



Indian Institute of Information Technology Sri City, Chittoor

(An Institute of National Importance under an Act of Parliament)

630, Gnan Marg, Sri City Tirupati District, Andhra Pradesh-517 646

Notice Inviting Quotation FOR
“PRINTING AND SUPPLY OF ANSWER BOOKLETS”

NIQ NO.PROC/ANSWER
BOOKLETS/12/01/2022
Dated 28.12.2022

Notice Inviting Quotation Document.

Indian Institute of Information Technology Sri City, Chittoor which is known as IIIT Sri City (IIITS) was established in 2013 by the Ministry of Education, Government of India as an Institute of National importance by an Act of Parliament. IIITS is one among the 20 Institutes across India, focusing on Information Technology education, research, and development. The institute is located in Sri City (www.sricity.in) located about 60 KMs from Chennai on the Nellore Highway.

IIITS The Institute was set up by the Government of India along with the Government of Andhra Pradesh and Industry Partners represented by Sri City Foundation as a Public-Private-Partnership (PPP) institution. The Institute is governed by the Board of Governors consisting of eminent personalities from the Government, Industry, and Academia. IIITS offers B.Tech, M.Tech, and Ph.D. programmes in the areas of Computer Science & Engineering and Electronics & Communications Engineering.

On behalf of IIIT Sri City Chittoor sealed bids (in single bid system) in offline mode are invited from reputed and experienced reputed agencies/Firms/ Companies who deal in similar nature of work of Printing and Supply of Answer Sheets and have performed similar nature of work preferably in various university/educational institutions of repute at least one year.

Intending bidders may download the tender document from <https://www.iiits.ac.in/>

Sealed quotations in sing bid format (technical and financial) are invited:

The offer in a single sealed envelopes marked as **NIQ for Printing and Supply of Answer Sheets** addressed to The Registrar, Indian Institute of Information Technology Sri City, Chittoor, 630, Gnan Marg, Sri City Tirupati District-517 646. The Complete NIQ in all respects must reach the office of the Registrar, IIIT Sri City, 630, Gnan Marg, Sri City, Tirupati District, Andhra Pradesh-517 646 **on or before 06.01.2023 up to 2.30 PM.**

The NIQ shall be opened by a committee constituted for the purpose by IIIT Sri City on **06.01.2023 at 3:00 P.M** in the Office of the Registrar, IIIT Sri City.

Detail of Work: -

- 1) The bidders will have to design, print and supply of the following
 - (a) Pages answer booklet has two A3 sheets folded and stapled in the center and the content printed on the first page (Type of paper to be used 70 gsm)
 - (b) Pages additional booklet has 1 A3 sheet folded to center and the content printed on the first page (Type of paper to be used 70 gsm)
 - (c) All of these require punching in the left corner. (0.75 inches)
 - (d) Printing of the content is to be in blue colour.

The IIIT Sri City will offer the requirement for the printing and supply of the aforesaid jobs to the shortlisted firm before 7-10 days from the commencement of examinations from time to time from the date of issue of supply order.

If any such discrepancy is found, the same would be treated as serious error and penalty of 0.5% and the maximum deduction is 10% of the contract value price will be imposed which would be deducted either from the bill of payment or the performance security submitted along with the Tender.

So, the firm will have to take the utmost care during the packing of answer-books in the boxes. The packed box of answer-books must be in moisture proof packing.

The delivery shall be made in Academic Office, IIIT Sri City Chittoor

If firm will fail to supply the answer-books within the specified period in the IIIT Sri City Chittoor, the penalty @ Rs. 15 per day on the total amount of the supply order and maximum 25% of the total Contract value will be imposed for the delayed period. If delay period exceeds beyond 10 days, the security money will be forfeited.

2. Maintaining of Secrecy:

The matter of answer books is of very confidential nature as these are used for the purposes of examination. Hence, the firm will have to maintain the secrecy in all respects. The firm will have to print and supply only the quantity of answer-books as determined by the office from time to time. To this effect, the firm will also submit the certificate to the office stating therein that as per the quantity fixed by the office, the quantity of answer-books has been printed and supplied accordingly. There should be no misuse of any answer-books in any place or institution. If such lapses will come into the notice of the Competent Authority of IIIT Sri City Chittoor, the contract of printing and supplying of answer-books awarded to the firm will be cancelled and the firm will be blacklisted. Besides this, the amounts of all bills and the security money deposited in name of the IIIT Sri City Chittoor shall also be forfeited. The firm which will be selected for this job, will have to complete this sensitive work itself by maintaining the entire secrecy and will not assign/transfer to any other firm.

3. General conditions:

a) Earned Money Deposit

1. The Earnest Money Deposit amounting to Rs.5,000/- (Rupees Twenty Five thousand only) must be credited in the form of NEFT/RTGS to "IIIT Sri City Chittoor Opex Account" (A/c.No.38329375681, IFSC Code.SBIN0016527, (16527) - Sri City (Mallavaripalem), 115, Peepul Boulevard Sri City, Chittoor District, AP-517 646.
2. EMD of all unsuccessful bidders will be returned after finalisation of the tender. The EMD of the successful bidder will be adjusted towards the Performance Security.
3. The amount of EMD is liable to be forfeited if the bidder withdraws from the offer after submission of the tender or after the acceptance of the offer
4. No interest will be paid on the EMD / Performance Bank Guarantee.
5. The Bidders will have to attach a scanned copy of Payment details towards EMD and the same will be accepted only on verification and confirmation by the Institute.
6. Any delay in credit will not be entertained by the IIIT Sri City Chittoor.

- b) **Performance Security:** Earnest Money Deposit of Rs.5,000/- of the successful bidder will be adjusted towards Performance Security.
- c) **Details of work:** A firm will have to supply the following quantity of answer-books
 - (a) 8 page Answer booklet has two A3 sheets folded and stapled in the center and the content printed on the first page (Type of paper to be used 70 gsm)
 - (b) 4 Page additional Answer booklet has 1 A3 sheet folded to center and the content printed on the first page (Type of paper to be used 70 gsm)
- d) The IIIT Sri City reserves the right to increase/decrease the quantity of Answer Scripts required during the period of contract.
- e) The IIIT Sri City reserves the right to place the order any number of times during the period of the contract as per the rates quoted and agreed by IIIT Sri City.

4. Technical Bid and Financial Bid: -

Firms/Companies are required to quote rate as per specification as defined in the tender form in a sealed envelope superscripted "NIQ for Printing and Supply of the Answer-books".

Technical bid:

(A) The bidders should satisfy following conditions as pre-requisites for submission of bids:

(i) The bidders should be a Government Agency or an Agency registered as private or public limited company and should have minimum manufacturing experience of last 03 consecutive years for handling such jobs.

(B) The bidders have to furnish the following information along with the supporting/ required documents

(i) Detailed business profile related to such activities.

a. Companies are required to give evidence of having successfully undertaken similar projects.

b. An Earnest money Rs. 5,000/- (Rupees Five Thousand) shall be deposited

Financial bid:

Firms/Companies are required to quote the rate per answer book as per the detail of work mentioned above in the sealed envelope superscripted "Financial Bid- for Printing and Supply of Answer-books.

The taxes such as GST etc. if charged as per rules are to be mentioned clearly. Not mentioning of any taxes will automatically be considered as inclusive.

Please Note: Each page of the quotation document must be properly signed with proper seal by the Bidder. Hypothetical and conditional quotations will not be entertained.

5. Extension of contract:

The One-year period of contract will commence from the date of issuing of the work order. The contract may be extendable year to year, on the same terms and conditions or as may be agreed mutually by both the parties on the satisfactory performance of the Contractor and at the same or a lesser price under the prevailing circumstances. The performance would be reviewed by the Committee at any time during contract period.

6. Terms & Conditions:

The bidders are required to offer explicitly the payment terms that shall remain mutually negotiable; however, the decision of the Competent Authority shall be final and implied upon. Other printed terms and conditions of the tenders of agencies will not be considered as forming part of the tenders. In case terms and conditions of the work order applicable to this invitation to quotation are not acceptable to any tenderer, he should clearly specify deviation in his tender. IIIT Sri City Chittoor reserves the right to accept or reject them and will not be bind to give reasons for his refusal to consider the tender with such deviation

7. General Conditions on Award of work:

- i. Firm/Company, which gets the award of work order, the EMD submitted by the successful bidder will be adjusted as Performance Security .
- ii. Registered Office / Branch of the agency should be located within a radius of 150 Kms from IIIT Sri City Chittoor. The agency should submit a proof of its office address.
- iii. The firm/company shall not sub-contract or assign all or any part of the work to any third party.
- iv. The decision of the Competent Authority in regard to the acceptance or otherwise of the bids will be final and binding.
- v. The entire work is of a time bound nature and the company will have to execute work as per the agreed schedules as will be specified from time to time.
- vi. IIIT Sri City Chittoor may negotiate with the successful parties.
- vii. The IIIT Sri City reserves the right to accept or reject any or all the tenders without assigning any reason thereof and in all the matters his decision shall be final.
- viii. The party shall be responsible for any kind of lapses, duplicating or for transferring the work to any other firm and for the consequences arising out of it, the IIIT Sri City will have the power to take action including imposing the penalty as he deems proper.
- ix. In case of any delay in the job, the party concerned will be responsible and the IIIT Sri City Chittoor will have the power to impose penalties as specified in this Tender document or as he deems proper. The Party concerned will have to abide by the decision of the IIIT Sri City Chittoor.
- x. For every erroneous/torn record(s) (per answer-books) in prophase, deductions will be made as per the decision of the Competent Authority.

- xi. If a firm refuses to do the allotted work or delays working unnecessarily, then allotment order can be cancelled, firm can be blacklisted and earnest money/bank guarantee is liable to be forfeited. In such a case decision of the Competent Authority will be final and binding.
- xii. After completion of work in all respects the firm will have to furnish a certificate, along with submission of bill that they have not misused the Answer Booklet(s) in any form and no extra answer-books has been printed.
- xiii. The firm shall treat IIIT Sri City for printing the answer-books as confidential and shall in no case, pass it on, or transfer it to any firm whatsoever, to any third party liable to legal action and other damages as may be fixed by the Competent Authority of IIIT Sri City.
- xiv. For any point which is not covered under the above terms and conditions or any point arising out of these terms & conditions, the case will be referred for arbitration to sole arbitrator; the decision of the Director shall be final and binding.
- xv. Firm/Company, which gets the award of work order, will be required to submit a copy of Answer-sheet as a Sample for official record.

8. JURISDICTION

This tender and or the contract or Purchase order issued under this tender shall be governed by Laws of India and shall be exclusive jurisdiction of Tirupati District, Andhra Pradesh.

9. PAYMENT TERMS

100% Payment will be released on the basis of supply, satisfactory inspection by the Inspection Committee duly constituted by IIIT Sri City for the Inspection of Answer Books and after certification issued by the respective Inspection Committee.

10. FORCE MAJEURE

If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts/ lockdowns, or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of IIIT Sri City as to whether the deliveries have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, either party may, at its option, terminate the contract.

Provided, also that if the contract is terminated under this clause, IIIT Sri City shall be at liberty to take over from the Supplier at a price to be fixed by IIIT Sri City, which shall be

final, all unused, undamaged and acceptable materials, bought out components and stores in course of manufacture which may be in possession of the Supplier at the time of such termination or such portion thereof as IIIT Sri City may deem fit, except such materials, bought out components and stores as the Supplier may with the concurrence of IIIT Sri City elects to retain.

11. TERMINATION FOR DEFAULT

IIIT Sri City may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the Supplier/ Selected bidder, terminate this contract in whole or in part, if the supplier/ selected Bidder fails to deliver satisfactorily any or all of the goods & services within the time period (s) specified in the contract, or any extension thereof granted by IIIT Sri City. If the Supplier/selected bidder fails to perform any other obligation(s) under the Contract; and if the Supplier/selected bidder, in either of the above circumstances, does not remedy his failure within a period of 15 days(or such longer period as IIIT Sri City may authorize in writing) after receipt of the default notice from IIIT Sri City .In the event IIIT Sri City terminates the contract in whole or in part to IIIT Sri City may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered and the Supplier/selected bidder shall be liable to IIIT Sri City for any excess cost for such similar services incurred thereof. However, the Supplier/ Selected bidder shall continue the performance of the contract to the extent not terminated.

12. REJECTION

The procurement entity has the right to reject the goods on receipt at site during final inspection, if found deficient in terms of quality, specifications or otherwise, though the goods have already been inspected and cleared at pre dispatch stage, the IIIT Sri City shall either reject the stores or request the Supplier in writing to rectify the same. The Supplier, on receipt of such notification, shall either rectify or replace the defective Answer Scripts free of cost to the IIIT Sri City. If the Supplier fails to do so, the IIIT Sri City may at his option either:

- a) replace or rectify such defective stores and recover the extra cost so involved from the Supplier, or
- b) terminate the Contract for default as provided under clause 11 above, or
- c) Acquire the defective scripts at a reduced price considered equitable under the circumstances. The provision of this article shall not prejudice the IIIT Sri City's rights.

13. The Competent Authority of IIIT Sri City Chittoor reserves the right to relax/withdraw any of the terms and conditions mentioned in the tender documents, if doing so is in the interest of the IIIT Sri City Chittoor.

TENDER FORM

TECHNICAL BID

1. Name of firm with complete address:
 Phone No: Fax No:
 E-mail: Website:
2. Year of establishment
3. Whether Govt. Agency/ Public Ltd./Pvt. Ltd.: -
4. Whether income tax payee (duly audited by the C.A./authenticated agency)
 Yes/No (Attach I.T. clearance)
5. Since when performing the related jobs of printing and supply of the answer-books.
6. Past experience of processing the Printing and Supply of answer-books:
7. Profession support available:

Name of office /Board/Universities	Experience	Proof be attached

9. Processing fees cost amounting to Rs deposited vide DD.
 No..... dated :.....
10. Details of Earnest money deposited:
 Rs._____ Name of Bank dated
- Transaction No:
11. Sample of paper to be used be enclosed
 (For title page and additional answer sheets).

Certified that the aforesaid information is true to the best of my knowledge and belief.
 In case of any false statement observed later on, I/ We shall be liable for the consequences.

Dated:

**Signature
 (With Officer Seal)**

FINANCIAL BID

Name of the Institute : Indian Institute of Information Technology Sri City Chittoor

NIQ No. & date : NIQ NO.PROC/ANSWER BOOKLETS/12/01/2022,
Dated 28.12.2022

Name of the bidder : _____

To be submitted by the tenders for the designing, printing and supply of answer-books.

Sr. No	Particulars of works	Rate for 30000-40000 Answer booklet	Rate for 40000-50000 Answer booklet	Rate for 50000-60000 Answer booklet	Rate for 60000- 70000 Answer booklet
1	For the printing and supply of 8 page answer booklet (the booklet has two A3 sheets folded and stapled in the center and the content printed on the first page .				
2	For the printing and supply of 4 page answer booklet (the booklet has one A3 sheet folded and stapled in the center and the content printed on the first page				

Note:

1. Type of paper to be used 70 gsm
2. Punching in the left corner of each answer booklet (0.75 inches)
3. Printing of the content is to be in blue colour
4. GST extra will be paid at the applicable rate
5. The rate quoted by the selected tendering Firm/Agency/ Company, and as approved by the IIIT Sri City Chittoor, shall remain valid throughout the period of contract and the request to increase the rates, during the currency of contract, shall not be entertained at any stage.

Date:**Name & Signature of the bidder
(with Seal)**

ANNEXURE

Non-Blacklisting declaration

To

Dated:

.....
.....
.....
.....

Subject: Declaration for Non-Blacklisting

Tender Reference No: _____

Name of Tender / Work:

.....


Dear Sir,

We hereby declare that we are not blacklisted by any Central/ State Government/agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world during last 5 years for any kind of fraudulent activities.

Yours Faithfully,

(Signature & Name of the Bidder, with Official Seal)

Sample: 8 Pages Answer Sheet (Attached)



Indian Institute of Information Technology Sri City, Chittoor
Sri City, Chittoor District, Andhra Pradesh - 517646, India.

8 Pages

Answer Booklet
 Mid_Sem / End_Sem Examination (✓ whichever applicable)

Programme.....Roll No.Subject and Code.....

Date No. of Addl. Sheets..... Invigilator's Signature.....


Room No./Seat No.

	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Total
Maximum Marks											
Marks Obtained											

Signature of the Faculty for the course (after evaluation) : _____

Please start writing here

Sample: 4 Pages Answer Sheet (Attached)



Indian Institute of Information Technology Sri City, Chittoor
Sri City, Chittoor District, Andhra Pradesh - 517646, India.

4 Pages

Additional Sheet

Roll No. Addl. Sheet No. Invigilator's Signature.....Date.....