modified/corrupted in the eventuality by the bidder, the bid will be rejected and further dealt as per provision of clause no 23.0 of ITB including forfeiture of EMD.**

**The bidders are cautioned that uploading of financial bid elsewhere i.e. other than in cover 2 will result in rejection of the tender.**

- (ix) Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). **The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.**
- (x) After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the bidders shall **take print out of system generated acknowledgement** number and keep it as a record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.
- (xi) Bidders should follow the server time being displayed on bidder’s dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.
- (xii) All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) 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.

#### **ASSISTANCE TO BIDDERS:**

- (i) 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 contract person indicated in the tender. The contact number for the helpdesk is 0512-259-7258 between 10:30 hrs to 17:00 hrs.
- (ii) 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 24 x 7 Help Desk Number 0120-4200462, 0120-4001002 and 0120-4001005. The helpdesk email id is [support-eproc@nic.in](mailto:support-eproc@nic.in)

# INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

## Tender Notice

E-tender /Online bids are invited for reputed firms from eligible bidders for the work of **“Printing & Supply of Wall and Table Calendar -2020”**.

The samples of Calender and papers along with Demand draft for Rs.25,000/- towards Bid Security/ EMD in favour of **Registrar IIT Kanpur** payable at Kanpur must reach to Asst. Registrar, Director Office, IIT Kanpur-208016 on or before 15:00 Hrs on the bid opening day i.e. 12.12.2019

The tender document along with other details may be downloaded from the CPP Portal:  
<http://eprocure.gov.in/eprocure/app>

IIT Kanpur reserves the right to accept or reject any or all the tenders without assigning any reasons thereof.

**Sd/-**  
**Assistant Registrar**

## INSTRUCTION FOR e-PROCUREMENT

### 1. PREPARATION AND SUBMISSION OF BIDS :

- a. The detailed tender documents may be downloaded from <http://eprocure.gov.in/eprocure/app> till the last date of submission of tender. The Tender may be submitted online through CPP Portal <http://eprocure.gov.in/eprocure/app>
- b. The bidder should submit the bid online in two parts viz. Technical Bid and Financial Bid. Technical Bid should be upload online in cover 1 and Financial Bid in “.Xls” should be upload online in cover-2

### 2. SUBMISSION OF THE BID : All interested eligible bidders are requested to submit their bids online on CPP Portal: <http://eprocure.gov.in/eprocure/app> as per the criteria given in this document:

- a. Technical Bid should be upload online in cover-1.
- b. Financial Bid should be upload online in cover-2

Both Technical and Financial Bid covers should be placed online on the CPP Portal (<http://eprocure.gov.in/eprocure/app>).

### 3. TECHNICAL BID: Signed and Scanned copies of the Technical bid documents as under must be submitted online on CPP Portal: <http://eprocure.gov.in/eprocure/app>.

#### a) **List of Documents to be scanned and uploaded (Under Cover-1) within the period of bid submission:-**

- i. Scanned copy of Bank details. (Bank details of principal supplier in case of Import shipments)
- ii. Scanned copy of work experience.
- iii. Scanned copy of certificate of GST. (GSTIN of Indian Agent in case of Import Shipments)
- iv. Scan copy of tender acceptance letter and Demand Draft.
- v. Scanned copy of specifications (if any) and Compliance sheet A
- vi. Scanned copy of other document mentioned in tender document (if any)

#### b) **For Import Shipments – Shipping Terms Ex-Works/FOB are preferred.**

**NOTE - no indication of the rates/amounts be made in any of the documents submitted with the TC-BID.**

### 4. **Financial Bid**

- a. The currency of all quoted rates shall be Indian Rupees. All payment shall be made in Indian Rupees.
- b. In preparing the financial bids, bidders are expected to take into account the requirements and conditions laid down in this Tender document. The financial bids

should be uploaded online as per the specified “.Xls” format i.e. Price Bid Excel sheet attached as ‘.Xls’ with the tender and based on the scope of work, service conditions and other terms of the Tender document. It should include all costs associated with the Terms of Reference/Scope of Work of the assignment.

- c. The Financial Proposal should be inclusive of all applicable taxes, duties, fees, levies, and other charges imposed under the applicable laws. The rates quoted in the Tender are inclusive of all applicable taxes, duties etc. **except service tax**. The service tax component shall be re-immersible by the department after receipt of paid challans etc. if applicable.

