

INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG

IGIT/COE/ 280

Date:01/3/2019

SHORT QUOTATION CALL NOTICE

Sealed Quotations are invited by the undersigned from the reputed printing presses / firms having valid PAN/TIN/ITCC etc. and interested in the **double colour Variable Printing** & Supply of semester Answer Scripts with Bar-coded front sheet (Approximately 10000 nos.) to the office of the Controller of Examination in the premises of I.G.I.T., Sarang-759146, Dhenkanal on the terms and conditions as mentioned below. The quotation along with all relevant documents has to reach the office of the undersigned latest by 4:00 PM of 22/03/2019 by Regd. Post/Speed Post only. The authority will not be responsible for any postal delay

The quotation cover should be super scribed as **“QUOTATION FOR SUPPLY OF ANSWER SCRIPTS FOR OFFICE OF THE CONTROLLER OF EXAMINATION”**. Quotations received beyond the above deadline are liable to be rejected.

Normally the quotation with lowest price and highest quality will be accepted. The quotationer whose offer will be accepted by the Institute authority shall have to supply the printed materials within **TWENTY** days of issue of the purchase order.

Any litigation shall be subject to the jurisdiction of Dhenkanal Town only. The Institute authority reserves the rights to accept or reject any or all quotations without assigning any reason thereof.

TERMS AND CONDITIONS

1. The quotationer should have all the arrangement for printing, stitching, ruling, binding, packing, perforating of answer books etc. to the satisfaction of the Institute.

2. The Officers of the Institute however, can visit the premises of the quotationer during the period of the execution of the job to monitor the quality of the work and to ascertain that the items are prepared as per specifications laid down in the terms and conditions. If any lapse is found, the authorities of the Institute shall take such action as deemed fit which shall be final and binding.
3. The front sheet of the answer book should be 90 GSM Maplitho paper of 9"× 12"inch (width × height) from reputed mills.
4. The serial number of each answer book is to be chronologically printed on the front sheet in the place specified.
5. The front sheet should have barcodes (2D barcode / Normal barcode accommodating 11 characters), as per the specification provided by the Institute. It should have space for posting the marks by the examiner.
6. The Answer Books shall be manufactured according to the specifications laid down by the Institute. The inner sheet papers should be **Non-absorbing** 70 GSM maplitho white paper from reputed mills. The answer books should be 9"× 12"inch (width × height) paper size having **38** pages including front sheet. All the pages will be plain sheets with specified margin ruling of 3 cm from the left, right and top. Top of each page in the top margin there must be a blank box.
7. The answer books should be machine thread stitched along the spine using good quality thread (Minimum 5 stitches per inch).
8. The printing of Answer Book with barcoded front sheet refers to printing of Static field (**Light-green Colour**) as well as Dynamic field (**Black Colour**). The name of Institute and the format as specified by the Institute should be printed on the answer book as the static field. The candidate specific information which shall be provided by the Institute from time to time is herein after known as Dynamic field.
9. The printing of static field shall be done in **Light-green** colour. The **black** colour should be used for the printing of the dynamic field with candidate specific information & the barcodes should be made in laser printers as per the specification given by the Institute.
10. The Institute logo in watermark should be printed at the middle of each page with page numbering at the right hand top corner of the Answer book.

11. The Answer Books are to be packed in good quality firm card board packing after wrapping it with butter cover papers. The packed answer books are to be delivered at IGIT at the cost of the quotationer/bidder as per the instructions of the Institute and within the time frame fixed by the Institute.
12. After supplying the answer books, the party has to submit the printing database to the Institute.
13. Financial Bids shall always be both in the figures and words. No revision of financial bid is allowed once the bid is opened.
14. No alteration or overwriting is permitted in the rates. Any conditional offer with the words such as 'subject to', 'prior sale' etc. will be ignored. Ambiguity must be avoided in filling the quotation and the language used in filling the quotation forms must be clear and precise. The quotationer not complying with these conditions may be rejected.
15. The quotationer has to submit the sample of Answer Book with Barcoded front Sheet with both static and dynamic field printing along with the quotation which needs to be kept in Technical Bid cover.
16. The technical bid, financial bid formats and list of signed documents submitted by the quotationer are given in the Annexure-I, Annexure-II and Annexure-III respectively.
17. Price of bidding document (tender document cost) is **Rs. 1200/-** (including GST) is non-refundable. The amount is to be paid by the quotationer in the form of Demand Draft **in favour of Controller of Examination, IGIT, Sarang** payable at SBI, Saranga
18. The quotationer has to submit a Demand Draft of **Rs. 30000** /-(Rupees Thirty Thousand only) **in favour of Controller of Examination, IGIT, Sarang** payable at SBI, Saranga (IFSC: SBIN0010246) towards EMD. There will be no interest paid to the quotationer towards EMD money. In no case, the EMD Money in cash or other forms will be accepted at the time of opening of the bid. No request for adjustment of claims, if any, will be accepted. The EMD of unsuccessful quotationer will be refunded as soon as possible after the finalization of quotation.

