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मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद,  
 इलाहाबाद-211004 (भारत)  
**Motilal Nehru National Institute of Technology Allahabad**  
 Allahabad-211004 (India)  
 An Institute of National Importance as Declared by NIT Act, GOI, 2007

**INVITATION FOR COMPOSING, DESIGNING AND COLOR PRINTING OF 'SRIJAN-2014'**  
*(For Contracts value estimated to cost less than Rs.25lakhs)*

1	<b>Closing Date/Time for submission of Quotations</b>	05/03/2014; 15:30 Hrs.
2	<b>Opening Date/Time of Quotations</b>	05/03/2014; 16:00 Hrs.
3	<b>Quotations to be submitted at</b>	The Office of Faculty-In-charge (Purchase) M.N.N.I.T. Allahabad, Allahabad-211 004 (U.P.)
4	<b>Place of opening of quotations</b>	The Office of Faculty-In-charge (Purchase) M.N.N.I.T. Allahabad, Allahabad-211 004 (U.P.)
5	<b>Tender Fee</b>	Rs. 200.00 (Non-refundable), in form of a Demand Draft drawn in favor of DIRECTOR, MNNIT Allahabad.
6	<b>Earnest Money Deposit (EMD)</b>	<b>Rs. 27,000/- (Rs. In words twenty seven thousand only)</b> , in form of FDR /Bank guarantee, from any of the Commercial Banks, drawn in favour of "Director, MNNIT Allahabad" payable at Allahabad, and valid for a period of 45 days beyond the final bid validity period

To,

**Dear Sir**

You are invited to submit your most competitive quotation for the following goods/Printing Works. The quotation should be sent directly to the undersigned under Sealed Cover marked "Quotation Reference No., Date", and "The Due Date:

	<b>COMPOSING, DESIGNING, MULTI COLOR PRINTING OF 'SRIJAN-2014'</b>
1.	Quantity: 7000 Copies
2.	Paper: Text Pages: 100 GSM art paper;
3.	Cover Pages: 300 GSM art board Book
4.	Size: 22.5 × 29 Cm
5.	Pages: Approx. 168 pages including cover on 21 kg. Maplitho (JK Pages or equivalent include)
6.	Language & Composing: English, Hindi, Page Layout & Design
7.	Printing: All Pages and covers in 4 colors
8.	Binding: Perfect binding with center sewing

The sealed tenders must be submitted in the Office of the Faculty In-charge (Purchase), on or before **March 05, 2014 up to 15:30 hrs.** The received tenders will be opened **March 05, 2014 on at 16:00 hrs.** in the office of the undersigned, in the presence of bidder's authorized representatives, who choose to attend and shall sign a register evidencing their attendance.

The tender/quotations NOT submitted in the prescribed format or Incomplete in any respect will be outrightly rejected.

**Faculty in-Charge, Purchase**  
**MNNIT Allahabad**

## **INSTRUCTIONS/GUIDELINES TO BIDDERS (ITB)**

1. Only bidders, who fulfill the ELLIGIBILITY CRITERIA, as given in this tender document, should apply.
2. The bidders should enclose relevant documents wherever necessary to substantiate their eligibility.
3. The bidder should enclose the client list with contact address along with Phone/Fax for reference, for the quoted item.
4. Please quote the prices F.O.R. Motilal Nehru National Institute of Technology Allahabad (MNNIT ALLAHABAD), Allahabad.
5. The Bidders must submit their Quotation with EMD in the form of Demand Draft/ Bank Guarantee/ Short term Deposit of the cost of Printing Works/items in favor of “**The Director, MNNIT, Allahabad**” payable at Allahabad. Quotation without EMD will be summarily rejected. EMD's of all Bidders will be returned back after the purchase order /contract agreement is issued to successful bidder.
6. Successful Bidders must have to submit the performance security @ 10% of the purchase order or contract value.
7. MNNIT ALLAHABAD reserves the right to reject, accept any or whole or part of any of the tender without assigning any reason thereof and no claim will be heard. In case of dispute, the decision of The Director, MNNIT Allahabad will be final and binding.
8. If the successful bidder is not able to complete the printing work within the delivery date specified in the purchase order, the purchase order will be automatically treated as cancelled after expiry of delivery date period. The vendor will have to submit an undertaking in this regard that this condition is acceptable to him. In case of extra ordinary circumstances the vendors must send a request for extension of validity of purchase orders, with proper justification prior to the expiry of validity date for consideration.
9. The quotation must be accompanied by leaflets/operation manuals/books etc.
10. In case the number of pages increase or decrease, the total price will be calculated on rate basis.
11. The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required as per the Bid Documents or submission of bids which are not substantially responsive to the Bid Documents in every respect may result in rejection of the bid.

