

The Institution of Engineers (India)

AN ISO 9001 : 2015 CERTIFIED ORGANISATION
(ESTABLISHED 1920, INCORPORATED BY ROYAL CHARTER 1935)
8 Gokhale Road, Kolkata-700 020

A Century of Service to the Nation

NOTICE INVITING TENDER

No. T-1737

Dated: 15.12.2021

Printing Of Membership Certificates with prescribed security features and despatch to The Institution of Engineers (India), Kolkata


Sealed Tender in Single Stage two Envelope bid system is invited for printing of Membership Certificate with prescribed security features and despatch to The Institution of Engineers (India), Kolkata at IEI. The tender document to be downloaded from the website of the Institution (www.ieindia.org).

The sealed tender is to be submitted in prescribed format duly stamped and signed and dated on each page of the tender document 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 Part – (Envelope – 'A')** and **Financial bids (Envelope 'B')** (Envelope 'A' and 'B' with the content shall be clearly marked on the top of the envelopes separately). **Technical Part (Envelope – 'A')** shall comprise of compliance documents against Qualification Requirement, **Earnest Money Deposit of Rs 5,000/-, GST Registration, Trade License, Copy of PAN Card** and any other document in support of technical capability. The Technical bid should not contain any financial indication, violation of which will invite disqualification. Financial bid shall comprise of quoted price only in the format provided with the tender document in **Envelope – 'B'**. Both Envelope – A & B shall be put in a third envelope, sealed and submitted within the prescribed date & time and with signature of the tender applicant over it.

The sealed tender duly superscribed, **"Printing of Membership Certificate with prescribed security features and despatch"** with Tender No. should be addressed to Director (Administration) sent at the Institution's address either by registered post/speed post/or by hand. Postal / couriered tender must reach to this office within stipulated date & time i.e., **upto 16.00 hrs of 30 Dec 2021.**

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.


(Shukla Das)
Director (Administration)



The Institution of Engineers (India)

TECHNICAL BID (Envelope - "A")

T-1737

Name of the work: Printing of Membership Certificates with prescribed security features and despatch to The Institution of Engineers (India), Kolkata.

Annual Requirement - 13,000 copies (approx).

Initial work order will be placed for one year. Same may be extended for another one/two years.

QUALIFICATION REQUIREMENT

- 1) The bidder must be having a minimum 3 years experience in the field of security printing. Copy /copies of work order to be attached duly stamped and signed
- 2) The Annual Average Turnover must be Rs.20 lakhs onwards.
- 3) List of clients during last 3 years.

SCOPE OF WORK

General Terms & Conditions:

1. Sufficient stock of base certificates should be kept ready with the vendor. Data sheet in MS Excel (with a lot no.) containing personalized data details will be provided by Membership Department through e-mail from time to time.
2. Certificates prepared in all respects should be delivered at IEI HQ within 15 days from the date of emailing the data sheet containing personalization details. This timeline is inclusive of the postal delivery time.
3. Certificates found misplaced or mutilated after opening of the consignment at IEI, HQ should be immediately replaced by the vendor free of any additional cost so as to make it reach IEI, HQ within 7days from the date of intimation. This is also applicable for certificates found with erroneous data and/or erratic print quality.
4. All certificates delivered should be found in exact order (i.e. arranged serial-wise) as the data sheet emailed from IEI, HQ. Different packets should be maintained for different lots and the hardcopy of the respective data sheet should be found placed on top of the respective bundle.

Signature of the bidder with date & seal

Smh



The Institution of Engineers (India)

TECHNICAL SPECIFICATION

T-1737

Bidder must confirm to the following list of security features that are mandatory to be adopted in the design and printing of certificates. However the bidder must specify any additional security features that should be necessarily adopted with details for suitable consideration by the Institute. A valid testing certificate as an evidence of each feature incorporated is desired.

1. TRILAMINATE Security Paper.
2. Invisible ink to avoid scanning and reproduction of the Certificate.
3. Hot stamping of logo with metallic colours like gold which cannot be reproduced by colour scanners and printers.
4. Reverse Micro, fine line relief Logo & Text.
5. Dual hidden image, photo copy with Nano letters.
6. Invisible (UV) Printing.
7. Upgraded QR CODE with logo Back ground incorporated.
8. Digital Embossing.
9. Dynamic Micro printing.
10. Signature of the competent Authority (Digital Signature will be provided by IEI from time to time)

DOCUMENTS TO BE SUBMITTED

- a) All documents in support of Qualification requirement as per Para (1)
- b) Earnest Money Deposit of Rs.5,000/- (DD should be drawn in favour of "The Institution of Engineers (India), payable at Kolkata). For unsuccessful bidder, the same will be returned to the bidder after placing order to the successful bidder. For successful bidder, the same will be retained as security deposit and will be returned after completing of the contract without any interest.
- c) Copy of Trade Licence
- d) Copy of PAN Card
- e) Copy of the GST Registration Certificate.
- f) Copy of the IT Return for last three years.
- g) Company Profile.
- h) Profit & Loss Account and Balance Sheet for last 03 years.

VALIDITY OF TENDER

1. Bidders are requested to note that their offer must be valid for acceptance minimum for a period of 365 days from the date of opening of tender. Offer with less validity period will be rejected. Silence in this regard will be considered that the offer is valid for 365 days from the date of opening.
2. The successful bidder has to supply secured certificates for one year from the date of order and if the Institution wishes can extend the contract for another two years at the same rates. For every extension, the supplier should submit the request of extension letter.

DATE TO BE SUBMITTED

Submission of Tender : By 30 Dec 2021

Signature of the bidder with date and seal



The Institution of Engineers (India)

FINANCIAL BID (Envelope - "B")

T-1737

Name of the work: Printing Of Membership Certificates With Prescribed Security Features
And Despatch To The Institution Of Engineers (India), Kolkata

Sl. No.	Name of the Item	Quantity (approx)	Rate for certificate excluding GST (Rs)
1	Printing of Membership Certificates with the security features as mentioned and Personalizing the Certificates with Members' Data as provided by Membership Department of IEI headquarters from time to time. Ensuring delivery of the certificates (lot-wise) complete in all respects to IEI headquarters, Kolkata		
2.	Delivery Charges (if any)		

NB: GST as applicable will be paid extra.

Name of the Company:

Signature of Vendor:

Date:

Seal of Vendor:

Phone/Mobile:

Email:

Signature of the bidder with date and seal

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