**5. Last Date for Submission of Tender:**

- a. Online bids complete in all respects, must be submitted on or before the last date and time specified in the schedule of events.
- b. The IIT, Kanpur may, at its own discretion, alter/extend the last date for submission of tenders.

**6. Bid Validity**

- a. All the Bids must be valid for a period of 90 days from the last date of submission of the tender for execution of Contract. However, the quoted rates should be valid for the initial/ extended period of the Contract from the effective date of the Contract. No request will be considered for price revision during the original Contract period.
- b. A bid valid for a shorter period shall be declared as non-responsive.
- c. In exceptional circumstances, prior to expiry of the original time limit, the IIT may request the bidders to extend the period of validity for a specified additional period beyond the original validity of 90 days. The request and the bidders' responses shall be made in writing. The bidders, not agreeing for such extensions will be allowed to withdraw their bids without forfeiture of their Bid Security.

**7. Modification / Substitution/ Withdrawal of bids:**

- a. No Bid shall be modified, substituted or withdrawn by the Bidder after the Bid's due Date.
- b. Any alteration/ modification in the Bid or additional information supplied subsequent to the Bid's due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.

**8. Rejection of the Bid:** The bid submitted shall become invalid and tender fee shall not be refunded if:-

- a. The bidder is found ineligible.
- b. The bidder does not upload all the documents as stipulated in the bid document.



## Tender document

Director Office  
Indian Institute of Technology Kanpur  
Kanpur (UP) 208016 India

Online quotations are invited from the reputed Printing Presses by undersigned, for the printing of Wall Calendar-2020 and Table Calendar-2020.

### Details of required Items

S.No.	Specifications	Quantity ( In No.)
1.	<b>Wall Calendar – 2020</b> <ul style="list-style-type: none"><li>• Size 14.5"x19.5"</li><li>• Art Paper, GSM 170</li><li>• Both side multicolor printing</li><li>• With good quality wire binding (Iron)</li><li>• No. of Pages: 07</li></ul>	<b>5000</b>
2.	<b>Table Calendar-2020</b> <ul style="list-style-type: none"><li>• Size 7.25"x8.75"</li><li>• Art Paper, GSM 220</li><li>• with good quality wire binding</li><li>• Both side multicolour</li><li>• No. of Pages: 08</li></ul>	<b>3200</b>
<b>Delivery Schedule</b> : Proof reading and approval within 2 days and 100% supply within a week of receipt of Purchase Order		
<b>EMD:</b> Rs.25000/-		
Bidder may visit Institute during office hours to view quality and standards of Printing documents of the Institute.		

### General Instruction to the Bidder

1. Online Bids through CPPP is only accepted. Bidder should read "Instruction for Online bidding" carefully.
2. Bidder should sign and seal properly every paper of tender documents as a token of acceptance before uploading on CPPP.
3. Bidder should quote rate only in BOQ Bidder should carefully check before uploading it in CPPP.

4. It is a double bid enquiry. Bidders should submit Technical bid in Cover1 and Financial Bid should be in Cover 2 only.
5. Bidder should upload scan copy of Transaction slip/Demand Draft of EMD along with Bid in cover 1 only. Hard copy of Demand Draft should be reached to Store and Purchase on or before the date of opening of the Bid. Without EMD the Bid will summarily be rejected.
6. Earnest Money Rs. 25000/-(Twenty-Five Thousand only) should be deposited as Demand Draft in favour of "Registrar IIT Kanpur" of Nationalized bank/Reputed Bank payable at Kanpur or electronic transfer to A/C no.10426002137 State Bank of India. IIT Kanpur, IFSC code: SBIN0001161
7. Bidder should upload self-attested credentials in support of qualifications.
8. Bidder must submit samples of both items, Glossy paper and spirals in sealed envelope before the opening of bid at the office of "Assistant Registrar" Stores and Purchase.