## **GENERAL TERMS & CONDITION (GCC)**

### **1. Eligibility Criteria:**

- i. Firm/bidders blacklisted at any stage or by any NITs/IITs/IIITs/ Central Universities/ IISERs/CSIR/ labs or Central/State Government body/PSUs etc. need not to apply.
- ii. The bidder should be an Indian registered company engaged in printing and publishing with minimum experience of 05 (FIVE) years. The bidder should have sufficient Infrastructure, technical expertise and financial strength to undertake the contract.
- iii. All the Printing works like Page layout, Positive making, Plate making, Printing, Lamination and Binding should be done with the Press/in house only. Those Printing firms without these facilities are liable for rejection on Inspection. **[NOTE: The list of available facilities with the bidder MUST be submitted along with the bid.]**
- iv. **Minimum AVERAGE ANNUAL TURNOVER of Rs. 32 lakh** in the last 3 financial years. (Balance sheet/CA certificate to be enclosed, duly supported by the income tax return for financial years 2010-11, 2011-12, 2012-13).
- v. The bidder should have experience of similar multi-colour printing work of annual reports, magazines etc. Work experience with at least 10 academic organization of higher education, in last 05 years. Out of which at least 05 should be NITs/IITs /IISERs/IIITs/IIMs and other Top ranking management schools. The nature of completed work should be publication of annual reports/ conference reports/ magazines/ scientific bulletin etc. **[NOTE: The documentary proof of work orders as well as payments thereof in respect of works mentioned in bid MUST be submitted along with the bid.]**
- vi. The Bidder/Tenderer should provide the following mandatory information:
  - a. Bidder/Tenderer must provide the information on the similar Printing works completed successfully & satisfactory in last 3 years. Bidder/Tenderer must submit satisfactory documentary proof from end-users.
  - b. List of Organizations/Customers dealt by them.
  - c. Last Three year's copies of Income Tax Return Form and PAN number, as per government norms.
  - d. Copy of Registration of Firm with CST/GST Nos.
- vii. The Bidder/Tenderer should enclose the following:
  - a. The sample papers are to be attached with tender, along with the description of the paper viz brand, make, gsm etc.
  - b. Some sample copies of annual reports and magazines printed by you in the recent past. The samples provided must be satisfactory both in terms of printing quality and editorial work.
  - c. A short description of your firm detailing facilities and machinery available with firm.
- viii. The Bidder/Tenderer may be required to give their technical presentation of the proposed printing as part of the technical qualification criteria. They should ensure full compliance to all the requirement/Specifications mentioned in these documents. The Bidder/Tenderer should provide all contents of technical discussion/presentation to MNNIT Allahabad along with soft copy.

### **NOTE**

1. The work executed in the own name of the bidder only will be considered for similar works, to meet the eligibility criteria. JVs / Consortiums / MOUs shall not be considered.
2. Tenderer should submit documents in support of minimum eligibility criteria along with the tender/bid. NO document in support of minimum eligibility criteria will be accepted / entertained after opening of tender.
3. Tenders/bids not meeting any of the above 'Eligibility Criteria' shall be rejected.

### **2. Bid Price**

- (a) The total contract price shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- (b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
- (c) The quoted total contract price shall be fixed for the duration of the contract and shall not be subject to any adjustment.
- (d) The prices should be quoted in Indian Rupees only for indigenous items.
- (e) Each bidder shall submit only one quotation.

### **3. Validity of Quotation**

The tender offer shall remain valid for **120 days** from the date of opening of Technical bid (part-1) of this tender.

