

**Indian Institute of Technology Kanpur
Office of Resources & Alumni**

DORA/Annual Report/2014

June 5, 2014

Sealed quotations are invited from Indian registered companies engaged in printing and publishing for printing of the Annual Report 2013-14 (with envelopes) in respect of the office of Dean Resources and Alumni, IIT Kanpur.

The specifications are given below:

1. Annual Report 2013-14 (3500 copies):

Total Pages: 100+4 of cover page

Total Colours: 4 colour job (CMYK + special colour) both sides

Paper size: 11.693" x 8.268" (Std. A4)

Cover page: 300 GSM imported art board with UV lamination and online coating.

Inner Pages Paper Type: 100 pages on 130 GSM art paper with online coating.

Binding: Section sewn perfect binding

2. Envelopes (3500 nos):

Size: : 18" x 24" (full laid out flat) with seprication for inter locking

Paper Type: 210 GSM Imported Matt paper with matt lamination

Printing: four colour

Dye –Cutting

Terms & Conditions:

Eligibility Criteria:

1. Firm/bidders blacklisted at any stage or by any IITs/IIITs/IIMs/Central Universities/ IISERs/CSIR labs/NITs or Central/State Government body/PSUs etc. need not to apply.
2. 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.

3. The bidder should have experience of similar multi-colour printing work of IITs/IIMs/ NITs/ IISERs/CSIR Labs/Central or State University. The nature of completed work should be publication of annual reports/ conference reports/ magazines/ scientific bulletin/ brochures etc. [NOTE: The documentary proof of work orders MUST be submitted along with the bid

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.

The Bidder/Tenderer should enclose the following:

- The sample of papers, with the description of the paper viz brand, make, gsm etc., **MUST** be attached with tender,
- Some sample copies of annual reports and magazines designed and printed by you in the recent past. The samples provided must be satisfactory both in terms of printing quality and editorial work.

The Bidder/Tenderer should ensure full compliance to all the requirement/specifications mentioned in these documents.

Indian Institute of Technology Kanpur reserves the absolute right to accept or reject any or all the tenders on whole or in part without assigning any reason thereof decision of IIT Kanpur will be final.

The quotations in a sealed envelope super scribing "Tender for Printing of Annual Report DORA" should be sent to the following address latest by 20th June, 2014, 1700 hrs.

Assistant Registrar, Office of Resources and Alumni, Room No. 270, Faculty Building, 1st Floor, IIT Kanpur, Kanpur- 208 016

Note: Please do not forget to mention the following in your quotation:

- 1) Taxes, if any
- 2) Transportation charges
- 3) Packing charges, if any
- 4) Additional cost of per four pages
- 4) Delivery Time: Three weeks from the date of issue of order