



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
अरगुल, जाटनी, खोर्धा-752050
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR
Argul, Jatani, Khordha-752050

Enquiry No.: IITBBS/ENQ/Annual Reports/2024-25/04

Date:07.08.2024

Last date and Time for receipt of tender offer in Sealed Envelope 21.08.2024: at 03.00 P.MTime
and Date for Opening of Bid: 22.08.2024 at 11.30 A.M

SUB: Request for Quotation for Designing & Printing of Annual Reports and Annual
Accounts for the Year 2023-24 (Bilingual Hindi & English) reg.

महोदय/महोदया,
Dear Sir/Madam,

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-
Deputy Registrar(S&P)
Email:-ar.sp@iitbbs.ac.in**

**Please send your sealed quotation to the following
address:**

Ref: Enquiry No.: IITBBS/ENQ/Annual Reports/2024-25/04	Date: 07.08.2024
To, The Deputy. Registrar (S&P) Room No. 329 Admin Bldg. 3rd Floor Indian Institute of Technology, Bhubaneswar Argul, Jatni, Khordha-752 050 (Odisha)	

Annexure-1**I. Annual Report 2023-24 - English & Hindi**

Specifications	Dimensions
Size	21.5*28.5 cm
No. of pages:*	275 each for English & Hindi Versions approx.
Paper Cover	Art Paper 300 GSM, Lamination Matt with UV (Made in India)
Paper Inside	White colour cedar 90 GSM (Made in India)
Color	Multicolour
Binding	Perfect Binding with Section Sewing & Gumming
Quantity	70 English & 70 Hindi #

II. Annual Accounts 2023-24- English & Hindi

Specifications	Dimensions
Size	21.5*28.5 cm
No. of pages:*	80 each for English & Hindi versions approx.
Paper Cover	Art Paper 300 GSM, Lamination Matt with UV (Made in India)
Paper Inside	White colour Cedar 90 GSM (Made in India)
Color	Multicolour
Binding	Perfect Binding with Section Sewing & Gumming
Quantity	50 English & 50 Hindi #

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. Designer** will be given Soft copy of English and Hindi of Annual reports and Annual accounts in MS-Word typed in UNICODE format and Designer must have use same for designing purpose with suitable Designing software . No request will be entertained that Hindi typesetting in Unicodenot compatible with designer software etc.
- 3. Delivery:** Designer and Printer strictly adhere to the delivery period which is 15 days for designing and 15 days for printing. If Bidder accepted this delivery period then only submit their bid. Unless otherwise stated delivery of goods at IIT Bhubaneswar will have to be maximum within 30 days from the date of issue of the Work order Order or as given in the work order.
- 4. 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.

5. **Sample of the Annual Reports and Annual Accounts to be inspected from Store & Purchase Section of the Institute before submitting the offer.**
6. **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.

PRICE BID**Annexure-II**

Enquiry No.: IITBBS/ENQ/Annual Reports/2024-25/04

Date: 07.08.2024

Name of the Bidder with Registered office Address:

Sr. No.	Annual Report & Annual Accounts 2023-24- English & Hindi (Specifications as per Annexure-I)	Quantity (Estimated Pages) (A)	Per Page Price (Rs.) (B)	Total Price (Rs.) C= (A x B)
1.	i. Design & Layout for both English & Hindi Language for Annual Report. Total Pages: 275 each for English and Hindi (Approx.) including photo retouching, photo editing & enhancing in High module graphics and comprehensive page layout. Including cover: 1+1 ii. Design & Layout for both English & Hindi Language for Annual Account. Total Pages: 80 each for English and Hindi (Approx.) Includes photo retouching, photo editing & enhancing in High module graphics and comprehensive page layout. Including cover: 1+1	710* Pages (Approx.)		
2.	Printing of Annual Report (Hindi & English) Size: 21.5*28.5 cm No. of Pages: 275 each for English & Hindi Versions approx. Paper Cover: Art Paper 300 GSM, Lamination Matt with UV (Made in India) Paper Inside: White Color Cedar 90 GSM (Made in India) Colour: Multicolour Binding: Perfect Binding with Section Sewing & Gumming. Book Quantity: Total 140 (70 English & 70 Hindi)	38500* Pages = [(275+275)*70]		
3.	Printing of Annual Accounts (Hindi & English) Size: 21.5*28.5 cm No. of Pages: 80 each for English & Hindi Versions approx. Paper Cover: Art Paper 300 GSM, Lamination Matt with UV (Made in India) Paper Inside: White Color Cedar 90 GSM (Made in India) Colour: Multicolour Binding: Perfect Binding with Section Sewing & Gumming. Book Quantity: Total 100 (50 English & 50 Hindi)	8000* Pages =[(80+80)*50]		
Sub Total:				
Add: GST (as applicable) for Sr. No. 1:				
Add: GST (as applicable) for Sr. No. 2 and 3:				
(*subject to Actual as per final design) For IIT Bhubaneswar Total Price :				
Total Price in Words: _____				only.

- 1) Delivery Mode: Free Delivery at IIT Bhubaneswar, Argul, Jatni. 752050.
- 2) Any interlineations, erasures or overwriting in the bid will result in bid disqualification.
- 3) Any mismatch in figure and words then Total Price mentioned in words shall prevail.
- 4) Total Bid price should be inclusive of all taxes and levies, transportation, loading,unloading, etc.
- 5) Validity Maximum: 90 days from the date of opening of technical bid.
- 6) Payment Term: Payment term within 30 days from the date submission of bill and Acceptance Certificate to concerned School/ Dept.
- 7) GST No:

Signature of the Bidder with Seal of the firm

Date:

Place:

**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/ENQ/Annual Reports/2024-25/04 Dated 07.08.2024

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

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:.....