### **4. Evaluation of Quotations**

- (a) Any items left blank, will be treated as incomplete bid and liable to be rejected.
- (b) The purchaser will evaluate and compare the quotations determined to be substantially responsive, i.e., which
  - (i) are properly signed; and conform to the terms and conditions, and specifications.
  - (ii) will be with tender fees, and EMD required, if any.

#### 5. Award of Contract

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

- Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- The bidder whose bid is accepted will be notified for the award of contract by the Purchaser prior. The terms of the accepted offer, if falling under Govt. purchase rules, i.e., GFR-2005, shall be incorporated in the purchase order.

#### 6. Formats and Signing of Bid

- Each & every pages of the submitted bid must carry the page numbers.
- The bidders are not allowed to make additional and alteration in the tender document, any additions and alteration in the tender document, any additions and alterations shall be at bidder's risk. Conditional/modified tender are liable to be rejected.
- The tender/quotation NOT submitted in the prescribed format or Incomplete in any respect will be outrightly rejected.
- If the bid submitted without compliance sheet details of Printing Works the bid will be outrightly rejected.
- The bid shall be typed or written in indelible ink and shall be signed by the Bidder/Tenderer or a person or persons duly authorized to bind the Bidder/Tenderer to the Contract. All pages of the bid, except for unamended printed literature, **must have Signature (in ink, with date) & Seal of Bidder/Tenderer.**
- Any interlineations, erasure or overwriting shall be valid only if they are initiated by the persons or persons signing the bid.

7. **Payment condition:** 100% Payment shall be made only after satisfactory printing works in good condition and successful delivery of items. The payment charges may be paid as per the actual numbers of pages printed. In case some page increases and decreases the payment for additional pages will be made extra proportionally. **No advance payment will be made.** Final settlement of bill will be made subject to applicable taxes prevailing at the time of disbursement.

8. Normal Commercial warranty/ guarantee shall be applicable to the supplied goods.

#### **Specific Technical Conditions (STC)**

1. The delivery period will be within 15 days from the completion of final proof reading. The material should be submitted for proof reading within one week from the date of submission of the matter. A penalty of 2% of the cost will be levied for delay per week or part thereof for not delivering the final printed report.
2. The delivery of copies of printed magazines and annual reports neatly packed should be made at MNNIT Allahabad.
3. All duties, Taxes and other levies payable by the Printers under the Contract shall be included in the Total Price. The quoted prices must be on F. O. R. MNNIT Allahabad basis.
4. The Successful Bidder has to carry out the printing works based on the work Order issued from this Institute at the rate quoted.
5. Printing has to be carried out as per Specifications approved by the Competent Authority and the matter for printing to be collected and the deliver the Printed matter to MNNIT Allahabad.
6. You are required to return the original tender document (all the pages as it is duly signed by you on every page for your record), You may retain a copy of this tender enquiry for your record.
7. The bidder should be last 5 years in existence in India.
8. As most of the items of work will be urgent and time bound nature, the work will have to be completed within the stipulated time frame, it has also to be done on holidays.
9. The representative of the firm will have to pick-up the material for printing / photography etc. from MNNIT Allahabad.
10. The firm will ensure that proofs are shown and got approved before final printing. In case the orienting is done without getting the proofs approved and there is any error in the printing, the institute will not accept such work and no payment will be made for such work. The firm has to rectify the error at no extra cost.
11. **Quality of printing/paper is of vital importance.** Any shortfall in the quality of paper will not be tolerated and the firm may be asked to undertake the work again at no extra cost.
12. If at any stage, it is found that the performance, quality of work and paper is not satisfactory or the contractor commits breach of any terms & conditions of the contract, the contract is liable to be terminated without any notice and the performance security will be forfeited and the work will be assigned to another firm at the risk and cost of the contractor.
13. The tenderer should have the capability to distribute finished work to the specified destinations by Road Transport /Courier within the stipulated time schedule.
14. The tenderer should have the experience of Printing, safekeeping and distribution (a list of similar jobs executed should be submitted along with Technical Part of the Tender).
15. A soft copy of the final product of each publication in PDF file along with the source file has to be returned back to the Institute.
16. The Institute reserves the right to visit the printing facility of the bidder before finalizing the tender.
17. Incomplete or conditional bid will not be accepted.
18. The Director MNNIT Allahabad reserves the right to accept or reject the tender at any stage without specifying any reason.
19. The bidders should visit the Institute for taking Picture through their camera.
20. List of machines used in Publication for the printing works to be enclosed.
21. Compliance to above General terms & Conditions (GTC) and Specific Technical Conditions (STC), will be considered for overall evaluation of the bid and non-compliance of any of the above technical terms & conditions/specifications may turn into rejection.
22. Any additional advanced features of the printing works and accessories can be quoted with full details and specifications as optional.
23. The Bidder/Tenderer may be required to give their technical presentation of the proposed printing as part of the technical qualification criteria. Bidder/Tenderer should ensure full compliance to all the requirement/Specifications mentioned in these documents. The Bidder/Tenderer should provide all contents of technical discussion/presentation to MNNIT Allahabad along with soft copy.
24. The Bidder/Tenderer must agree to all the technical terms and conditions of the offer, as mentioned in the technical proposal and no such additional terms & conditions from Bidder/Tenderer will be accepted, at a later stage.
25. The Bidder/Tenderer is required to quote for supply the Printing Works for all the items as listed in specifications along with compliance of the terms and conditions. Compliance to above Specific Technical Conditions, given as **Annexure: B**, will be considered for overall evaluation of the bid and non-compliance of any of the above technical terms & conditions/specifications may turn into rejection.