**Pre-qualification:**

9. Firm must be registered and should have its own printing Press, well equipped with advanced multi-color printers and designing facilities.
10. Firm must have valid GSTN Number.
11. Firm should have completed at least three similar work/supply/job in reputed organizations. Preference will be given to those who have successfully completed in government organizations. Credentials must be enclosed with bid.
12. Firm should have sound financial position and yearly turnover should not be below 20 lakhs during last three years (balance sheet of last three years must be submitted).
13. Firm should have professionals including, computer professionals and designers etc.

**Terms & Conditions of the quotations are as under:**

1. The Bid should be submitted as per the instruction given for online bidding.
2. The quantity mentioned in enquiry is and shall be deemed to be only approximate and will not in any manner be binding on the Institute.
3. Firms will quote separately for each article.
4. The Rate offered should be free delivery to IIT Kanpur or Ex-go down in case of firms situated outside Kanpur. If items are imported then the firms should quote the price on F.O.B. basis.
5. In case of Ex-go down terms the amount of packaging, forwarding freight etc. should clearly be mentioned by percentage or lump sum amount. Current rate of tax and other statutory levies must be mentioned.
6. The rates offered should be exclusive or inclusive taxes. The rates applicable should clearly be specified.
7. The delivery period should be specifically stated. Ex-stock and earlier delivery may be preferred.
8. The firms are requested to give detailed description and specification together with detailed drawings and printed leaflets and literature of the articles quoted. The name of manufacturers

and country of manufacture should also be invariably be stated. In the absence of these particulars the quotation is liable for rejection.

9. Samples wherever asked for will not be paid for. These should be delivered in the office of the undersigned securely labelled and packed. In case of firms who submit the sample through railway and road transport the freight should be prepaid and R/R should be in favour of the Assistant Registrar, Stores and Purchase Section. Indian Institute of Technology, Kanpur-208016.
10. Quotation should have validity of at least 90 days from the date of opening.
11. The rates quoted should be in metric units, otherwise your quotation is liable to be ignored.
12. The right to reject all or any of the quotations and to split up the requirements or relax any or all of the above conditions without assigning any reason is reserved.
13. All the consignments must be securely packed and booked duly insured addressed to the Assistant Registrar (S&P) IIT Kanpur - 208016
14. Institute is partially exempted for payment of Custom Duty @ 5.15% under notification 51/96 and road permit will be provided if applicable.
15. The Penalty @ 1% per week or part thereof subject to a maximum of 10% of the delivery price will be deducted from the balance payment if supply is not completed within stipulated period.
16. The Concessional Form 'C/D' have been abolished w.e.f. 01.04.2007.
17. Our standard payment terms & condition is 90% against delivery and 10% after inspection and approval.
18. Institute is partially exempted for payment of GST under notification 45/2017.
19. Financial bid will be opened of only those bidders which are qualified in Technical Evaluation. Technical Evaluation consists of full-filling of Pre-Requisite qualifications, Compliance of requirement and sample approval by a committee.
20. Bidders will be given no chance to change/re-submission/with-draw their samples once submitted.
21. Any dispute is subject to Kanpur jurisdiction.

**Sd/-**  
**Assistant Registrar**  
**Stores & Purchase Section**  
**IIT Kanpur-208016**

**Compliance Sheet A: Pre-Requisite Qualifications and technical details:**

SL. No	Details Description	Status	Comply/Non Comply
1.	Name and address of the firm		
2.	Nature of the firm	Public Ltd / Pvt. Ltd. / OEM / Authorized dealer	
3.	Certificates	Certificate of incorporation, registration certificate, PAN, GST	
4.	Own printing press	Address :	
5.	local representative / service center at Kanpur	Contact Name..... Contact No..... Mail ID.....	
7.	Turn over	2016-17 2017-18 2018-19	
8.	Three similar POs from reputed Organizations		
9.	Details of Professional (designer/Computer Professional)		
10.	<b>Wall Calendar – 2020</b> <ul style="list-style-type: none"> <li>• Size 14.5"x19.5"</li> <li>• Art Paper, GSM 170</li> <li>• Both side multicolor printing</li> <li>• With good quality wire binding (Iron)</li> <li>• No. of Pages: 07</li> </ul>		
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**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

Date: \_\_\_\_\_

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: - \_\_\_\_\_

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

\_\_\_\_\_ as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred/ terminated/ banned by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

**Yours Faithfully,**  
**(Signature of the Bidder, with Official Seal)**