



भारतीय प्रौद्योगिकीसंस्थानमद्रासचेन्ने 600 036
INDIAN INSTITUTE OF TECHNOLOGY MADRAS Chennai 600 036



Communications Office
Email: co.office@iitm.ac.in

दूरभाष: (044) 2257 8294 GSTIN: 33AAAAI3615G1Z6

Assistant Registrar (Communications and PR)

Date: 27.04.2023

Tender No. IITM/SPS/CO/Annual Report/001/2023-24/SPL

Due Date: 18.05.2023 @2.00 p.m.
Opening Date: 18.05.2023@ 3.00 p.m.

Dear Sir,

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

Preparation of 64th Annual Report 2022-23 of IIT Madras

conforming to the specifications enclosed.

Technical Qualification:

- (a) 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**.
- (b) 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**.
- (c) Good experience in Science and Technical writing.
- (d) Minimum of one year of work experience in handling copy editing and proof reading work of Annual Report/ Brochure/ Booklet/ Report. of an IIT, NIT or any other Central Funded Technical Institute (CFTI).
- (e) Good proficiency in translation work in Hindi
- (f) Minimum 3 samples of copy editing work of Annual Report/ Brochure/ Booklet/ Report. done for IIT, NIT or any other CFTI.
- (g) Proof of having undertaken copy editing/ proof reading work of min. Rs. 1 Lakh in a single order.
- (h) The firm should submit proof of GST and PAN.
- (i) The party should have requisite infrastructure available. If necessary, successful party have to ensure to work on Saturdays /Sundays / Holidays as and when required by IIT Madras and all the charges are deemed to be included in the offered price.

Number of Bid Submission:

Two bid system should be followed as detailed below:

Bid I Technical Bid

The technical bid should consist of technical qualification and compliance sheet as per **Annexure – A**.

The bidder should go through the technical qualification 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.

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 applicable taxes.
3. Discount if any should be mentioned separately
4. The payment will be made after satisfactory completion of work.
5. 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

6. Bidders should mention the enquiry number along with due date on the top of the master envelope (with two sealed covers separately) super-scribed as **“Tender for Preparation of 64th Annual Report of IIT Madras for the year 2022-23”** while submitting the quotation to the following address **on before 18.05.2023 @ 2.00pm**

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

Sd/-
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/001/2023-24/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.	Good experience in Science and Technical writing.		
4.	Minimum of one year of work experience in handling copy editing and proof reading work of Annual Report/ Brochure/ Booklet/ Report of an IIT, NIT or any other Central Funded Technical Institute (CFTI).		
5.	Good proficiency in translation work in Hindi		
6.	Minimum 3 samples of copy editing work of Annual Report/ Brochure/ Booklet/ Report. done for IIT, NIT or any other CFTI.		
7.	Proof of having undertaken copy editing/ proof reading work of min. Rs. 1 Lakh in a single order.		
8.	The firm should submit proof of GST and PAN.		
9.	The party should have requisite infrastructure available. If necessary, successful party have to ensure to work on Saturdays /Sundays / Holidays as and when required by IIT Madras and all the charges are deemed to be included in the offered price.		

The proof attached should be indexed and page numbers of the attached proof should be clearly mentioned in the Technical Bid format.

Place:

Date:

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

PROFORMA FOR FINANCIAL BID (BoQ)**Preparation of 64th Annual Report 2022-23 of IIT Madras**

Tender No. IITM/SPS/CO/Annual Report/001/2023-24/SPL

Sl. No.	Description	Qty	Rate per page	GST in %	Amount in Rs. (Incl. of taxes)
1	Copy Editing of Annual Report 2022-23 (approx. 700 pages each page of 500 words) Cost per page :				
2	Layout and Designing of Annual Report A4 size, Multicolor, Cover page design and Illustrations. No. of Pages : 700 (Approx)				
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)				
4	Printing of Annual Report 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.				
	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.				
	Total amount (Incl. of taxes)				

SIGNATURE OF BIDDER ALONG WITH
SEAL OF THE COMPANY WITH DATE

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

Tender No. IITM/SPS/CO/Annual Report/001/2023-24/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/001/2023-24/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.
<input type="checkbox"/>	I/We _____ [name of the supplier] hereby confirm in respect of quoted items that Local Content is less than 20% and come under “Non 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