



INDIAN INSTITUTE OF TECHNOLOGY MADRAS Chennai 600 036
COMMUNICATIONS OFFICE
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GSTIN: 33AAAAI3615G1Z6



Assistant Registrar (Communications and PR)

Date: 20.07.2023

Tender No. IITM/SPS/CO/Annual Report/002/2023-24/SPL

Due Date: 27.07.2023 @ 2.00 p.m.
Opening Date: 27.07.2023@ 3.00 p.m.

On behalf of the Indian Institute of Technology Madras, Tenders are invited in two bid system namely technical and financial bids for conforming to the specifications enclosed.

PREPARATION OF 64TH ANNUAL REPORT 2022-23 OF IIT MADRAS

WORK PROFILE

Preparation of Annual Report 2022-23 which includes Copy Editing, Translation, Layout & Design and Printing..

The bidder should have requisite infrastructure available. If necessary, successful bidder have to ensure to work on Saturdays /Sundays / Holidays as and when required by IIT Madras.

Copy Editing:

The firm should involve experienced copy editors to check for spellings and grammar, technical accuracy, completeness of the content, and consistency of syntax in the Annual Report and they should also check the sequencing and numbering in the report. The Copy editors should be able to edit and rewrite the content in a concise manner, if required. The Firm should ensure that Copy editors have required scientific and technical knowledge as well as excellent language skills.

Translation:

Translation of Annual Report from English to Hindi including typing, proof reading, vetting and page setting (700 pages approximately)

Layout and Design:

Layout and Designing of IITM Annual Report (English Version) A4 size, Multicolor, Cover page design and Illustrations. (700 pages approximately)

Printing and Supplying:

- Printing and Supplying of Annual Report 2022-23 (English version) Wrapper 300 GSM Art board + Multicolor printing in 75 gsm copier paper, 25 Books
- Printing and Supplying of Annual Report 2022-23 (Hindi version) Wrapper 300 GSM Art board + single color printing in 75 gsm copier paper, 20 Books

ELIGIBILITY CRITERIA :

1. The bidder shall not be from a country sharing land border with India and if the bidder is from a country sharing land border with India the bidder should have been registered with the competent authority as per orders of DIPP OM No. F. 6/18/2019-PPD dated 23rd July 2020, and MoCI Order No. P-45021/112/2020-PP (BE II) (E-43780) dated 24th August 2020. A declaration shall be submitted with the bid as per the format given in **Annexure – C**.
2. Only 'Class-I local suppliers and 'Class-II local suppliers', as defined under DIPP, MoCI Order No.P-45021/2/2017-PP (BE II) dated 16th September 2020 and other subsequent orders issued therein shall be eligible to bid in this tender. Declaration for Class-I/Cass-II local suppliers should be submitted in the prescribed proforma as per **Annexure - D**.
3. The bidder should have of GST and PAN. Necessary document proof needs to be submitted.
4. Good experience in Science and Technical writing (copies of work samples in any Annual Report of any IIT, NIT or any other Central Funded Technical Institute (CFTI) need to be submitted).
5. Good proficiency in translation work in Hindi (Work samples in any Annual Report of any IIT, NIT or any other Central Funded Technical Institute (CFTI) needs to be submitted).
6. The bidder should have minimum one year work experience in handling copy editing and proof reading work of Annual Report/ Brochure/ Booklet/ Report of any IIT, NIT or any other Central Funded Technical Institute (CFTI) (Copies of work order and minimum 3 sample should be submitted).
7. The bidder should execute the copy editing work of minimum Rs.1 Lakh in a single order from IIT, NIT or any other CFTI (Work order copies needs to be attached as a proof).
8. The bidder should submit past performance certificate for carrying out Copy Editing, Translation in Hindi, Designing & Formatting and Printing of Annual Report for the last one year. (Separate certificates are fine).

NUMBER OF BID SUBMISSION:

The bidders should submit the bids in **TWO BID SYSTEM** as detailed below:

Bid I Technical Bid

The technical bid should consist of technical compliance sheet (proforma given in **Annexure-B**) along with all relevant documents proof

The bidder should go through the scope of work given in the tender document, understand the requirement of IITM and submit the technical bid along with all relevant document proof in the proforma given in **Annexure–A**. **Any tender documents without these shall be invalid and rejected.**

Bid II Financial Bid

The financial bid should be submitted as per the proforma (**Annexure B**). The financial bid evaluation will be based on price quoted by the bidder and the tender will be awarded to the L1 bidder.

EVALUATION OF BIDS:

Technical Bid Evaluation

Bidders will be evaluated first for conformity with eligibility criteria and those bidders who have complied with eligibility criteria will alone be considered for opening the financial bid.

Financial Bid Evaluation

The lowest financial bid among the technical qualified bid will be declared as successful bidder (L1) and the order will be awarded to successful bidder (L1).

TERMS & CONDITIONS:

1. The quotation should be submitted within the due date and time. **Late quotation will be summarily rejected.**
2. The rate to be quoted should include taxes and all other charges.
3. **Quote validity:** 90 days
4. **Delivery:** Within 90 days from the date of work order.
5. **Payment:** The payment will be made after satisfactory completion of work.
6. **Jurisdiction:** All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the exclusive jurisdiction at the place from which the acceptance of tender is issued.
7. **Dispute Settlement:** It is mutually agreed that all differences and disputes arising out of or in connection with this agreement shall be settled by mutual discussions and negotiations. If such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the sole Arbitrator appointed by the Director, IIT Madras whose decision shall be final and binding on both the parties. It is also agreed that in case of any disagreements / disputes in connection with the Arbitrator's award, the same shall be settled under the Court of Law with its jurisdiction at Chennai. The resultant contract will be interpreted under Indian Laws.
8. For any clarifications regarding the description etc. contact the email or Phone No. as given below.
Phone: 044 2257 8294
Email: co.office@iitm.ac.in
9. Technical Bid & Financial Bid should be placed in separate cover with specification on the cover as "**Technical Bid**" & "**Financial Bid**" as the case may be. All the above two independent covers should be placed in one big cover and sealed with the superscription on the left hand side "**Tender for Preparation of 64th Annual Report of IIT Madras for the year 2022-23**" due on **27.07.2023 at 2.00 p.m.**

The tender cover should be sent to:

**The Assistant Registrar
Communications and PR
Third Floor (Annexure), IC & SR Building
IIT Madras
Chennai 600 036
Contact : 044 2257 8294**



Assistant Registrar (C& PR)

PROFORMA FOR TECHNICAL COMPLIANCE SHEET

Preparation of 64th Annual Report 2022-23 of IIT Madras
Tender No. IITM/SPS/CO/Annual Report/002/2023-24/SPL

Sl. No.	ELIGIBILITY CRITERIA	Compliance (Yes/No)	Page Ref.No.
1.	The bidder shall not be from a country sharing land border with India and if the bidder is from a country sharing land border with India the bidder should have been registered with the competent authority as per orders of DIPP OM No. F. No. 6/18/2019-PPD dated 23rd July 2020, and MoCI Order No. P-45021/112/2020-PP (BE II) (E-43780) dated 24th August 2020. A declaration shall be submitted with the bid as per format given in Annexure – C.		
2.	Only 'Class-I local suppliers' and 'Class-II local suppliers', as defined under DIPP, MoCI Order No. P-45021/2/2017-PP (BE II) dated 16 th September 2020 and other subsequent orders issued therein, shall be eligible to bid in this tender. Declaration for Class-I / Class-II local suppliers should be submitted in the prescribed proforma format as per Annexure – D.		
3.	The bidder should have of GST and PAN. Necessary document proof needs to be submitted.		
4.	Good experience in Science and Technical writing (copies of work samples in any Annual Report of any IIT, NIT or any other Central Funded Technical Institute (CFTI) need to be submitted need to be submitted).		
5.	Good proficiency in translation work in Hindi (Work samples in any Annual Report of any IIT, NIT or any other Central Funded Technical Institute (CFTI) need to be submitted needs to be submitted).		
6.	The bidder should have minimum one year work experience in handling copy editing and proof reading work of Annual Report/ Brochure/ Booklet/ Report of any IIT, NIT or any other Central Funded Technical Institute (CFTI) (Copies of work order and minimum 3 sample should be submitted).		
7.	The bidder should execute the copy editing work of minimum Rs.1 Lakh in a single order from IIT, NIT or any other CFTI (Work order copies needs to be attached as a proof).		
8.	The bidder should submit past performance certificate for carrying out Copy Editing, Translation in Hindi, Designing & Formatting and Printing of Annual Report for the last one year. (Separate certificates are fine).		

Copies of the document listed below should be submitted as a proof for the above supply

1. Copies of Work Orders from IITs NITs or any other CFTI for carrying out Copy Editing, Translation in Hindi, Design & Formatting and Printing of Annual Reports
2. Work sample of Copy Editing and proof reading work, Translation and Printing of Annual Report
3. Work sample of Science and Technical writing.
4. Past performance certificate as mentioned against point no 8.

Place:

Date:

Signature of the Bidder
Name & Address of the
Bidder with Office Stamp

ANNEXURE – B

PROFORMA FOR FINANCIAL BID (BoQ)

Preparation of 64th Annual Report 2022-23 of IIT Madras
Tender No. IITM/SPS/CO/Annual Report/002/2023-24/SPL

Sl. No.	Description	Qty.	Rate per page in Rs.	GST in %	Amount in Rs. (Incl. of taxes)
1	Copy Editing of Annual Report 2022-23 (approx. 700 pages each page of 500 words)	700 pages			
2	Layout and Designing of Annual Report A4 size, Multicolor, Cover page design and Illustrations. No. of Pages : 700 (Approx.)	700 pages			
3	Translation of Annual Report in Hindi Translation of Annual Report from English to Hindi including typing, proof reading, vetting and page setting No. of Pages : 700 (Approx.)	700 pages			
PRINTING OF ANNUAL REPORT					
4	a. Printing & Supply of Annual Report 2022- 23 (English Version) Wrapper 300 GSM art Board & Multi color Printing No of pages : 700 Multicolor (Approx.) Inside pages : 100 GSM Book Size A4 No of Books : 25 Nos.	25 Nos.			
	b. Printing & Supply of Annual Report 2022- 23 (Hindi Version) Wrapper 300 GSM art Board, Black & White Printing No. of pages : 700 pages approx.(Black & White) Inside pages : 100 GSM Book Size : A4 No of books : 20 Nos.	20 Nos.			
Total amount (Incl. of taxes and all other charges)					

**SIGNATURE OF BIDDER ALONG WITH
SEAL OF THE COMPANY WITH DATE**

ANNEXURE C

(To be given on the letter head of the bidder)

Tender No. IITM/SPS/CO/Annual Report/002/2023-24/SPL

Dated: _____

CERTIFICATE

(Bidders from India)

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that I am not from such a country.

OR

(Bidders from Country which shares a land border with India)

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that I am from _____ (Name of Country) and have registered with the Competent Authority. I also certify that I fulfil all the requirements in this regard and am eligible to be considered. *(Copy/ evidence of valid registration by the Competent Authority is to be attached)*

Place:
Date:

Signature of the Bidder
Name & Address of the
Bidder with Office Stamp

**FORMAT FOR AFFIDAVIT OF SELF-CERTIFICATION UNDER PUBLIC PROCUREMENT POLICY
(PREFERENCE TO MAKE IN INDIA) 2017**

Tender Reference No. IITM/SPS/CO/Annual Report/002/2023-24/SPL

Name of the item / Service: Preparation of 64th Annual Report 2022-23 of IIT Madras

Date: _____

I/We _____ S/o, D/o, W/o, _____
Resident of _____
hereby solemnly affirm and declare as under:

That I will agree to abide by the terms and conditions of the Public Procurement (Preference to Make in India) Policy vide Gol Order no. P-45021/2/2017-PP (B.E.-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019 and 04.06.2020) MOCI order No. 45021/2/2017-PP (BE II) Dt.16th September 2020 & P- 45021/102/2019-BE-II-Part(1) (E-50310) Dt.4th March 2021 and any subsequent modifications/Amendments, if any and

That the local content for all inputs which constitute the said item/service/work has been verified by me and I am responsible for the correctness of the claims made therein.

Tick (✓) and Fill the Appropriate Category	
<input type="checkbox"/>	I/We _____ [name of the supplier] hereby confirm in respect of quoted items that Local Content is equal to or more than 50% and come under "Class-I Local Supplier" category.
<input type="checkbox"/>	I/We _____ [name of the supplier] hereby confirm in respect of quoted items that Local Content is equal to or more than 20% but less than 50% and come under "Class-II Local Supplier" category.

The details of the location (s) at which the local value addition is made and the proportionate value of local content in percentage

Percentage of Local content : _____ %**
Location at which value addition done : _____

For and on behalf of..... (Name of firm/entity)

Authorized signatory (To be duly authorized by the Board of Directors)
<Insert Name, Designation and Contact No.>

[Note: In case of procurement for a value in excess of Rs. 10 Crores, the bidders shall provide this certificate from statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.]

This letter should be on the letterhead of the quoting firm and should be signed by a competent authority.

**** Services such as transportation, insurance, installation, commissioning, and training and after sales service support like AMC/CMC cannot be claimed as local value addition**