



Indian Institute of Technology Bhilai
District-Durg, Chhattisgarh, India – 491002
www.iitbhilai.ac.in

Enquiry No. IITBh/Goods/ARNL/2024-25/026

Dated: 04-06-2024

Notice Inviting Quotation (NIQ)

Sub: Quotation for Designing, Printing and Supply of Annual Report and Annual Accounts

The Annual Report and Newsletter department at the Indian Institute of Technology Bhilai would like to execute the job work of Printing & Supply of Annual Report and Annual Accounts. For this purpose, quotations from reputed and bonafide printers/press are solicited in format below:

S. No.	Quotation Required For	No. of copies	Per page/ unit Price (in INR)	Total Price in Rupees
1.	Charges for Designing of Annual Report	Approx. 220 Pages		
2.	Printing of Annual Report	400 Units		
3.	Charges for Designing of Annual Accounts	Approx. 60 pages		
4.	Printing of Annual Accounts	40 Units		
5.	Packing & Transportation Charges, if any			
6.	Any other charges, if any (Mention clearly)			
7.	GST in Rs.			
	Total of 1 to 7			

Note: GST should be quoted as per the Government norms, In case due to any error/ oversight, the GST quoted by the bidder is less than the actual rate as per tariff, the bidder will not be permitted to rectify the error/oversight. The orders/ contract will be placed for the total amount including the (lower) rate/s quoted by the bidder, with the reduced basic amount to the extent of difference in tax amount, so that the total amount (basic + actual rate as per tariff), remains same(quoted basic + quoted rate). The difference amount payable, if any, between the quoted rate and actual rate as per tariff shall be borne by the bidder.

Specifications for Printing of Annual Report and Annual Accounts:

I. Specification of Designing, Printing and Supply of Annual Report:

- Annual Report 2023-24, (Including Devanagari (Hindi) and Roman (English) Scripts)
- No. of units: 400
- Size: 27.8 CM x 21.5 CM

- Pages: Approximate 220 Pages
- Printing: Multicolour Offset Printing
- Inner Paper: 130 GSM colour Printing, Matte Finish
- Cover Paper: 300 GSM Colour printing, Laminated
- Binding: Centre Binding
- Fabrication: Matte Lamination and Spot UV texture

II. Specification of Design, Printing, and Supply of Annual Accounts:

- Annual Report 2023-24, (Including Devanagari (Hindi) and Roman (English) Scripts)
- No. of units: 40
- Size: 27.8 CM x 21.5 CM
- Pages: Approx. 60 Pages
- Printing: Multicolour Offset Printing
- Inner Paper: 130 GSM colour Printing-Matt Finish
- Cover Paper: 300 GSM Colour printing laminated
- Binding: Centre Binding
- Fabrication: Matte Lamination and Spot UV texture

We are inviting the detailed quotations for the above items in a sealed envelope to be submitted on or before **13-06-2024** at 3.00 PM at IIT Bhilai.

Terms and Conditions:

1. The bidder who are meeting the above specifications and quoting the lowest rate for the annual report and annual account together (Designing+Printing) will be awarded the contract.
2. Bidder is required to submit a sample as per above-mentioned specification for evaluation purposes.
3. The number of pages and/ or copies mentioned is tentative and the actual number of copies/pages to be printed may increase or decrease based on the discretion of IIT Bhilai.
4. Prices should be in Indian Rupees and should be inclusive of all Taxes, Duties & FOR IIT Bhilai.
5. The jobs shall be required to be delivered to Annual Report and Newsletter Department through the Stores & Purchase Section of IIT Bhilai at the risk and cost of the bidder, if applicable.
6. Your Quotation must be valid for a minimum of 90 days from the date of opening of tender.
7. As part of finalizing the job, the content will be given to the press/printer and the designed colour proof should be approved by the Annual Report and Newsletter department to proceed for the final approval.
8. The jobs should be as per the approved design and quality of the material.
9. The jobs should be completed within 3 weeks from the date of getting final approval of the content and design of the job from the Annual Report and Newsletter department.
10. GST Number should be clearly mentioned in your offer, failing which your offer may not be considered.
11. Advance payment is not admissible. Payment shall normally be made within 30 days subject to receipt and acceptance (as per Work Order Terms) of the ordered materials/items.
12. Any other information that you may like to obtain, you are free to contact IIT Bhilai through mail at sp@iitbhilai.ac.in before submitting their quote.
13. If the Seller/Service Provider fails to deliver any or all of the Goods/Services within the original/re-fixed delivery period(s) specified in the contract, the Buyer will be entitled to deduct/recover the Liquidated Damages for the delay, unless covered under Force Majeure conditions aforesaid, @ 0.5% of the contract value of delayed quantity per week or part of the week of delayed period as pre-estimated damages not exceeding 10% of the contract value of delayed quantity without any controversy/dispute of any sort whatsoever.

14. IIT Bhilai reserves the right to accept and/or reject the tender without assigning any reason.

Note: If any bidder wishes to refer to the sample of the annual report and Annual account, they can come and check the same within the premises of IIT Bhilai.

Stores and Purchase Office

Indian Institute of Technology, Bhilai
Village-Kutelabhata, District-Durg,
Chhattisgarh, India 491002