



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर

अरगुल, जाटनी, खोर्धा-752050

INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

Argul, Jatani, Khordha-752050

Enquiry No.: IITBBS/ENQ/Calendar/2023-24/12

Date: 05.12.2023

Last date and Time for receipt of tender offer in Sealed Envelope: 14.12.2023 at 03.00 P.M

Time and Date for Opening of Bid: 14.12.2023 at 03.30 P.M

SUB: Request for Quotation for Designing & Printing of Calendar for the Year 2024-reg.

Dear Sir,

Kindly submit the best budgetary Quote as per terms and conditions of this RFQ, please. The Specifications and terms & conditions are available in **Annexure-I**.

Price bid format in Annexure –II.

Yours Sincerely

Sd-
Assistant Registrar(S&P)
Email:-ar.sp@iitbbs.ac.in
Ph:-0674-7134564

Please send your sealed quotation to the following address:

Ref: Enquiry No.: IITBBS/ENQ/Calendar/2023-24/12

Date: 05.12.202

To,

The Asst. Registrar (S&P)

Room No. 329 Admin Bldg. 3rd Floor

Indian Institute of Technology, Bhubaneswar

Argul, Jatni, Khordha-752 050 (Odisha)

Email:-office.sp@iitbbs.ac.in & pro@iitbbs.ac.in

Annexure-I

Technical Specifications for Printing of Wall Calendars-2024:

1. **Quantity:** 1000 sets
2. **Size:** Demy
3. **Total Sheets:** 7 (6+1)
4. **Paper:**
 - i) Date Sheets: 170 GSM Art Paper
 - ii) Flyleaf: 110 GSM Map Litho
5. **Printing:**
 - i) 4 colour Offset both sides for date sheets
 - ii) Bi-Colour Offset one side for flyleaf
6. **Binding:** Wiro Binding with Patti Duplex Board and rod hanger

Selection Process: Two-Part Bidding

1. **Technical Bid:** The Technical Bid should be a Sample Design in A3 Size Paper (One / more Date Sheet(s)) for the designing of the Calendar-2024 for IIT Bhubaneswar. The Concept of the Design is as follows:

Engineering Marvels / Engineering Concepts in Ancient Architecture of Odisha: This will showcase the monuments and architecturally significant structures of Odisha, built in the ancient era and the engineering concept behind them. It will be an effort on behalf of IIT Bhubaneswar to highlight the engineering knowledge of ancient Odisha. This concept will be executed with the photographs of selected monuments with the graphical representations of the engineering concept (the structural drawings) behind each of the architectural marvels. For the execution of this concept, the graphics of the engineering concept will be prepared by the members of the faculty and the students of the Institute, to make this effort unique and reflect the sense of belongingness of IIT Bhubaneswar with the culture and heritage of Odisha.

The sample design as Technical Bid should be based on this concept. The design should showcase both the photograph of an ancient monument of Odisha and the architectural drawing of the monument (available on internet or other sources for the sample design) artistically.

The designs submitted as part of the Technical Bids shall be evaluated by a committee and the Price Bids of only the shortlisted vendors will be opened for evaluation.

Special Instructions:

1. The vendor should have competent designers to execute the designing of calendars.
2. The sample design submitted by the vendor along with the bid shall be the selection criteria for shortlisting the vendors for opening of the Price Bids. The shortlisted design may be modified as per the requirement during the final designing of the calendars.
3. The photographs of the monuments of Odisha shall be provided by IIT Bhubaneswar. However, in case of requirement, the vendor shall be asked to provide some photographs.
4. The architectural drawings of selected monuments shall be provided by IIT Bhubaneswar while designing of the calendar.

2. Price Bid:

Annexure-II

Enquiry No.: IITBBS/ENQ/Calendar/2023-24/12

Date: 05.12.2023

Price Bid

Sl. No.	Technical Specification	Quantity	Unit Price (Rs.)	GST in Rs.	Total Price (Rs.)
1	Designing of Wall Calendar 13* pages in Demy Size	1 Set			
2	Printing of Wall Calendar : Total Sheet: 7* (6 pages Both Side Printing & 1 Fly Leaf) (One Set)- As per Specification	1000 Sets			
3	Packing and Transportation Charges	-----			
4	Total Price FOR IIT Bhubaneswar (Incl. Taxes)				

The lowest bidder shall be awarded the job of 'Designing & Printing of Wall Calendars of IIT Bhubaneswar for 2024'

*Number of pages may increase or decrease depending on final design.

Terms and Conditions:

- 1. Rates:** Rate quoted on FOR Destination at IIT Bhubaneswar.
- 2. Delivery of the Calendar:** As on 30.12.2023 at IIT Bhubaneswar.
- 3. Terms of Payment:** Payment will be made within 30 days from the date of successful delivery generally through RTGS. In case of payment is to be made by Demand Draft, the draft commission charge will be deducted from the bill amount. Part payment for part delivery will not be allowed.
- 4. Sample of the Calendar to be inspected from Store & Purchase Section of the Institute before submitting the offer.**
- 5. Liquidity Damages:** If a firm accepts an order and fails to execute the order in full or part as per the terms and conditions stipulated therein, it will be open to this institute to recover liquidated damages from the firm at the rate **0.5%** of the value of the undelivered stores per week or part thereof, subject to a maximum of **10%** of the value of undelivered stores. It will also be open to this institute alternatively, to arrange procurement of the required stores from any other source at the risk and expense of the firm, which accepted the order but failed to execute the order according to stipulated agreed upon.

DECLARATION REGARDING NONBLACKLISTING/DEBARRING FOR PARTICIPATION IN TENDER

(To be executed & attested by Public Notary / Executive Magistrate on Rs.100/- non-judicial Stamp paper by the bidder scan copy to be submitted along with bid and original to be sent to S&P Office, IIT Bhubaneswar, Argul , Jatni 752050.)

Tender Enquiry No. : IITBBS/NIT/SS/2022-23/11 Dated 11/07/2022

I / We _____(Name Of Authorized Signatory) of
M/S. _____(Firm/Agency
Name)

hereby declare that the firm/agency namely

M/s. _____ has not been blacklisted or debarred in the past by Union / State Government, PSU/Autonomous organization from taking part in Government tenders in India. And no case is pending with the police or in court of law against their name or firm/agency.

Or

I / We _____(Name Of Authorized Signatory) of (Firm/Agency Name)
M/s. _____

Hereby declare that the Firm/company namely M/s.

_____ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of ____ Years w.e.f. _____ to _____. The period is over on _____ and now the firm/company is entitled to take part in Government tenders. And no case is pending with the police or in court of law against their name or firm/agency.

In case the above information found false I/we are fully aware that the tender/ contract will be rejected/cancelled by Registrar, IIT Bhubaneswar and EMD/Performance Security and Security deposit shall be forfeited. And I/We accept that I/We may be disqualified from bidding for any tender/contract with you for a period of two year from the date of notification.

In addition to the above Director, IIT Bhubaneswar will not be responsible to pay the bills for any completed / Partially completed work.

DEPONENT (Bidder)

Name

Address

ANNEXURE-IV

MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

Date: / /

To
The Registrar,
Indian Institute of Technology Bhubaneswar,
Argul Campus, Jatani, Khorda 752050.

Sub: Authorization for release of payment / dues from Indian Institute of Technology,
Bhubaneswar through Electronic Fund Transfer/RTGS Transfer.

1. Name of the Party/Firm/Company/Institute:

Address of the Party:

City _____ Pin Code _____

E-Mail ID _____ Mob No: _____

Permanent Account Number _____

2. Particulars of Bank:

Bank Name:		Branch Name:												
Branch Place:		Branch City:												
PIN Code:		Branch Code:												
MICR No.:														
(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name , branch name and code number)														
IFS Code:(11 digit alpha numeric code)		<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>												
Account Type		Savings	Current	Cash Credit										
Account Number:														

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Registrar, Indian Institute of Technology Bhubaneswar responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: _____

Date: _____

Signature & Seal of the Authorized Signatory of the Party

Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date: _____

Signature of the Authorized Official from the Bank

N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.

Price reasonability Declaration

To

**Indian Institute of Technology Bhubaneswar
Argul-752050, Khurda, Odisha**

Ref: (i) Bid No.

(ii) In response to your bid, our offer No. dt

Sir,

With reference to the above, this is to confirm that the price quoted for supply & installation of is best lowest price offered by us to IIT Bhubaneswar.

Further we certify that, we have not supplied the same equipment to any other organization with a lesser price than the offered price to IIT Bhubaneswar in past one year.

Name of the Firm: M/s

Date:.....