INDIRA GANDHI INSTITUTE OF TECHNOLOGY (IGIT), SARANG, Dhenkanal-759146

Request for Proposal (RFP) for Designing, Printing and Supply of Placement Brochures in the Career Development Centre

at

IGIT, SARANG

DISCLAIMER

Indira Gandhi Institute of Technology (IGIT), Sarang is inviting eligible interested Vendors to submit a Request for Proposal (RFP) for **Designing, Printing and Supply of Placement Brochures in the Career Development Centre** of Indira Gandhi Institute of Technology, Sarang.

No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed between Indira Gandhi Institute of Technology (IGIT), Sarang and the Vendor concerned. Indira Gandhi Institute of Technology (IGIT), Sarang reserves the right not to proceed with the implementation of the project.

NOTICE INVITING RFP

Indira Gandhi Institute of Technology
(IGIT) SarangSarang, Dhenkanal-759146
Odisha

No.IGIT/CDC/219 **Dated:03.11.2026**

Request for Proposal (RFP)

Request for Proposal (RFP) for **Designing, Printing and Supply of Placement Brochures in the Career Development Centre** of Indira Gandhi Institute of Technology, Sarang.
Indira Gandhi Institute of Technology, Sarang invites applications for Request for Proposal (RFP) from OEM / Authorized Distributor / Authorized partner for the service provider for the **Designing, Printing and Supply of Placement Brochures in the Career Development Centre** of Indira Gandhi Institute of Technology, Sarang. The sealed cover shall contain two sealed covered envelopes–Part-I (Technical bid) and Part-II (Financial bid). The Part- I (Technical bid) shall contain Bank draft for earnest money , Tender fee and other documents as noted in 'Schedule for submission of RFP'. The Part- I (Technical bid) without a bank draft for earnest money shall be rejected outright. The Part–I (Technical bid) shall be evaluated in accordance with qualification criteria for short-listing the Vendors as prescribed in the RFP document. The Part- I (Technical bid) and Part- II (Financial bid) shall be opened in due course as noted in 'Schedule for submission of RFP'.

Part -I (superscribing Technical bid)

The Technical bid shall detail the technical specifications, compliance to the specifications detailed in the RFP. Checklist for Technical Bid, supporting documents such as certificate of incorporation, memorandum of Association, copy of

PAN, GST certificate, work order copy/ experience certificates, IT returns of last 3 years audited account statements, Vendors profile and other requisite documents. Bank Draft for earnest money shall be kept in separate envelope marked as 'EMD' and be placed within this envelope. Any other relevant papers, which a Vendor feels necessary along with the Terms and Conditions duly signed and accepted by the Vendor shall form part of this Technical bid.

Part -II (superscribing Financial Bid)

1. The Financial bid shall give detailed price in INR of service provider for the Computer Centres , taxes and other work as per the pro-forma in **Section-II** enclosed.
2. IGIT, Sarang shall not be liable for any expenses incurred by the Vendor in preparing the bid documents for this RFP or for any correspondence or for any negotiations associated with the award of a contract.

Late Applications: Any application, received after the last date and time for submission, shall not be accepted. Applications received after the last date shall be summarily rejected and returned unopened.
The completed application (response document), (printed, signed and bound copy) shall be submitted in a sealed cover superscribed with the title "**Designing, Printing and Supply of Placement Brochures in the Career Development Centre of Indira Gandhi Institute of Technology, Sarang"** at the address given below (by registered/speed post only / Indian Postal Services only):
To
The Director.
Indira Gandhi Institute of Technology, SarangDhenkanal-759146, Odisha, India.

The RFP document, instruction to Vendor, other detailed terms and conditions can bedownloaded from the website: **http://www.igitsarang.ac.in.**

Last date and time of submission of tender	30.11.2026 (4.30 PM)
Cost of the tender Fee	Rs 500/- (Rupees Five Hundred only)
EMD	Rs.1200/-

Important Details
The document is prepared by IGIT, Sarang. It should not be reused or used in any form either fully or partially by any other organization or firm. The information provided by the Vendors in response to this tender document shall become property of IGIT, Sarang and shall not be returned.

