

On behalf of INDIAN INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT – KERALA (IIITMK), the Registrar invites offers for the following Design and Printing Work under Soil Nutrient Management Project from the experienced, professional offset printers from Trivandrum district.

**Work Description :****Name of Book : Soil Fertility Hand Book**

1. Page setting; Plate making, multi color offset Printing, Binding and Supply of Book in English (Approx 275 pages) with the following specifications.
2. No. of copies Required – 1500 copies
3. Period of Delivery – 20 days from the Date of Work order

**Printing Specifications**

Size	: Demi 1/8 (A5 Size)
No. of pages	: 275 pages (approx)
No. of inner pages multicolor	: 180 pages
Paper quality Inner pages	: All pages 120 GSM art paper
Cover page	: 4 pages 220 GSM with Mat finish lamination and soft binding

Rate for additional pages should be quoted separately

**Binding and cover lamination**

Perfect binding with multicolor cover mat finish with lamination

**Packing and Supply**

The material has to be neatly packed and supplied to IIITM-K

**GENERAL TERMS AND CONDITIONS**

1. The printer/firm should have minimum 10 years of experience in professional offset printing business and supply of materials.
2. The rate for additional pages should be quoted separately
3. Tender Documents shall be available only on the Internet and shall not be available for sales elsewhere. Cost of tender document, 0.2% of the tender value rounded to nearest multiple of 100, subject to minimum of Rs. 400 and maximum Rs.1500/- + GST(18%) as applicable to be submitted along with the tender. Earnest money of Rs.1500 (Rupees One thousand five hundred only -) in the form of a Demand Draft in favor of Director, IIITMK, payable at Trivandrum. EMD of all the unsuccessful bidders would be returned by online payment within one month of the tender opening date. EMD of the successful bidder would be released at the time of job completion. The EMD amount would be forfeited in case the awarded party could not complete the jobs
4. The payment will be released only after the quality check and approval.

5. The printed materials should be neatly packed and supplied to IIITM-K office .Quotations duly filled in, signed and sealed should be addressed to the Manager, Indian Institute of Information Technology and Management – Kerala (IIITMK), Technopark, Karyavattom Po, Thiruvananthapuram – 695 581. Any quotation received after the due date and time will be rejected.
6. IIITM-K will provide final contents in CD for the page setting.
7. The type-set and designed pages should be submitted to IIITM-K for proof reading and final draft will be approved by IIITM-K before printing.
8. IIITMK reserves the right to accept any quotation and to reject any or all quotations. IIITMK will place order on the vendor, whose offer has been determined to be substantially responsive to the tender.
9. Vendor have to quote only as per specifications listed above. Tenders not properly filled, mutilated with incorrect calculations or generally not complying with the conditions may be rejected.
10. The quotation submitted should clearly indicate:
  - i) PERIOD OF VALIDITY: The quotation shall remain valid for acceptance for a period of 90 days from the date of submission and there shall be no upward revision of the rates quoted.
    - a. ALL INCLUSIVE RATES – The rate quoted must be firm and include the cost of transportation of material to the site, all loading & unloading charges, all taxes .
    - b. Delivery – The tender should be in a position to supply the items within 10 days of receipt of work order. Delays beyond delivery schedule agreed will attract penalty @ .5% per week subject to a maximum of 10%.
    - c. The statutory deductions towards Income Tax, shall be deducted as per the current rates. And also deductions shall be made towards any other tax imposed by the government. Any claims for extra Sales Tax, Excise duty, or any additional tax shall not be entertained in any case what so ever once the tenders are opened.
    - d. Guarantee and defects liability period – The supplier shall guarantee that all items are free from any defect due to the defective materials and poor workmanship, that the equipments operates satisfactorily and that the performance and efficiencies of the equipments are not less than the guaranteed values. The Guarantee shall be valid for the period mentioned against each item above after successful testing and taking over. Any part found defective shall be replaced free of costs by the Supplier.
    - e. Payment Terms: IIITMK shall make payment within 30 days of satisfactory installation and acceptance of the items supplied. Any condition for payment of advance shall not be acceptable to IIITMK.

Quotation in sealed superscribed envelop with the tender number and the opening date should be deposited in the office of The Registrar, Indian Institute of Information Technology and Management, IIITMK campus, Technopark, Thiruvananthapuram – 695 581 before 3.00 pm on 27/09/2018. Bid Opening on the same date at 3.30PM

The Registrar

**Financial Bid**

**Tender Enq. No.**\_\_\_\_\_

Total amount for Design and Printing Work under Soil Nutrient Management Project as per the terms and conditions contained in the Tender document shall be Rs.\_\_\_\_\_ (Rupees.\_\_\_\_\_) including all taxes.

[To be submitted in letter head of the supplier]

**TENDER FORM**

To,  
**The Director**  
IIITMK, Technopark Campus,  
Karyavattom PO  
Trivandrum 695581

Dear Sir,

Sub: Bid form  
Ref: IIITMK/            /18

1. Having examined the conditions of tender contract, the receipt of which is hereby duly acknowledged. i/we undersigned, offer to supply all hardware & software and execute all works in conformity with tender specifications referred above and also to the said terms & conditions from the sum shown in the commercial bid(s) attached herewith and made part of this bid.
2. I / We undertake, if our Bid is accepted to complete delivery & commissioning of all Items specified in the contract within 3 weeks calculated from the date of issue of your purchase order/LOI.
3. We understand that you are not bound to accept the lowest or any bid, you may receive.
4. I / We affirm that I / We have enclosed the acceptance of all terms and conditions and also all brochures detailing the technical specification of the items quoted by me/us.
5. I / We hereby confirm that all the items supplied are in proper working condition and tested successfully.
6. The tender document for the works mentioned above have been obtained by me from the URL ***http://www.iiitm.ac.in/notifications/tenders***, the official website of IIITM-K and I / we hereby certify that I / we have read the entire terms and conditions of the tender document, which shall form part of the contract agreement and I / we shall abide by the conditions / clauses contained therein.
7. My /our GST & PAN Numbers are as follows.

GST Registration Number. ....

PAN Number. ....

8. Dated this .....day of..... 201.....

Duly authorized to sign the bid for and on behalf of -----

[To be submitted in letter head of the supplier]