



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

**TENDER DOCUMENT
T-1741**

PRINTING OF IEI NEWS (MONTHLY)



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

No. T- 1741

Dated: 17.01.2021

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 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 (Part-A) and Financial Bid (Part-B). Part-A and B with the content shall be clearly marked on the top of the envelopes separately.

The Part-A 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. The Part-B shall contain only the offer price(s) in the given format. No other condition stipulated in Part-B shall be accepted.

Both Part-A & B 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 27.01.2022**.

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)



PART-A

The Institution of Engineers (India)

NIT No: IEI/T-1741 dated 17 January 2022

Details of tender are as under:

1. NAME OF WORK : **PRINTING OF IEI NEWS (MONTHLY)**
2. SCOPE OF WORK : 400 copies per month.
3. TIME FOR COMPLETION : As notified time-to-time separately
4. EARNEST MONEY DEPOSIT : Earnest money of Rs.8000/- (Rupees eight 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 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. 7 of General Terms & Conditions within 7 (seven) working days of issuance of the work order. If he desires, his EMD will be converted into Security Deposit. 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. Security Deposit will be forfeited in part or full (to be decided by IEI) in case of non-performance as per contract. The work order will be cancelled if the security deposit is not submitted within 7 working days of placing of the work order.
6. VALIDITY OF THE ORDER : 1 (one year) from 1st April 2022. If agreed by the vendor, the order may be extended for another two terms of one year each at the same rates, terms and conditions.
7. AVAILABILITY OF TENDER : Tender documents may be obtained from Executive (S&P) IEI. Tender may be downloaded from the website of the IEI: www.ieindia.org.
8. The Printer should have the following mentioned credentials:
 - A. 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.
 - B. Having statutory documents like Trade Licence, GST, PAN (Copies of certificates to be attached).
 - C. Have experience of carrying out job of similar category in any Organisation having value Rs.25000/- 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). Working with IEI will be an added advantage.



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9. FOR ANY QUERY CONTACT : Executive (Stores & Purchase)
10. LAST DATE AND TIME OF RECEIPT OF TENDERS : 27.01.2022 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.B and 8.C. 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.

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 printers will be penalized as per the following clauses on account of late delivery of materials :-
(i) Penalty @ 2% per week or part thereof (maximum limited to 10% of the total cost).
This would be deducted from the pending bill / or security deposit.
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 immediately after delivery.



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5. The Printer shall submit their bills for supply of printed IEI publication immediately after delivery.
6. A discount of 1.5% of the billed amount will be deducted if payment is made within fifteen IEI's working days from the date of submission of such bills.
7. After receiving the order, Printers have to furnish a security deposit of value Rs. 8,000/- (eight thousand only) within 7 days. Alternatively he may convert the EMD into security deposit by furnishing a letter of consent.

If at any point during the execution of the contract, the Printers fail to honour the commitment, IEI will have the right to forfeit the security deposit or part thereof.
8. 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.
9. 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.
10. 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.



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.8000/-	
3. Signed-sealed Copy of the Tender Document (Page 1 to 4)	
4. Signed-sealed copies of all Credential under item no.8.B and 8.C, arranged in accordance with the following serial:	
a) Copy of GST Certificate	
b) Copy of Trade Licence	
c) Copy of PAN	
d) 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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PART-B

**PRINTING OF IEI NEWS (MONTHLY)
PRICE BID**

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 be valid for 1 (one) year w.e.f April 2022 (If agreed by the vendor, the order may be extended for another two terms of one year each at the same rates, terms and conditions).**

Description	Rate in INR per copy (excluding tax)	GST	Rate in INR (including GST)
A. (i) Quantity – 400 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 / J. K / 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: