

# The Institution of Engineers (India)

AN ISO 9001: 2008 CERTIFIED ORGANISATION  
(ESTABLISHED 1920, INCORPORATED BY ROYAL CHARTER 1935)  
8 GOKHALE ROAD, KOLKATA – 700020



*“98 Years of Relentless Journey towards  
Engineering Advancement for Nation-building”*

Ref:SP/T-1622

Date :12.09.2018

## NOTICE INVITING TENDER

### Tender for Preparation of Identity Card for Corporate Members

Sealed Item Rate Tender, in two part bidding system, is invited from bonafide, resourceful and eligible parties for the work – “Preparation of Identity Card for Corporate Members” at IEI, 8 Gokhale Road, Kolkata 700020. Tender document with terms and conditions is available on our website [www.ieindia.org](http://www.ieindia.org).

This is the item rate contract and rate shall be firm and valid for one year from the date of placing the order.

The Tender shall be in two parts viz. **Technical Bid (Envelope - ‘A’)** and **Financial bid (Envelope ‘B’)** (Envelope ‘A’ and ‘B’ with the content shall be clearly marked on the top of the envelopes separately). **Technical Bid (Envelope - ‘A’)** shall comprise of compliance against Qualification criteria, Earnest Money Deposit of Rs 2,500/-, PAN, GST Registration certificate, Company Profile, IT Return Copy and any other document. The Technical bid should not contain any financial indication, violation of which will invite disqualification. Financial bid shall comprise of quoted price only against the item with specification and terms and conditions provided in the Tender.

The Vendor will be selected on the basis of the qualification eligibility provided in the Technical Bid. Price bid of the successful bidders in the Technical Bid will only be opened.

Completed tenders (Technical Bid along with Earnest money in one envelope, Financial bid in another envelope, and the two envelopes put into one third envelope, with all envelopes superscribed about Name of Work and contents, envelope type whether ‘A’ or ‘B’) should be dropped at the Tender Box by 1600 hours on or before **27.09.2018**

**The Earnest Money Deposit of Rs.2,500/-** (Rupees two thousand five hundred only) shall be in the form of Demand draft drawn in favour of “The Institution of Engineers (India)” payable at Kolkata.

The EMD should be part of Technical Bid. Tender submitted without EMD shall be liable for summarily rejection. All pages of the tender document be signed by the bidders as acceptance of the terms and conditions. IEI reserves the right to reject the Tender in full or part without assigning any reason.

Sd/-  
**Shukla Das**  
Director (Administration)

**TECHNICAL BID - QUALIFICATION REQUIREMENT (ENVELOPE - 'A')****PART I : QUALIFICATION REQUIREMENT**

- i) The party should have in-house facility of making Photo Identity Card.
- ii) The party must have executed at least one similar order of the value not less than Rs.2.00 lakh or two similar order of the value not less than Rs.1.25 lakh each in the last two years.
- iii) The annual turnover of the party should not be less than Rs.5.00 lakh.
- iv) The company profile and client list must be submitted.
- v) PAN, GST registration certificate must be submitted.
- vi) EMD of Rs.2,500/- by DD in favour of "The Institution of Engineers (India)" payable at Kolkata.
- vii) Return copy of IT for last financial year.

(A) The prescribed specifications of the PVC Card are as under:

- i) Card Type : Overlay PVC card with protective layer
- ii) Size : 86 mm x 54 mm
- iii) Thickness : 76 +/- 0.8mm
- iv) Material should be water proof, tear proof, crack proof and abrasion resistant
- v) Printing process: By thermal printing method on pre-printed PVC stationery. Provision should be made to print the pre-printed stationery first and personalization with variable data including scanned photo & signature thereafter.

(B) Quantity: A total of 14,000 (approx).

**PART - II : GENERAL TERMS & CONDITIONS**

- i) Offers should be accompanied by 2 sample Cards adhering to the technical specifications mentioned above and as per colour and design approved by IEI. Before printing, artwork of Card design must be submitted by the vendor to IEI for approval.
- ii) Sufficient stock of base cards should be kept ready with the vendor.
- iii) Data Sheet in MS Excel (with lot no. etc.) containing personalized data/details will be emailed lot-wise to the vendor by Membership Dept maintaining the serial order of numbers as mentioned in the Physical Forms. The physical forms containing Photograph and signature are to be collected by vendor time to time as ordered by IEI.

**Signature of the bidder with  
Date and Seal**

- iv) While collecting the physical forms from IEI, barcodes required for final dispatch (by Speed Post) should also be collected by vendor.
- v) After scanning the Photograph and Signature from the physical forms and adding the respective personalization details with them, the Photo Id Card to be manufactured following the above technical specifications strictly and as per sample card provided by IEI.
- vi) Envelopes and Address labels should be printed by the vendor. Necessary stationeries should be procured by the vendor only.
- vii) Envelopes duly labeled & barcoded and containing respective Photo Id Cards should be delivered in a lot-wise manner to GPO or any other place identified by GPO. Related expenses (if any) should be borne by the vendor only.
- viii) SMS containing postal docket no. etc. should be sent by the vendor to all recipients.
- ix) After posting every lot at GPO, the lists both in hard copy as well as soft copy (in MS Excel) containing the recipients' details, postal docket/ barcode nos and date of posting etc. should be submitted to IEI within one week from delivering to GPO. The hard copy list should be duly signed and stamped 'RECEIVED' by GPO.
- x) In case of any complaint of non-receipt of Photo Id Card /delivery of mutilated card / card bearing inappropriate details, vendor should immediately arrange to send a new card free of cost. The postal details should be sent to the candidate as well as IEI within 7 days from receipt of the complaint.
- xi) Photographs & signatures collected by the vendor have to be scanned & saved in jpeg and tiff files respectively. CD/DVD containing the scanned photographs & signatures is to be submitted alongwith the respective members' names, addresses and Membership Nos and the physical application forms should be returned to IEI in good condition. Any form misplaced or damaged will attract penalty to the vendor. Cost of CD/DVD is to be borne by the vendor.
- xii) While handing over the CD/DVD, the vendor should submit a declaration that all the data/membership details received from IEI have been deleted and no copy of the same have been preserved by the vendor.

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- xiii) The order-quantity of the Cards being subject to variation in accordance with the membership enrolment and other related factors, the vendor should be flexible in this regard.
- xiv) IEI may conduct test as per the stated criteria of the specification as and when it deems necessary.

**PART - IV : PAYMENT TERMS**

- i) Payment will be made for supply of every lot of printed Cards as ordered by IEI from time to time.
- ii) Along with the original Bill/Invoice raised lot-wise, following documents should be submitted:-
  - a. Copy of the main Work Order.
  - b. Copy of the order of the present lot for which bill is being submitted.
  - c. Original Delivery Challan duly signed by the receiving staff/officer of IEI-HQ.
  - d. Hard copy list containing the recipients' details, postal docket/ barcode nos and date of posting etc.
- ii) Vendor has to maintain delivery schedule. Otherwise, standard L.D. clause 2% per week or part thereof subject to maximum 10% will be charged for delay in supply.

**PART -IV: SUBMISSION OF TENDER**

The tender will be submitted in 2 parts - **Envelope-A** containing the Technical Bid and **Envelope-B** (properly sealed) containing the Price Bid. Both the envelopes will be kept in a single envelope with title of the work superscribed on it.

IEI may accept or reject the tender without assigning any reason and the decision of IEI in this regard will be final and binding.

**Signature of the bidder with  
Date and Seal**

**PRICE BID ENVELOP - 'B'****Plastic Photo Identity Card for Corporate Members**

Sl. NO.	Name of the Item with specification	Rate quoted: Rs per piece (write in word also)
1.	Preparation of personalized card with variable data including scanned photo & signature and posting to GPO.	Rs. ....
2.	GST as applicable	Rs. ....
<b>TOTAL Rs.</b>  (Rupees..... <b>only)</b>		

**Signature of the bidder with date and seal**

**Company name :**

**Address :**

**Phone No. :**

**E-mail :**