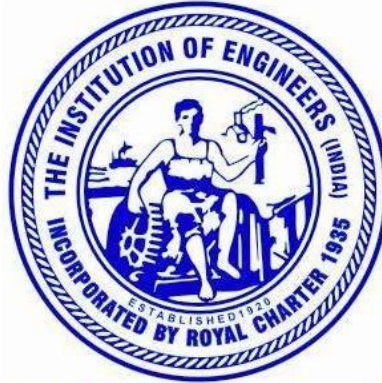




The Institution of Engineers (India)
8 Gokhale Road, Kolkata – 700020
West Bengal, India

**TENDER DOCUMENT
T-1669**

**PRINTING OF ANNUAL TECHNICAL VOLUMES OF
DIVISION BOARDS
AND OTHER PUBLICATIONS**

PRICE RS. 100.00

No. T- 1669

Dated 10.01.2020

NOTICE INVITING TENDER

Sealed Tenders in Single Stage two Envelop bid system are invited for printing of Annual Technical Volumes of Division Boards and other Publications. The bidders should have sufficient experience in printing of such materials in various Government Departments, PSU, Educational Institutions, Autonomous Bodies or reputed Private Sector Organizations.

The tender document is to be downloaded from the website of the Institution (www.ieindia.org) for which parties would be required to enclose a separate **demand draft of Rs. 100/- in favour of 'The Institution of Engineers (India)' payable at Kolkata** towards the cost of the tender document along with their quotes, failing which the tender shall be out rightly rejected.

The sealed tenders are to be submitted in prescribed format **duly stamped and signed** and dated on each page of Part 'A' & 'B' as their unconditional acceptance to the terms prescribed by the Institution. Details/supporting documents wherever applicable, if attached with the tender should be duly authenticated by the vendor/s. No over-writings shall be accepted unless authenticated with full signature of the vendor/s.

The tender shall be in two parts viz. **Technical Bid (Cover - I) and Financial Bid (Cover - II)**. **Cover - I & II** with the content shall be clearly marked on the top of the envelopes separately.

The **Cover - I** shall contain (i) Earnest money, (ii) Forwarding letter, (iii) Signed & Stamped copies of all credential under item no.8 of the tender document, (iv) Signed-sealed copy of the Tender Document (Page 1 to 4). **The Cover - II** shall contain only the offer price(s) in the given format. No other condition stipulated in Cover - II shall be accepted.

Both cover - I & II shall be put in a third envelop, sealed and submitted within the prescribed date & time and with signature of the tenderer over it.

The sealed tender duly superscribed, **"Tender for printing of Annual Technical Volumes of Division Boards and other Publications"** should be addressed to Director (Administration), IEI sent at the Institution's address either by registered post/speed post/or by hand. Postal / couriered tender must reach to this office within time and date i.e. up to **16-00 hrs on 22.01.2020**

Tenders received after the stipulated date and time shall not be entertained. The Institution shall not be liable for any postal delays what so ever and tender received after the stipulated time/date are liable to be rejected summarily without giving any reason and any correspondence.

Sd/-
(Shukla Das)
Director (Administration)



Tender Document – Part A

Tender No: **T-1669** dated 10.01.2020

Details of tender are as under:

