

**INDIAN INSTITUTE OF TECHNOLOGY, KANPUR
REGISTRAR'S OFFICE**

IITK/RO/AR-2015-16/171
JULY 20, 2015

**TENDER NOTICE FOR INVITING QUOTATIONS FOR
PRINTING OF THE ANNUAL REPORT 2015-16**

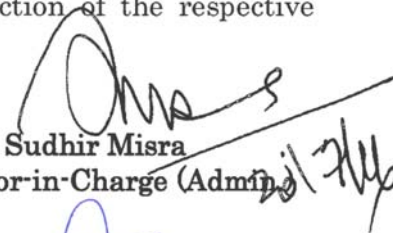
On behalf of the Board of Governors, IIT Kanpur, sealed quotations are invited on plain paper from the reputed Firms having its own printing press with sufficient experience, knowledge, expertise and infrastructure in the related field, for printing of 175 copies of the Annual Report (bilingual) in respect of IIT Kanpur for the Year 2015-16 on the following terms and conditions:

1. The firms should have handled this sort of printing previously at the Institute satisfactorily.
2. The Annual Report is required to be printed in the size, design, format, cover, setting and presentation similar to the Annual Report for the year 2014-15 which is available in the office of the undersigned for inspection of all concerned.
3. The inspection and details of the Annual Report can be had from the office of the undersigned between 10:00 hrs. and 17:00 hrs. on all working days, prior to the opening of the quotation.
4. No deviation, whatsoever, unless agreed to in terms of quality, size, design, format, cover, setting and presentation, shall be acceptable to the Institute. The decision of the Institute (IIT Kanpur) in this regard shall be final and binding on the Firm.
5. The Firms having the aforementioned qualifications may quote on the letter head of the Firm, the price for printing, binding and delivery at IIT Kanpur of 175 copies of the Annual Report, together with the undertaking as mentioned in para 6 below and deposit the same, along with the items mentioned in para 7 below, in a sealed cover, to the office of the undersigned by **17:00 hrs on 10.08.2016 (Wednesday)**. The rates quoted shall be deemed to be inclusive of all taxes/service charge etc.
6. The quotation must be accompanied with following undertaking by the Proprietor of the Firm:

“Having carefully examined the conditions and nature of the work as mentioned in the Notice No. IITK/RO/AR-2015-16/171 dated 20 July, 2016 and after having inspected the Annual Report for the year 2014-15, I/we have submitted the price, which, I/we understand, is inclusive of all taxes/service charge. I/We have my/our own 2/3/4/..... colour offset printing press and shall be able to deliver the printed copies of the Annual Report in respect of

IIT Kanpur for the year 2015-16 within a period of 15 days. In case of any default or breach of conditions committed by me/us, I/we understand that the security deposit of Rs. 15,000/- that would be submitted by me/us, will be forfeited by the Institute and I/we shall have no claim against the Institute in this regard.”

7. The quotation must be accompanied with two sheets of the paper (A-4 size) – one for the cover and the other for the text/contents of the Annual Report. Both sheets must contain the requisite details and quality of the paper, such as, make, brand & grammage (GSM) etc. The sheets must be authenticated by the person who has signed the quotation on the basis of Annexure-I.
8. The quotations from the Firms shall be received by the office of the undersigned by 17:00 hrs. on 10.08.2016 and the same will be opened at **17:00 hrs on 12.08.2016 in Room No. FB-209** of the Institute.
9. The exact number of pages that the Annual Report may contain shall be approximately 400 pages and is subject to minor variance. As such, the tenderers are also requested to indicate the rate chargeable by them per page (black & white /colour), which shall be adjusted against the actual number of pages that the Annual Report may comprise of. The payment shall be made only on the basis of the actual number of pages.
10. The Firm quoting lowest price may be awarded the work, on subjective satisfaction of the tender opening Committee constituted on this behalf. However, the Institute will not be under strict obligation to award the work to the Firm quoting lowest price. The successful firm shall be asked to deposit a sum of Rs. 15,000/- (Rupees Ten thousand only) by means of a Demand Draft payable to the “Registrar, IIT Kanpur”, which may be retained as Security Deposit against successful completion of the work.
11. The successful Firm will be provided with a CD containing the printing matter of the Annual report (bilingual) in respect of IIT Kanpur for the year 2015-16, along with the work order. The Firm will be required to submit a copy of the proof to the undersigned within the period mentioned in the work order.
12. The Institute reserves its rights to cancel the entire process of the tender/work without assigning any reason.
13. All legal proceedings shall be subject to the jurisdiction of the respective Courts in Kanpur only.


Sudhir Misra
Professor-in-Charge (Admin)

20 July, 2016

**TENDER APPLICATION FORM
FOR PREPARATION OF ANNUAL REPORT 2015-16**

Note: Quotation submitted under reference No. IIT/RO/AR-2015-16/171 dated 20 July, 2016

Sl. No.	Particular	Details (to be filled by the tenderer) ↓
1	Name of the Firm	
2	Proprietor's Name	
3	Have you executed any Govt. contracts or services related to printing during last one year	
4	Sales Tax Registration No.	
5	TIN No.	
6	Postal Address	
7	Mobile No.	
8	Telephone No.	
9	Fax No.	
10	E-mail ID	
11	Total estimated cost of Annual Report 2015-16 for 175 copies	= ₹
Quality/make/brand/grammage:		
12	A4 size paper for inside text (B&W and colored printing)	
13	Cover page with lamination (with object highlighting)	
In case of additional pages required:		
14	A4 size B&W printing for per 4 pages	= ₹
15	A4 size coloured printing for per 4 pages	= ₹
16	Any other information which you consider necessary to furnish	

This is to certify that we have read all terms & conditions mentioned in the Tender Notice for printing of Annual Report 2015-16 and will follow the same after awarding the tender to the undersigned.



PROPRIETOR