SCHEDULE FOR SUBMISSION OF RFP

The following are the schedule of events for this project. The schedule is subject to change depending on the outcome of the events / responses of the events and a final schedule shall be established prior to contracting with the successful Vendor(s).

Event	Date and Time
Availability of RFP Document IGIT Sarang Website	03.11.2026
Last Date and time for submission of completed RFP Document	30.11.2026
Opening of RFP (Technical Bid)	01.12.2026 (10.30 AM) (CDC Conference Hall)
Opening of RFP (Financial Bid)	Will be published on the Institute website.

1. SCOPE OF WORK

Request for Proposal (RFP) for the **Designing, Printing and Supply of Placement Brochures in the Career Development Centre of Indira Gandhi Institute of Technology, Sarang**.

2. Item with Quantity

Designing, Printing and Supply of Placement Brochures in the Career Development Centre of Indira Gandhi Institute of Technology, Sarang	
Sl. No.	**Item Name**
1	**Designing, Printing and Supply of Placement Brochures in the Career Development Centre of Indira Gandhi Institute of Technology, Sarang**

3. VALIDITY OF RFP

a. The RFP response submitted by the applicants shall remain valid for a period of 90 (Ninety) days after the date of RFP response opening prescribed in this document. A RFP response which is valid for shorter period may be rejected as nonresponsive.

3. EARNEST MONEY DEPOSIT (EMD)

a. EMD in form of a Demand Draft drawn in favour of **Principal, IGIT, Sarang** and payable at IGIT, Sarang from any Nationalized Bank must be submitted along with the Part –I Technical Bid in a separate envelope. The Bids not

accompanied by EMD shall be rejected as non-responsive.

b. No interest shall be payable by the Institute for the sum deposited as EMD.

c. The EMD of the unsuccessful Vendors would be returned within one month of signing of the contract.

d. No bank guarantee shall be accepted in lieu of the EMD.

4. FORFEITURE OF EARNEST MONEY DEPOSIT (EMD)

The EMD shall be forfeited by the **IGIT, Sarang** in the following events:

a. If the bid is withdrawn during the validity period or any extension agreed by respondent Vendor thereof.

b. If the bid is varied or modified in a manner not acceptable to the **IGIT, Sarang** afteropening of bids during the validity period or any extension thereof.

c. If the respondent Vendor tries to influence the evaluation process.

d. If the First ranked Vendor withdraws its bid during negotiations (failure to arrive at a consensus by both the parties shall not be construed as withdrawal of proposal by the consultant).

5. OTHER TERMS & CONDITIONS

General Terms

a. The conditional/ incomplete bids or those received after the due date shall be summarily rejected.

b. The award/ cancellation of work shall be decided at the sole discretion of **IGIT, Sarang**. Invitation of Tenders/ quotations is not a commitment.

c. **IGIT, Sarang** reserves the right to accept or reject in part or full or all the offers without assigning any reason thereof. Any decision of **IGIT, Sarang** in this regard shall be final and binding on the Vendor.

d. The Vendor shall abide by all labour laws such as payment of wages Act 1936 with up-to-date amendments, minimum wages Act 1948 with amendments etc. and other laws as applicable during the execution of work.

e. The institute shall make all payments through NEFT in Indian rupees. Necessary bank mandate detailing bank account number etc. shall be submitted by the vendor after execution of agreement.

f. Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract), if the non- performance results from the Force Majeure circumstances such as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after signing of the present contract.

g. In case of any dispute arising out of or in connection with the contract either during the tenure of the contract or thereafter, the Director of the institute is the solearbitrator to decide the same and his decision is final and binding on both the

parties. If differences persist after arbitration and there are compelling reasons to go to court, it shall be decided in the court of Kamakhyanagar/Dhenkanal.

6. Price Stability

Contract prices and discounts as offered in the bid and accepted by IGIT, Sarang shall remain fixed during the contract period. In the event of price changes, replacement equipment shall be purchased at the lower quoted value or then the current market price. In no case shall a price higher than the contract price be paid for the equipment proposed. If **IGIT, Sarang** desires to purchase equipment or services not contained in the contract, future purchases shall be determined using the Vendor-specified discount rate in the proposal from the manufacturer's suggested retail price as of the date of the order. In no case shall the price exceed the favored Vendor prices.