19. The selected quotationer shall be required to supply the articles within **20** days of issue of the purchase order failing which the purchase order shall be liable to be cancelled.
20. In case the items supplied by the supplier are found not up to the specification shall be rejected. The supplier will be intimated to take back the stocks at his own cost within three days from the date of rejection and to replace the same within 7 days, failing which the EMD will be invoked in addition to taking legal actions.
21. All taxes, levies, surcharges etc. should be paid and borne by the quotationer.
22. **The selection for procurement of Answer Scripts will be based on quality along with cost. In this context decision of technical committee is final based on documentary evidence or actual physical verification.**

Controller of Examination

Annexure-I

(In the letter head of the quotationer)

TECHNICAL BID

1. Name of the Firm:
2. Official Address:
3. Contact person with designation:
4. Contact Info: e-mail:
 - i. Mobile no:
5. Quotation paper cost deposited: Yes /No (tick one)
 - i. If yes, give details:
6. EMD deposited: Yes/ No (tick one)
 - i. If yes, give details:
7. Registration of the firm:
8. Tax Clearance up to:
9. Name of the document(s) submitted:
10. TIN/PAN:
11. GST/GSTIN as applicable:
12. Manufacturer's Authorization:
13. Any other document etc. submitted:

Date:

Place:

Signature of the authorized person & seal

Annexure-II

(In the letter head of the quotationer)

FINANCIAL BID

1. Name of the Firm :
2. Official Address :
3. Contact person with designation:
4. Contact Info: e-mail :
Mobile no. :
5. Tax Clearance up to :
6. TIN/PAN :
7. Technical Specifications of the answer booklet:

| Sl.No. | Technical Specifications of the answer booklets | Quantity | Rate per Unit item in Rs. |
|--------|--|---------------------------|---------------------------|
| 1 | Purchase of Answer booklet for Semester Examination | 10,000 (Approximately) | |
| 2 | No. of pages 38 including cover pages (rolling); page number to be printed at the top of each page. Cover page to be printed (bicolour) with barcode(s) as per instructions given by the College | | |
| 3 | Inner Sheet pages: 70 GSM papers | | |
| 4 | Front Sheet page: 90 GSM papers | | |
| 5 | Size : 9"× 12"inch | | |
| 6 | No. of stitches 5 stitches per inches. | | |
| 7 | Monolith type paper, rolled and number pages to be printed in each page. | | |

Date:

Place:

Signature of the authorized person & seal

Annexure-III

(In the letter head of the quotationer)

LIST OF DOCUMENTS

| Sl. No. | Name of the documents | Submitted (“yes” or “No”) | Page no. (if yes) |
|---------|---|------------------------------|-------------------|
| 1 | Copy of Firm Registration Certificate from the competent authorities. | | |
| 2 | Sale Tax / GST certificate | | |
| 3 | Income Tax Clearance | | |
| 4 | PAN Card copy | | |
| 5 | Details of technical specifications, leaflet, etc | | |
| 6 | Authorization certificate from Manufacturer in case of Dealer | | |
| 7 | Demand drafts towards EMD | | |
| 8 | DD towards cost of Tender document | | |
| 9 | Sample paper (signed and sealed) | | |
| 10 | Five (05) number of sample answer booklets | | |
| 11 | Clentile list in support of printing of answer booklets of any educational institution, preferably government degree level engineering institutions | | |
| 12 | RBI license for printing press, if any, | | |
| 13 | Documents in support of Turn over for last three years i.e.2015-16 and 2016-17 and 2017-18 (certified by the Chartered Accountant) | | |
| 14 | Any other document in support of quotationer with regard to the capability of printing and supply of answer booklets. | | |

Date:

Place:

Signature of the authorized person & seal