अटल बिहारी बाजपेयी–
भारतीय सूचना प्रौद्योगिकी एवं प्रबंधन संस्थान, ग्वालियर
Atal Bihari Vajpayee-
Indian Institute of Information Technology & Management Gwalior
(An Institute of National Importance established by Ministry of Education, Government of India)
Tel.No. (0751) 2449737

Ref No. ABV-IIITMG/Reg/202   Dated : 20.05.2022

NOTICE INVITING QUOTATIONS

Sub.: Designing, Printing, Binding & Supply: Annual Account (English & Hindi) for the year 2020-21.

Sealed quotations are invited from bonafide Printing/Publishing Agency for designing, printing, binding and supplying of Annual Account with following specifications and terms & conditions:

Sl. No.	Item Description	Quantity	Unit Rate in Rs.	Total in Rs.
1.	Designing, Printing, Binding & supply of Statement of Accounts in **English version**, containing cover 4 pages (color print) + 58 pages (b/w print) in good quality 130 GSM Lykem Art paper with cover page of 300 GSM Lykem Art Paper including cost of paper, Designing, binding, numbering charges etc. with fine quality of work.	150 books		
2.	Designing, Printing, Binding & supply of Statement of Accounts in **Hindi version**, containing cover 4 pages (color print) + 58 pages (b/w print) in good quality 130 GSM Lykem Art paper with cover page of 300 GSM Lykem Art Paper including cost of paper, Designing, binding, numbering charges etc. with fine quality of work. The translation of Annual Account in Hindi version will be provided by the Institute.	80 books		

TERMS & CONDITIONS
The printing /publishing firms have to satisfy the following conditions:
1. **Eligibility Criteria:**

I.   The bidder should be a registered firm engaged in printing and publishing. The bidder should have sufficient Infrastructure, technical expertise and financial strength to undertake the contract.

II.   All the Printing works like Page layout, Positive making, Plate making, Printing, Lamination and Binding should be done with the Press/in house only.

III.   The bidder should have experience of similar printing work of annual accounts/ reports, magazines etc. of NITs/IITs/IISERs/IIITs/IIMs. The nature of completed work should be publication of annual accounts/ annual reports/ conference reports/ magazines/ scientific bulletin/ Brochures etc. The documentary evidence in the form of work order to be enclosed.

IV.   Firm/bidders blacklisted at any stage or by any NITs/IITs/ Central Universities/ IISERs/CSIR labs or Central/State Government body/PSUs etc. need not apply.

V.   **The Bidder/ Firm should provide the following mandatory information:**

(a.)   Bidder/ Firm must provide the information on the similar Printing works completed successfully & satisfactorily. Bidder/ Firm must submit satisfactory documentary proof from end-users.

(b.)   List of Organizations/Customers dealt by them.

(c.)   Copy of Registration of Firm with CST/GST Nos.

(d.)   The bidder/firm should be reputed firm having registration certificates, Viz. GST Registration, PAN Card etc. The photocopies of all the above documents should be attached with the quotation.

VI.   **The Bidder/ Firm should enclose the following:**

(a.)   The sample of papers, with the description of the paper viz brand, make, gsm etc., ***MUST*** be attached with quotation.

(b.)   Some sample copies of annual accounts and magazines printed in the recent past. The samples provided must be satisfactory both in terms of printing quality and editorial work.

(c.)   A short description of your firm detailing facilities and machinery available with firm.

VII.   The Bidder/Participating Firms should ensure full compliance to the entire requirement/ Specifications mentioned in these documents.

VIII.   The work (Designing, translation, proof reading, Printing, Binding & supply) must be completed **within 10 days from the submission of final proof**.

IX.   **Other Requirements:**

a)   The validity of quotation shall be 120 days. Paper sample must be attached with quotation

b)   It is mandatory to mention the detail specifications (make, size, material etc) of all items and sub-items in the quotation. All taxes etc., must be clearly indicated.

c)   The quotations should be on the letter head of the firm quoting for the item.

d)   The Rate shall be quoted both in figure & words and Tax shall be inclusive.

e)   **EMD of Rs. 2,000/- to be submitted in favour of Director, ABV-IIITM Gwalior in the form of DD. Bid without EMD shall be outright rejected.**

f)   The quotation document in a sealed envelope super scribing **"Quotations for Printing of Statement of Accounts 2020-21"** completed in all respect should be sent/submitted to "**Registrar (I/c), ABV-IIITM, Morena Link Road, Gwalior-474015**" **latest by 30.05.2022.**

g)   Documents received after due date and time will not be considered by the ABV-IIITM Gwalior authority. The bids will be opened in presence of committee of officials and interested vendors or their authorized

representatives. The Institute will not be responsible for Postal delay/ any other delay in submission of the quotation document.

h)   Representatives should bring the authorization letters from their respective vendors for attending the quotation opening.

i)   The payment in full shall be made through NEFT after successful printing and delivery of the material at ABV-IIITM Gwalior.

j)   ABV-IIITM Gwalior reserves the absolute right to accept or reject any or all the quotations on whole or in part without assigning any reason thereof. Decision of ABV-IIITM Gwalior will be final.

k)   The item with quantity required may vary at the time of placing the order in comparison to the quantity mentioned above.

l)   In case of any dispute, the Director, ABV-IIITM Gwalior shall decide the issue and his decision will be final and binding on the parties. All legal disputes shall be within the jurisdiction of the Courts at Gwalior.

m)   Each bidder should clearly specify that the bidder agrees to abide by the conditions of this quotation document on their printed letter head indicating thereon Sales Tax Registration, FAX, Email, Telephone numbers, etc.

Registrar (I/c)
ABV-IIITM, Gwalior