7. Right to Reject

IGIT, Sarang reserves the right to reject all bids. Responses should be submitted initially with the most favorable terms that the Vendor can propose.

a. Standards

IGIT, Sarang expects that the Vendor would use standards,

b. IGIT, Sarang Involvement

Director, IGIT, Sarang shall be the single-point contact for the Tender.

Section –II (Price Bid)

i. Instruction for Price Bid

8. Price Bid submission-

a. The price bid submitted by the Vendor shall be inclusive of all elements of costs and shall ensure that the following are also included therein: -
b. The cost of delivery and installation at project sites.
c. All the expenses like cost of loading, Unloading etc. at IGIT site.

9. Eligibility Criteria:

Those who fulfill the following criteria are eligible to participate in the tender.

a. The tenderer must be an OEM / Authorized Distributor / Authorized Partner of a reputed manufacturer related to Placement Brochures. Manufacturers should provide all documents relating to their Manufacturing Capabilities and the brand should be a registered trade mark.

b. If the tenderer is an Authorized Dealers of a reputed manufacturer, necessary Tender Specific authorization to this effect from the manufacturer must be enclosed.
c. The bidder must have executed at least one eligible work order in each year, and the firm must have completed a total of three work orders during the last three years (one in each year). The bidder shall furnish three work orders with invoices for projects of similar nature completed. Similar nature projects include services pertaining to Placement Brochures with design carried out for Government Departments / Universities/ Industries / Private Sectors. Each work order must be accompanied by valid bank transaction evidence as proof of payment, which must be submitted along with the tender. GST certificates from the competent authority, PAN Number must be enclosed along with the Tender documents. Similar Nature shall mean the supply of similar items and successful implementation of Training & Placement items with complete design, carried out for any Government Department, Public Sector Undertaking, or Public Sector Enterprise.
d. The bidder shall submit a sample copy of the Placement Brochure, prepared as per the specifications mentioned in the tender document, along with the sealed envelope for Part-I: Technical Bid**.** The bidder must also provide details of similar brochures supplied earlier, including the name of the organization/department where the supply was made (Annexture-V) . The submitted sample shall be verified by the committee. If the quality, design, printing, paper material, overall finish of the sample, and supporting details/records submitted by the bidder are not found up to the required standards/specifications, the committee reserves the right to reject the bid.
e. The firm must have experience in designing, printing, and supplying at least 100 Training/Placement Brochures per year, including complete design work. The same must be clearly reflected in the submitted work orders / completion certificates / supporting documents.
f. GST certificates from the competent authority, PAN Number must be enclosed along with the Tender documents.
g. The net worth of the vendor should be certified from a registered CA shall be submitted
h. The Vendor should not be blacklisted. Declaration in this regard shall be submitted by the vendor.
i. If the vendor is found guilty and any discrepancies in submitted the documents the RFP of the vendor shall be rejected and the vendor shall be blacklisted.
j. The bidder should submit the details in the technical bid as mentioned in the Annexures, otherwise, the bid shall be rejected.
k. The bidder shall submit the corresponding performance reports for each work order furnished as proof of record.
l. The bidder shall submit the IT returns for the last three financial years (2023–24, 2024–25 and 2025-26), along with the latest GST return copy, which must be attached with the bid documents.
m. Any claim for exemption from the EMD or tender fee must be supported by valid

documents as per the applicable Government guidelines.

10. General Term & Conditions

a. In case, after Pre-bid meeting (wherever applicable) any modification(s) / addition(s) / deletion(s) or any alteration in the requirement(s) / specification(s) etc. is required, the same will be placed on the IGIT website-www.igitsarang.ac.in therefore, all the bidders are advised to visit our website before filling / submitted their tenders. No separate advertisement / information will be published in this regard in the Newspapers.

b. The offered rates will be valid initially for a period of one year. The Institute can place repeat order on the same terms & conditions within this period.

c. Acceptance of tender will be intimated to the successful tenderer through a Letter of Intent (LOI) duly signed by the authorized signatory of the institution.

d. EMD / Performance Security of successful bidder may be forfeited, if the bidder withdraws or amends or derogates from the tender in any respect.