1. NAME OF WORK : **PRINTING OF ANNUAL TECHNICAL VOLUMES OF DIVISION BOARDS AND OTHER PUBLICATIONS**
2. ESTIMATED COST OF WORK : Rs. 5.0 Lakhs (Approx) for 15 Technical Volumes
(Likely to be split between two printers with estimated cost of approx Rs.2.5 lakhs each)
3. TIME FOR COMPLETION : As notified time-to-time separately for each issue. Rates should be valid for one year from the last date of submission of tender
4. EARNEST MONEY DEPOSIT : Earnest money of Rs.2000/- (Rupees four thousand only) in form of Demand Draft/Pay Order drawn in favour of “THE INSTITUTION OF ENGINEERS (INDIA)”, payable at Kolkata.
The EMD will be refunded to the unsuccessful bidder immediately after finalization of contract. The EMD of the successful bidder will be converted to Security Deposit.
5. SECURITY DEPOSIT : The EMD of the successful bidder will be converted to Security Deposit. Security Deposit will be forfeited in part or full (to be decided by IEI) in case of non-performance as per contract.
6. COST OF TENDER DOCUMENT : Rs.100 (Rupees one hundred only) in form of Demand Draft/Pay Order (Non- refundable) in favour of “THE INSTITUTION OF ENGINEERS (INDIA)”, payable at Kolkata or in cash to be deposited at Cash Counter of IEI..
7. AVAILABILITY OF TENDER : Tender documents may be obtained from Executive (S&P) IEI, after payment of Cost of Tender Document. Tender may be downloaded from the website of the IEI: **www.ieindia.org**. The cost of Tender Document in form of demand draft has to be attached separately along with the tender in this case.
8. The Printer should have the following mentioned credentials:
 - A. The Printer should be financially solvent, having annual turnover of at least Rs 6 Lakhs during last two financial years (Copy of audited annual accounts have to be submitted)
 - B. The Printer should be located within a distance for easy communication and should have e-mail facility to receive instruction and proof by e-mail (Copy of address proof to be provided).
 - C. Having statutory documents like Trade Licence, GST, PAN (Copies of certificates to be attached).
 - D. Have experience of carrying out job of similar category in any Organisation having value 80% of the Estimated Cost [Rs.4,00,000 in one Financial Year] or two jobs of 60% of the Estimated Cost [Rs.3,00,000 in one Financial Year] (Self-certified copies of work order and completion certificates / documents in support of final bill payment have to be submitted).

Signature of Tenderer with Date and Seal



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9. FOR ANY QUERY CONTACT : Executive (Stores & Purchase)
10. LAST DATE AND TIME OF RECEIPT OF TENDERS : 22.01.2020 upto 16-00 Hrs.
11. ADDRESS AT WHICH THE TENDERS ARE TO BE SUBMITTED : Director (Administration)
THE INSTITUTION OF ENGINEERS (INDIA)
8 Gokhale Road, Kolkata-20.
12. VALIDITY OF OFFER: For a period of 60 days from the date of opening of cover-II of tender.
13. SUBMISSION OF TENDER:

Tender will have to be submitted in two parts i.e. Cover-I and Cover-II separately, sealed and superscribed with the name of the work and Name of the Bidder.

COVER-I : (i) Earnest money, (ii) Forwarding letter, (iii) Signed-sealed copies of all aforesaid credentials, (iv) Signed-sealed copy of the Tender Document (Except Price Bid)

COVER-II: Shall contain only the offered price(s) in the given format. No other condition stipulated in Cover-II shall be accepted.

Delays in submission of any part arising out of the postal irregularities/or any other at any stage will not be considered. Also the IEI will not be responsible for damage in transit in case of Postal delivery.

14. After examining the Cover-I of the tender, IEI will only open the Cover-II of the successful tenderers who have satisfied the requirement of Cover-I.
15. IEI preserves the right to split the order between two printers at same rate.

CHECK LIST OF PAPERS TO BE SUBMITTED WITH TECHNICAL BID IN COVER-I

1. Forwarding letter in company letterhead duly signed	
2. Earnest money of Rs.2000/-	
3. Signed-sealed Copy of the Tender Document (Except Price Bid)	
4. Signed-sealed copies of all Credential arranged in accordance with the following serial:	
a) Copy of audited annual accounts for last two financial years	
b) Copy of address proof	
c) Copy of GST Certificate	
d) Copy of Trade Licence	
e) Copy of PAN	
f) Copies of work order and completion certificates / documents in support of final bill payment	

CHECK LIST OF PAPERS TO BE SUBMITTED WITH PRICE BID IN COVER-II (TO BE SEALED)

Price Bid in the given format in Page-5 of the Tender Document, duly filled-up and signed	
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Signature of Tenderer with Date and Seal



GENERAL TERMS AND CONDITIONS

ANNEXURE-A

1. The price should be valid for one year from date of final submission of tender and shall include all taxes, duties, levies, delivery charges, handling charges etc and no additional payment shall be admissible on any account.
2. IEI reserves the right to reject any or all the quotations without assigning any reason whatsoever.
3. Time is the essence of this contract. The Institution is bound to print and dispatch its publications within the specified time. The printers will be penalised as per the following clauses on account of late delivery of materials :-

Penalty @ 2% per week or part thereof (maximum limited to 10% of the total cost) as liquidated damages.