#### **CHECK LIST (ON THE LETTER HEAD OF THE BIDDER)**

The Bid will be the compilation of following documents, along with required supporting documents. No document in support of minimum eligibility criteria will be accepted / entertained after opening of tender.

Sl. No	Documents
1.	Cover letter by bidder (On the Letter Head of the Bidder)
2.	Tender Fee
3.	Earnest Money Deposit (EMD), if required
4.	Cliental List for quoted item
5.	<b>Annexure-A</b> : Bid Proposal Sheet (On the Letter Head of the Bidder)
6.	<b>Annexure-B</b> : Technical Compliance of Composing, Designing, Color Printing of 'Srijan-2014'
7.	<b>Annexure-C</b> : PRICE BID (On the Letter Head of the Bidder)

**BID PROPOSAL SHEET**  
**(ON THE LETTER HEAD OF THE BIDDER)**

To  
Faculty In-charge (Purchase)  
MNNIT Allahabad, Allahabad

**Subject: Composing, Designing, Color printing of 'SRIJAN-2014'.**

Dear Sir,

We, the undersigned Tenderers, having read and examined in detail the specifications as specified in this document in respect of Supply of Printing Works at MNNIT Allahabad, Allahabad do hereby propose to supply the required products and services.

<b>Tender No.</b>				
<b>Tender Fees</b> submitted		YES / NO (Please strike off whatever is not applicable)		
Amount	Mode	Date of Issue	Name of Bank	Valid up to
	Demand Draft			
<b>EMD</b> submitted		YES / NO (Please strike off whatever is not applicable)		
Amount	Mode	Date of Issue	Name of Bank	Valid up to
	Demand Draft			

- (i) **ADDITIONAL PURCHASE/WORK ORDER:** We understand that the MNNIT Allahabad, Allahabad, in case of the requirements may also place repeat purchase order/work order on the company. In such cases, we shall accept and execute all the purchase/work order placed on us by MNNIT Allahabad, Allahabad.
- (ii) **BID PRICING:** We further declare that the prices stated in our proposal are in accordance with your Terms & Conditions in the bidding document. We further understand that the quantities as specified in this Tender may increase or decrease at the time of Award of Purchase Order as per the requirements of MNNIT Allahabad, Allahabad.
- (iii) **QUALIFYING DATA:** We confirm that we satisfy the qualifying criteria and have attached the requisite documents as documentary proofs. In case you require any further information/documentary proof in this regard during evaluation of our bid, we agree to furnish the same in time to your satisfaction.
- (iv) **CONTRACT PERFORMANCE SECURITY:** We hereby declare that in case the contract is awarded to us, we shall submit the performance Guarantee Bond in the form of Bank Guarantee for the amount of 10% of the total order value.
- (v) **PAYMENT TERMS:** We hereby declare that in case the contract is awarded to us, we agree with payment terms specified in the tender documents.
- (vi) **CERTIFICATE AND DECLARATION:**
- I/We certify that no addition/modification/alteration has been made in the Original Tender Document. If at any stage addition /modification /alteration is noticed in the Original Document, I/We will abide by the terms and conditions contained in the original tender document, failing which MNNIT Allahabad reserves the right to reject the tender and/or cancel the contract
  - It has been certified that all information provided in tender form is true and correct to the best of my knowledge and belief. We hereby declare that our proposal is made in good faith, without collusion or fraud. No forged /tampered document(s) are produced with tender form for gaining unlawful advantage. We understand that MNNIT Allahabad is authorized to make enquiry to establish the facts claimed and obtained confidential reports from clients.
  - In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims. Further MNNIT Allahabad is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.
  - I / We assure the Institute that neither I /We, nor any of my /our workers, will do any act which is improper / illegal during the execution in case the tender is awarded to us.
  - I / We assure the Institute that I / We will NOT be outsourcing any work specified in the tender document, to any other firm.
  - Neither I / We, nor anybody on my /our behalf will indulge in any corrupt activities /practices in my /our dealing with the Institute.
  - Our Firm / Company / Agency is not been blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or any other Govt. Organization.
  - I/We certify that, I have understood all the terms & conditions (GCC and ITB etc.), as indicated in enquiry of the tender document, and hereby accept all the same completely.
  - I/We, further certify that I/We, possess all the statutory /non-statutory registrations, permissions, approvals, etc., from the Competent Authority for providing the requisite services,
  - We understand that you are not bound to accept the lowest or any bid you may receive.
  - I/We hereby declare that this tender on acceptance communicated by you shall constitute a valid and binding contract between us.
  - I/We certify that the submitted quotation is duly paginated and contains from page no. 1 to .....

Date:

Signature and Seal of the Manufacturer/Bidder

**ANNEXURE-B****Technical Compliance of COMPOSING, DESIGNING, COLOR PRINTING OF 'SRIJAN-2014'  
(ON THE LETTER HEAD OF THE BIDDER)**

	COMPOSING, DESIGNING, COLOR PRINTING OF 'SRIJAN-2014'	Whether meet the requirement (Yes/ No)	Quoted Models Specifications
1.	Paper: Text Pages: 100 GSM art paper cover 300 GSM art board		
2.	Pages: Approx. 168 pages including cover on 21 kg. Maplitho (JK Pages or equivalent include)		
3.	Cover Pages: 300 GSM art board		
4.	Book Size: 22.5 × 29 Cm		
5.	Quantity: 7000 Copies		
6.	Printing: All Pages and covers in 4 colors		
7.	Binding: Perfect binding with center sewing		

**ANNEXURE-C****PRICE BID  
(ON THE LETTER HEAD OF THE BIDDER)**

	COMPOSING, DESIGNING, COLOR PRINTING OF 'SRIJAN-2014'	Quoted Unit Rate in Rs	Total Amount (in Rs.)	
			In Figures	In Figures
1.	Paper: Text Pages: 100 GSM art paper cover 300 GSM art board			
2.	Pages: Approx. 168 pages including cover on 21 kg. Maplitho (JK Pages or equivalent include)			
3.	Cover Pages: 300 GSM art board			
4.	Book Size: 22.5 × 29 Cm			
5.	Quantity: 7000 Copies			
6.	Printing: All Pages and covers in 4 colors			
7.	Binding: Perfect binding with center sewing			

We agree to supply the above goods in accordance with the technical specifications for a total contract price of \_\_\_\_\_ within the period specified in the Invitation for Quotations.

We also confirm that the normal commercial warrantee/guarantee of \_\_\_\_\_ months shall apply to the offered goods.

**Signature and Seal of the Manufacturer/Bidder**