e. This tender is validupto180 days from the issue of tender notification.

f. IGIT's official(s) can visit the workplace of successful bidder and can review the progress of work and can instruct regarding quality aspect.

g. The rates quoted by the bidder shall be complete for supply and installing of the finished items as per the specification(s) and shall be inclusive of all applicable tax, duty(ies), loading, unloading, packing, transportation to IGIT, sarang installation and nothing extra / additional shall be payable on these rates.

h. In any case, if tenders are not opened due to any reason, the Tender documents, processing Fee and EMD shall be returned to all bidders.

i. Conditional Tender will not be accepted.

j. Successful bidder will be required to submit schedule of activities to complete the work order (daywise / Datewise) with technical bid document.

k. The supplier has to ensure the rectification of defects within **seven days** of the complaint during the period of guarantee.

l. AMC charges if any will be mentioned in the Tender.

m. The authority reserves the right to accept or cancel any or all tenders without assigning any reason there-of.

11. Payment Terms

No advance payment shall be made to the Supplier under this contract. Payment shall be released only after successful installation, commissioning, and satisfactory verification of the supplied equipment by the Purchaser.

12. Inspection, Replacement and Acceptance

All Brochures supplied shall be inspected and tested by the authorized committee/officials of the Institute.

DIRECTOR,
IGIT Sarang

Annexture-I

Tender Form (Technical Bid) format

(To be submitted by the tenderer on their letter head.

To ---------- Ref:-

---------- Dt-

Tender Notice No._____ and Date_____Name of Work:

The date and time of opening of tender:- at

Format for Qualifying Details of Technical Bid

A. General Details of the Bidder:			
Sl. No.	**Particulars**	**Remarks/Documents to** be **attached**	
01.	Name of the Organization:		
02.	Address of Head Office: Telephone No: E-mail: Fax number (if any) Name(s) of the contact person(s):		
03.	Company Status:- Proprietor / Partner / Pv t. Ltd. Company Enclose Details. -		
04.	Turnover of the Agency for the last three years: Annualized average financial turnover equivalent to Indian Rupees during last three financial years	Year INR (in Lakh) 2023-24 2024-25 225-26	
05.	Indian Income Tax Return	Financial Year- 2023-24 Financial Year- 2024-25 Financial Year- 2025-26	
06.	Income Tax-PAN No.		
07.	Constitution of Firm (Proprietor / Partnership / Company/ Society)	Company Incorporation Certificate	

Signature and Seal of firm

Annexure-II

DECLARATION

I hereby declare that the documents submitted /enclosed are true and correct. In case any document at any stage found fake / incorrect, action as deemed fit by the_____can be taken against me. Also we hereby accept all the Terms & Conditions of the Tender will abide by it.

A Processing Fee / EMD demand draft bearing No_____dated drawn on_____is enclosed with Technical bid.

Signature:
Name :
Address :
Mobile :
Date :

Signature and Seal of firm

Annexure-III

ACCEPTANCE OF THE TENDERERS

All the clauses of tender document and Terms and Conditions as detailed in the Tender Document have been read/understood by me / us are acceptable to me / us. Me / We confirm that we will abide by these terms & conditions.

Dated: -

Signature

(Name in Block letters)

Name of Tenderer

Address_____

Address with stamp

Signature and seal of the firm

Annexure-IV

UNDERTAKING

To,

The Director

IGIT Sarang

Sir,

1. I / we the undersigned, certify that I/we have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them.

2. It is further certified that our firm has not been blacklisted by any agency in India or abroad.

Dated:

SIGNATURE OF THE TENDERER WITH SEAL

NAME OF THE TENDERER WITH ADDRESS

Annexure-V

Details of Similar Work Orders Executed During the Last Three Years

Sl.No.	Details	Client (1)	Client (2)	Client (3)
1	Project name, location and address			
2	Name, Address and telephone numbers			
3	Brief description of the work			
4	Contract No. / copy of purchase order (Enclose copy)			
5	Value of Contract as completed (Rs. in crores) / Payment Certificate			
6	Date of issue of purchase order			
7	Stipulated period of completion			
8	Actual date of completion of work			
9	Work Completion Certificate			

Signature and Seal of firm

ANNEXURE- VI

TECHNICAL BID

(Should be submitted in a sealed envelope separately)

Sl. No.	ITEM	Qty.	Specification
01	**Placement Brochure**	100	Mentioned Below
02	**Envelope**	100	Mentioned Below

Signature and Seal of the firm.

01	Technical Specifications of Placement Brochures

The specifications mentioned herein are the minimum required specifications. Any equipment / items conforming to better or higher specifications than those specified shall also be acceptable.

Sl. No.	Parameter	Minimum/Required Specification	Yes / No
1	Size	A4 Size	
2	Printing	Multicolour / Full Colour Printing	
3	Papers / Sheets	300–350 GSM premium quality paper/card	
4	Printing Quality	High-resolution, sharp and uniform multicolour printing	
5	Printing Process	Offset / Digital printing of suitable professional quality	
6	Paper Quality	Premium quality coated/art/card paper	
7	Finishing	Proper cutting, folding, creasing and finishing Matt lamination, spot lamination & Perfect Binding Matching envelopes with multi color printing with complete design	
8	Binding	Centre staple / perfect binding / as per approved sample	
9	Design	As per final approved design/content supplied by the Institute	
10	Pages	36	
11	Designing Printing	Multi color	

02	Technical Specifications of Envelope

The specifications mentioned herein are the minimum required specifications. Any equipment / items conforming to better or higher specifications than those specified shall also be acceptable.

Sl. No.	Parameter	Minimum/Required Specification	Yes / No
	Item	Placement Brochure Envelope	
	Size	Suitable for holding A4-size placement brochure	
	Envelope Type	A4-size envelope	
	Printing	Multicolour / Full Colour Printing	
	Closure	Standard flap / adhesive flap as approved	
	Envelope Sheets	130–170 GSM	
	Printing Quality	High-resolution, sharp and uniform multicolour printing	
	Printing Process	Offset / Digital printing of suitable professional quality	
	Paper Quality	Premium quality coated/art/card paper	

NB :

1. The bidder may, if considered necessary, visit the **Office of the Career Development Centre (CDC), IGIT Sarang** during the official working hours of the Institute to physically inspect and verify the sample copy of the existing Placement Brochure. The purpose of the visit is to enable the bidder to clearly understand the required **size, paper quality, GSM, printing quality, colour combination, finishing, binding, envelope specification and overall design standard** of the Placement Brochure. The bidder shall be deemed to have fully understood the required specifications before submitting the bid. No claim regarding lack of knowledge of the sample, printing standard, paper quality or finishing requirements shall be entertained after submission of the bid.
2. The Tenderer shall carefully examine and fill in the Specification/Parameter Compliance Table against each specified parameter and clearly indicate "YES" wherever the offered equipment / item complies with the specified requirement. The Tenderer shall ensure that all specifications/parameters indicated as "YES" are actually available and incorporated in the equipment supplied. The Purchaser reserves the right to verify the compliance of the offered equipment at the time of inspection/installation. If any specification/parameter declared as "YES" in the Technical Compliance Table is found to be absent, non-compliant, or not as declared during verification, the Purchaser shall have the right to cancel the entire Work Order/Order without any liability to the Purchaser.

Signature and Seal of the firm.

FINANCIAL BID

(Should be submitted in a sealed envelope separately)

Sl. No.	**ITEM**	Qty	Unit Price in Rs.	Amount in Rs.	GST % with amount	Total amount including Tax
1.	Placement Brochure	100				
2.	Envelope	100				
					Total price including tax	

Signature and Seal of the firm.

CHECK LIST

TENDER NO :

1. Tender Fee Demand Draft : _____
2. EMD Demand Draft :_____
3. Registration certificate of the firm :_____
4. OEM / Authorized Distributor / Authorized Partner CERIFICATE_____
5. PAN NO._____
6. GST NO. _____
7. Three Work orders (Last 03 years) as per Eligibility Criteria _____
8. Corresponding performance reports for each work order as per Eligibility Criteria _____
9. Turnover Certificate issued by CA (Last 3 years)_____
10. Income Tax Returns (Last 3 years) _____
11. Annexure_____
12. Undertaking_____

Signature and Seal of the firm.