This would be deducted from the bill.

4. Separate Print Order will be issued to the Printer for each issue of Annual Technical Volume or other publications specifying the no. of pages, date of delivery etc..
5. The Printer shall submit their bills for supply of printed IEI publication (inclusive of cost of paper), immediately after delivery. The Bills must be supported by original challans from the authorized paper-dealer/paper-mill as per specification.
6. A discount of 1.5% of the billed amount will be deducted if payment of 90% is made within fifteen IEI's working days from the date of submission of such bills. Balance 10% will be released after acceptance of the printed material and their quantity and quality within forty-five working days.
7. The result of the test carried out on the printed material by IEI will be treated as final and binding on the Printer. The decision of IEI in this regard shall be final.
8. Failure to conform to the quality standard is liable for rejection of material or imposition of penalty deduction from the bills as will be decided by the IEI Authorities or both. IEI reserves the right to recover testing charges / expenses in addition to penal charges as per our guidelines in case the testing results found to be unmatched with the required specification and the party is liable to be black-listed for such failure.
9. IEI reserves the right to split an order to more than one party.

Signature of Tenderer with Date and Seal



TECHNICAL TERMS AND CONDITIONS

1. The printing should be undertaken only after final approval of the art-work by the Technical Department of IEI.
2. The approved artwork should be strictly followed for printing. Any change / mistake, if occurred, from the approved artwork will be the printers' responsibility and are liable for imposition of penalty and deduction of the requisite amount from their bills as will be decided by IEI authorities.
3. The paper required for printing publications should generally be of uniform formation, evenly finished and generally free from specks, holes and other blemishes.
4. In addition to GSM (gram per sq-m) requirement, the paper type needed shall meet the requirement of brightness in general.
5. The scope of printing paper-sampling test will include tests for GSM, and brightness or any other test as may be deemed necessary by the Institution.
6. IEI shall conduct the test as per the stated criteria of the specification, on receipt of finished printed materials from the press at its' own convenience, as and when it deemed necessary.
7. Each Printer shall supply the manufacture's quality standard for the paper brand being offered and the successful bidder shall ensure conformation to the same during execution of the purchase order.
8. The successful bidder should ensure procurement of paper in proper mill packaging affixed with original mill labels, brand, manufacturing date, quality, lot number, size etc. along with name of the manufacturer with its registration number and other statutory details. IEI reserves the right to inspect and verify the procured paper, correlating with the supplier's invoice, at the premises of the Printer.

TECHNICAL SPECIFICATION:

1. Size: Finished size 21.5 cm x 28 cm
2. Paper
 - (a) Text 90 gsm art paper Matt (Synermous, Bilt, Sunshine or JK)
 - (b) Cover 250 gsm art paper Matt (Synermous, Bilt, Sunshine or JK)
3. Colour
 - (a) 1st 12 pages of Text in 4 colour and other Text pages will be printed in single colour.
 - (b) Cover will be printed in 4 colour (Both side)
 - (c) UV Coating on 1st cover
4. Binding: Perfect binding

OTHER DETAILS:

Digital Prints of pages containing coloured matters are to be produced before final printing within 2 working days of handing over of matter. Final print will be taken up after approval of digital print.

Signature of Tenderer with Date and Seal



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**PRINTING OF ANNUAL TECHNICAL VOLUMES OF DIVISION BOARDS
AND OTHER PUBLICATIONS
PRICE BID – Part B**

The Director (Administration)

The Institution of Engineers (India), 8 Gokhale Road, Kolkata-700020

I/We hereby submit the following rates for printing and delivery as per the terms and conditions specified in your tender for the work for your kind consideration. **The rates are inclusive of all taxes and duties and valid for 1 (one) year from 01.04.2020.**

No. of Copies of each Publication: 200

No. of Pages	Rate (in Rs.) [exclusive of taxes]	GST	Final Rate [inclusive of taxes]
60			
80			
100			
160			
200			
240			
+/- 4 pages in 4 colour			
+/- 4 pages in single colour			

Date

Signature of Authorised Signatory

Place

Name of the Company:

Address with PIN Code:

Telephone & Mobile Nos.:

Email: