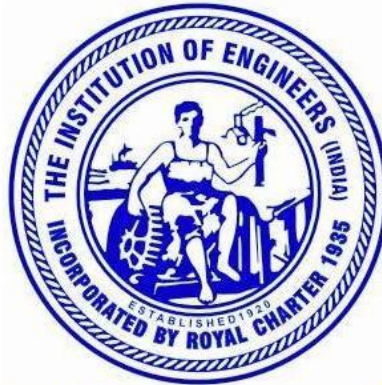




The Institution of Engineers (India)
8 Gokhale Road, Kolkata – 700020
West Bengal, India

**TENDER DOCUMENT
T-1670**

PRINTING OF IEI NEWS (MONTHLY)

PRICE RS. 200.00

No. T- 1670

Dated 10.01.2020

NOTICE INVITING TENDER

Sealed Tenders in Single Stage two Envelope bid system are invited for printing of IEI News (Monthly). 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. 200/-** 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-writing 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 and 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-sealed copies of all aforesaid credential under item no.8 of the Tender Document, (iv) Signed & Stamped copy of the Tender Document (Page 1 to 5). 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 envelope, 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 IEI News (Monthly)**" 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 of 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-1670 dated 10.01.2020

Details of tender are as under:

1. NAME OF WORK : **PRINTING OF IEI NEWS (MONTHLY)**
2. ESTIMATED COST OF WORK : Rs. 2.50 Lakhs (Approx) for about 1000 copies per month.
3. TIME FOR COMPLETION : As notified time-to-time separately
4. EARNEST MONEY DEPOSIT : Earnest money of Rs.2500/- (Rupees four thousand five hundred 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 and to the successful bidder after fulfillment of all conditions of the contract.
5. SECURITY DEPOSIT : The successful bidder has to deposit Security Deposit as Performance Guarantee as mentioned under sl. No.8 of General Terms & Conditions within 7 (seven) working days of issuance of LOI. In case of failure, his EMD will be forfeited. If the work is not carried out due to any decision by IEI, the entire security money along with EMD will be returned to the successful bidder. The Security Deposit would be refunded back without any interest after the contract period is over. However, the Printer can submit Bank Guarantee as 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.200 (Rupees two 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 5 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).

Signature of Tenderer with Date and Seal



- C. Have experienced professionals for supervision and timely execution of work (Names and designations of the personnel to be provided).
- D. Having statutory documents like Trade Licence, GST, PAN (Copies of certificates to be attached).
- E. Have experience of carrying out at least One no. job of similar category in any Organisation having value 80% of the Estimated Cost (Rs.3.6 lakhs) or Two nos. jobs of similar nature in any Organisation having value 60% of the Estimated Cost (Rs.2.7 lakhs) during the last two financial years. (Self-certified copies of work order and completion certificates / documents in support of final bill payment have to be submitted).
- F. For printing of IEI News, the Printer's press should be equipped with
- i) Modern Plate Making Unit capable of making plates having sizes of 23"x36" and/or 24"x34"
 - ii) At least one 4-col m/c having facilities to print 24"x 34" / 23"x 36" / 30" x 40" sized paper;
 - iii) One Cutting Machine having size of 23"x36" or 30"x 40" size.
 - iv) Digital Printing facility and Finishing machineries / accessories
- (Make, Model and Year of manufacture of all machinery have to be provided. IEI team may visit the facilities to inspect the available infrastructure before finalization of contract)
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 (Admn.) 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 credential under item no.8, (iv) Signed-sealed copy of the Tender Document (Page 1 to 4)
- 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.

Signature of Tenderer with Date and Seal



GENERAL TERMS AND CONDITIONS

ANNEXURE-A

1. The price 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 to avail of concessional rates of postage. The printers will be penalised as per the following clauses on account of late delivery of materials :-
 - (i) The penal charges for delayed posting by way of losing the concessional rate, the quantum of penalty to be as specified by the postal authority.
 - (ii) Penalty @ 2% per week or part thereof (maximum limited to 10% of the total cost) as liquidated damages, in addition to (i) above.

This would be deducted from the pending bill / or bank guarantee.

4. Normal delivery schedule of publication will be intimated at least one month in advance and the Printer is to procure paper for printing sufficiently in advance matching with the schedule. In case of any change of schedule or order being split amongst the bidder the revised schedule will be informed by IEI in writing. However, as a routine printing order for a specific publication scheduled in a month will be issued to the Printer specifying the exact number of copies and delivery dates.
However, the schedule may be altered under unforeseen circumstances for which no compensation is payable.
5. The Printer shall submit their bills for supply of printed IEI publication (inclusive of cost of paper) made in accordance with Clause 3 above, 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 Printers have to procure paper for printing well in advance before printing as per our schedule. The type of paper quoted should have easy availability in the market. In the event of the Printer not effecting procurement of paper either partly, or wholly, on schedule, in accordance with our printed material delivery schedule, IEI shall be at liberty to procure the quantity of paper on its own and get them printed. In such an event, IEI may go in for a superior quality of paper, if the required quality is not available immediately. The price difference and damages incurred, if any in such an event, shall be realized from the Printer. Also IEI shall have the liberty to cancel the contract and not to give further order in future.
8. At the time of placing the order, Printers have to furnish a performance guarantee in the form bank guarantee / security deposit of value:
Rs. 20,000/- (twenty thousand only).

Signature of Tenderer with Date and Seal



If at any point during the execution of the contract, the Printers fail to honour the commitment, IEI will have the right to encash the bank guarantee / security deposit. The proforma of the bank guarantee as per IEI format, will be supplied to the successful bidders.

9. 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.
10. 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.
11. The Printer at his own cost will execute one "PUBLISHER & PRINTER AGREEMENT" as specified by Register of Newspapers of India on a non-judicial stamp paper of appropriate value.
12. IEI reserves the right to split an order to more than one party.

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.

Signature of Tenderer with Date and Seal

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

**(The Tender may be rejected if the following documents
are not provided in proper manner along with the Bid)**

1. Forwarding letter in company letterhead duly signed	
2. Earnest money of Rs.2500/-	
3. Signed-sealed Copy of the Tender Document (Page 1 to 4)	
4. Signed-sealed copies of all Credential under item no.8, arranged in accordance with the following serial:	
a) Copy of audited annual accounts for last two financial years	
b) Copy of address proof	
c) Names and designations of the experienced personnel	
d) Copy of GST Certificate	
e) Copy of Trade Licence	
f) Copy of PAN	
g) Copies of work order and completion certificates / documents in support of final bill payment	
5. Make, Model and Year of manufacture of following machinery:	
a) Plate Making Unit capable of making plates having sizes of 23"x36" and/or 24"x34"	
b) One no. 4-colour machine having facilities to print 24"x 34"/ 23"x 36" / 30" x 40" sized paper	
c) One Cutting Machine having size of 23"x36" or 30"x 40"	
d) Digital Printing facility and Finishing machineries / accessories	

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

Price Bid in the given format in Page-6 of the Tender Document, duly filled-up and signed	
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Signature of Tenderer with Date and Seal

**PRINTING OF IEI NEWS (MONTHLY)
PRICE BID – Part B**

To
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 should valid for 1 (one) year w.e.f April 2020.**

Description	Rate in INR per copy (excluding tax)	GST	Rate in INR (including GST)
A. (i) Quantity – 1000 copies per issue $\pm$ 20% copies or part thereof (ii) Paper Size & Print Area – 232mm(W) x 320mm(H) with centre-stitching, cutting and folding (iii) No. of Pages – 16 (iv) Paper – 90 gsm Art Paper (v) Paper Brand – Sinermous / Imported (vi) Colour – All through 4 colours (vii) Art-work – Will be supplied by IEI in soft copy			
Extra over item A.(iii) rates for $\pm$ 4 pages in 4 colours			
Extra over item A.(iii) rates for $\pm$ 8 pages in 4 colours			

GST Registration Number:

Date Signature of Authorised Signatory

Place Name of the Company:

Address with PIN Code:

Telephone & Mobile Nos.:

Email: