

INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY DELHI

TENDER NOTICE

(No.:- IIITD/MM/Vendor Empanelment/35/2013, dated 14/02/2013)

Tender for Empanelment of Printers

Indraprastha Institute of Information Technology Delhi is a State University created by the Act of Govt. of NCT of Delhi and has its Campus at Okhla Phase-III Delhi-110020 spread over an area of 25 acres. The Institute is interested to empanel printers for undertaking a wide range of printing works like annual reports, manuals, brochures, visiting cards, posters, folders, collateral material etc. from among the printers based in Delhi. The purpose of this tender is to short list and empanel the printers based on parameters specified below.

1. **Scope of Work:** Production of printing material as detailed in the above Para.

2. **Eligibility Criteria:**

The Agency:

- a) Must have at least 5 years of experience in the field.
- b) Must have an annual turnover of at least Rs.25 Lakh in each of the last three audited financial years i.e. 2009-10, 2010-11 & 2011-12. In this regard the Agency should produce a certificate from their Audit Firm.
- c) Should preferably be registered with Directorate of Industries or Small Scale Industries or any other appropriate authorities.
- d) Must have valid TIN Number for registration under VAT.
- e) Must have PAN for Income Tax purposes.
- f) Must have in house state of art facilities for color printing in off set, system work and all auxiliary facilities.
- g) Must have office/printing facility in Delhi for executing the Order.

3. **Guidelines for Submission of Bid**

The Bid should be submitted in a sealed cover containing the following documents:

- a) Documents as proof in respect of items 2(a) to (f) above.
- b) Profile and track record of the Agency

- c) Variety of Samples of Publicity Material printed in the last 2 (two) years.
- d) Copy of authenticated annual accounts for the years mentioned above.
- e) Tender Document Fee of Rs.1000/- (non-refundable) in the form of Demand draft drawn in favor of IIITD payable at Delhi.
- f) The envelope should be sealed and super scribed “**Proposal for Empanelment of Printers by IIITD**” and addressed to:

Assistant Manager (S&P)
Room No.A-106,
Academic Building,
Indraprastha Institute of Information Technology
Okhla Phase-III
New Delhi-110020.

It should also contain the name of the Agency, address, telephone number, e-mail address etc. The sealed packet should be submitted on or before **1500 hrs on 8st March, 2013**. IIITD will not be responsible for any courier/ postal delays/ non-receipt for any reason.

4. **Selection Process and Assigning of Work**

Assessment of the proposal will be carried out by a Committee constituted for this purpose. Those agencies that have submitted all necessary enclosures and fulfill eligibility criteria; their profile track record and quality of work done will be evaluated by the Committee and their offer will be short listed for empanelment. The empanelment will be for a period of three years.

The Panel of Printers empanelled through this Tender shall be eligible to quote to undertake the above jobs based on specifications, color scheme, design etc. provided/approved by the Institute. The printer would be required to develop a specimen/artwork of the required printing material and quote the unit price. The printer quoting the least price for the selected/approved artwork shall be assigned the work.

5. **Other Important Information**

- a. Applications/offers in a consortium would not be permitted.
- b. IIITD reserves the right to reject any offer without assigning any reason whatsoever.
- c. The proposals should be complete in all respect. Conditional / incomplete proposals are liable to be rejected
- d. IIITD reserves the right to empanel one or more than one agency for its printing requirements.

- e. The Empanelment is valid for a period of three years only. However, IIITD reserves its right to annul the empanelment at any time without assigning any reason and call for a fresh empanelment.
- f. The Printers selected for any job will submit a Security Deposit of 5% of total amount for each job in the form of Demand Draft drawn in favor of IIITD payable at Delhi. The Security Deposit is meant for safeguarding IIITD's interest against any eventuality during the period of contract. The security deposit should remain valid for a period of 60 days beyond the contract period. The same will be returned (without any interest) to the Printinere on expiry of the contract and on satisfactory performance by the Agencies.
- g. IIITD will periodically review the performance of the empanelled Printing Agencies and will take action as deemed fit in case of underperformance. If required their Security Deposit will be forfeited
- h. To ensure that there is adequate response to the bid called by IIITD, from time to time, IIITD reserves the right to de-empanel the Printers who abstain from submitting their bids regularly.
- i. **Terms of Payment:** No advance payment will be considered. However advance can be considered, if the agency submits Bank Guarantee of equal amount as required. Payment for work awarded will be made to agency, after completion of work to the satisfaction of IIITD. The Empanelled Printing Agency who have been awarded production job will submit pre-receipted bills in triplicate for settlement.
- k. IIITD is not bound to accept the lowest or any other bid received from the empanelled agencies or to assign any reason for non-acceptance. IIITD reserves its right to accept the tender either in full or in part. Conditional Bids will be rejected outright.
- l. IIITD will review the performance of the selected empanelled agencies periodically and reserves its right to withdraw their empanelment at any time.
- m. **Penalty Clause:** Details of penalty in case of undue delay in execution of work allotted and under performance will attract the following percentage of deduction from the total cost of the job/work:-
 - (i) For delay up to one week - 05%
 - (ii) For delay up to two weeks - 10%
 - (iii) For delay beyond two weeks - 15%.
 - (iv) In case of underperformance or delay beyond one month, IIITD reserves the right to cancel the contract and blacklist the Agency.
- n. **Proof before final printing:** The Agency will have to work in coordination with the representative of the IIITD for a particular assignment. Machine proof of the publication will be first shown for approval.

o. **Termination by Default:** IITD reserves its right to terminate the contract of any agency / agencies in case of change in the Government procedures or unsatisfactory services.

p. **Force Majeure:** Neither party will be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. The party affected by an event of Force Majeure will immediately notify the other party of such an event and will also notify the unaffected party on cessation of disability resulting from such Force Majeure act.

q. **Arbitration:** Venue of arbitration will be Delhi and will be governed by provisions of the Indian Arbitration & Reconciliation Act.

r. **Jurisdiction:** The contract shall be governed by laws of India and all Government rules on purchase matter issued from time to time and in force for the time being are applicable to this contract tender.