

INDIAN INSTITUTE OF TECHNOLOGY INDORE



Request for Proposal (RFP) **for** **Printing Solutions for IIT**

Materials Management Section
IIT Indore
4th Floor Western Wing (Toward's Gate-1)
Abhinandan Building, Simrol
Khandwa Road, Indore- 453552
Tel.: 0731-6603408/3551, Email: mms@iiti.ac.in
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प्रशासनिक अधिकारी
Administrative Officer
भारतीय प्रौद्योगिकी संस्थान इन्दौर
Indian Institute of Technology Indore



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल, खंडवा रोड़ इंदौर – 453552

Indian Institute of Technology Indore
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Request for Proposal (RFP) for Printing Solutions for IITI

Indian Institute of Technology Indore (IITI) is a statutory body and one of premier institutions of science & technical education under Ministry of Education, Government of India. IITI is established through the Institute of Technology Act, 1961 and (Amendment) Act 2012 passed by the Parliament with an intent to impart education and undertake research, consultancy and other related services from Indore as part of Government of India's initiative and policy proposal to extend and expand the reach and horizon of science and technology education in the state of Madhya Pradesh.

Request for Proposal (RFP) for **Printing Solutions for IITI** for Indian Institute of Technology Indore (IITI) as per enclosed document, is invited from firms having relevant experience in supply, installation at various Govt. / Public/ Commercial offices or places etc. and who are permitted to do business with Government, Government funded educational and research institutes, PSUs, autonomous bodies in India.

For any other clarification/detail, you may feel free to talk to the Dy. Registrar (MM) or attend the prebid meeting. Offers strictly in accordance with the RFP with relevant documents appended thereto will be considered and evaluated for further discussion. Offers not meeting the requirements may not be considered for further discussion.

IITI reserves the right to:

- a) Reject any or all the tenders without assigning any reason whatsoever;
- b) Not bind himself to accept the lowest or any tender; and
- c) Accept the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted. Canvassing in connection with tender/quotation is strictly prohibited. Tender details can be viewed in the website www.iiti.ac.in.
- d) The institute may adopt most suitable method of tendering /shortlisting/ selection of sources of supply based on the prebid meeting.

Yours faithfully,

Administrative Officer (MMS)

प्रशासनिक अधिकारी
Administrative Officer
भारतीय प्रौद्योगिकी संस्थान इंदौर
Indian Institute of Technology Indore
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Schedule of Requirements

Description	Details
Download of RFP	From January 04, 2021 https://eprocure.gov.in/eprocure/app & http://www.iiti.ac.in/tender_mms.php
Last date for receipt of RFP	January 21, 2021 up to 03.00PM(IST) Please refer tender Terms at IITI
Date and Time of Opening of RFP	January 21, 2021 at 03.30 PM, (IST) Please refer tender Terms at IITI
Right of Acceptance:	This office does not pledge itself and reserves to itself the right of accepting the whole or any part of the tender or portion of the quantity offered and the firm shall supply the same at the rate quoted. The firm shall be at liberty to tender for the whole or any portion or to state in the tender that the rate quoted shall apply only if the entire quantity is taken from the firm.
Note:	No correspondence/discussion/visits whatsoever will be entertained on the subject unless specifically called by this office after opening the tenders for technical discussions/ price negotiations. Any violation of this will render the quotations invalid and the firm is liable to be blacklisted. IITI reserves the right to call for techno-commercial/price negotiations. The company should depute competent representative for such discussion/negotiations whenever called for and he shall be competent to take on the spot decisions.
Tender to be submitted in	Tender Box at Ground Floor, Abhinandan Building, IIT Indore, Khandwa Road, Simrol, Indore- 453552
Contact Person	Administrative Officer (MMS), Indian Institute of Technology Indore Khandwa Road, Simrol, Indore- 453552 Email: mms@iiti.ac.in , Tel.: 0731-6603408/3551

The bidders shall send sealed proposal super scribing "Request for Proposal (RFP) for Printing Solutions for IITI with RFP No.

INSTRUCTION TO BIDDERS (ITB)

1. **Submission of tender:** Proposal should be submitted in single envelope.
2. **Envelope:** Signed and sealed entire RFP, Annexure I (Part A & B) and Terms & Conditions.
3. The tenderer is advised to visit the IITI on any working day **between 1000 hrs and 1700 hrs** to assess the nature and quantum of work before tendering.
4. The firm should give the acceptance of the RFP including scope of service.
5. All quotes should be itemized and include all costs for the following:
 - Production/setup costs (One electronic proof)
 - Materials (e.g. paper, cardstock, ink, etc.)
 - GST
 - Shipping/delivery
 - Discounts (if applicable)
 - If available, please also provide "reprint" rates for future orders of the same brochure/file.
6. **Failure to fulfill any of the conditions laid down renders the tender invalid.**

Annexure-I (PART-A)**DETAILS OF THE BIDDER**

Sl. No.	Description	Details of the Firm
1.	Name of the Bidder	
2.	Address of the Registered Office	
3.	Contact No. & Email Id	
4.	PAN No. (PAN Card should be attached with the Proposal)	
5.	Incorporation Certificate of the Firm(Should be attached with the Proposal):	
6.	GST registration no. (Should be attached with the Proposal)	
7.	Details of Owner/Proprietor/partners of the firm	
8.	Legal Constitution of Applicant: (Public Limited/Private Limited/Partnership/Proprietorship etc.)	
a.	Status / Constitution of the firm:	
b.	Registration No (Copy of the certificate should be attached with the Proposal)	
9.	Last 3 (Three) year's Turnover of the Applicant i.e. 16-17, 15-16, 14-15	
10.	Previous experience of Delivery, Installation & Management of 'Similar Projects' , if any:	
a.	Relevant Experience	
b.	Achievements in the Relevant Fields	
d.	Detailed specification of product/item with catalogue, images etc. with details of services	

Proposals without required information or enclosures are liable to be rejected

Detailed Specification & Scope of Supply

Sl. No.	Item Description	Qty.	Other Charges, if any	Final Amount in INR
1	Xerox and Printing facility is required in LRC building (Paper size A4 & A3, Output black & white and coloured)	Area: 200-220 sqft Approx. on the ground floor of LRC building nearby Free Study Zone (In front of Lift)		
2.	Binding facility is required in LRC building (all types of Binding)			

Any additional charges or special services that you may like to include may also be enclosed separately.

Signature of the Bidder

Name of Bidder:

Contact No.:

Email id:

Seal

Date:

