

REQUEST FOR QUOTATION FOR PRINTING & SUPPLY OF ANSWER BOOKLET FOR IIIT BHUBANESWAR

V 1.0

TENDER SCHEDULE

Date of Publication of Advertisement : 26th June 2025

Publication of RFQ in the website: 26th June 2025

Submission of Bids: By 2.00PM of 15th July 2025

Opening of the Bids: 3.30PM on 15th July 2025

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A.1 ABOUT IIIT BHUBANESWAR

International Institute of Information Technology Bhubaneswar (IIIT-BH) is a non-affiliating University by an act of the Odisha State Assembly.

A.2 REQUIREMENTS:

A2.1 SCOPE OF WORK:

- Printing & Supply of Answer Booklet as per specification given at Section- D within thirty days of placing the order. The potential bidders are advised to inspect the sample Answer Booklets kept in the Purchase Office before submission of tender document.

A2.2 TECHNICAL SPECIFICATION:

- Specified in Section-D

A.3 DELIVERABLES

- Supply of Answer Booklet as per specification and sample within thirty days of placing the order.
- Replacement of defective Answer Booklets within fifteen days of intimation to the supplier.

A.4 MODE OF PAYMENT

90% of the order value will be paid after successful execution of the order.

- Balance 10% will be released after 60 days from date of delivery subject to smooth operation of the items supplied and submission of a Bank Guarantee (BG) of 10% of the total ordered amount for the entire warranty period.

A.5 EVALUATION METHODOLOGY

A.5.1 PRE-QUALIFICATION

The criteria for pre-qualification is as follows

S1 No	Criterion	Supporting Document
1	The Bidder shall have valid PAN	Copy of the PAN
2	The Bidder shall be registered Under GST	Copy of the GST registration certificate
3	The Bidder shall submit EMD of INR 16,000/- as detailed in Section A.6.6	Bank Draft
4	The Bidder shall submit Bid Processing fee of INR 1600/- as detailed in A.6.7	Bank Draft

Pre-Qualification: Bidders who meet pre-qualification criteria will be considered for Financial evaluation.



A.5.2 FINANCIAL EVALUATION:

The items quoted must confirm with the requirements as mentioned in the BOQ at Section – D. **The bidders are also required to inspect the sample Answer Booklet before submission of the bid documents. The bidders shall take prior appointment with Sri Debashis Samal Cell No. 9937000549 for sample inspection.**

Non-compliance with the requirement as specified at Section - D will render the bidder technically ineligible and will disqualify him from financial evaluation.

The Unit Price quoted in the financial proposal will be considered as the financial bid amount. **The Bidders must ensure that the financial bid is free from typographical as well as arithmetical errors.** If any such errors are observed, the evaluation committee will use its judgement to make corrections to the bid or treat it as non-compliant.

The price quoted shall be valid for a period of one year for the purpose of repeat order.

A.5.3 FINAL EVALUATION:

The technically qualified Bidder quoting the lowest Financial Bid amount will be recommended for award of contract.

A.6. INSTRUCTIONS FOR PREPARATION OF QUOTATION

A.6.1 AMENDMENT OF RFQ DOCUMENTS

At any time before the submission of Bids, the IIIT-BH may amend the RFQ by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all bidders and will be binding on them. The bidders may acknowledge receipt of all amendments. To give the bidders, reasonable time in which to take an amendment into account in their Proposals, the Client/Purchaser may, if the amendment is substantial, extend the deadline for the submission of Proposals.

A.6.2 COST INCIDENTAL TO RFQ PREPARATION

Bidders shall bear all costs associated with the preparation and submission of their proposals. IIIT-BH is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without there by incurring any liability to the bidders.

A.6.3 SITE CONDITIONS

Bidders should contact the Employer's representative for their visit, if required to obtain additional information. Bidders should ensure that IIIT-BH's representatives are advised of the visit well in time to allow them to make appropriate arrangements for supply of information. All costs related to the visits shall be borne by the interested bidder.

A.6.4 TECHNICAL PROPOSAL

No technical proposal is required. Bidders shall quote their price as per the BOQ document which specifies the technical requirements.



A.6.5 FINANCIAL PROPOSAL

- a. In preparing the Financial Proposal, the bidders are expected to take into account the requirements and conditions of the RFQ document. The Financial Proposal should follow Standard Forms.
- b. The Bidder is required to provide information of all items of its cost.
- c. The bidder is required to submit the financial proposal in formats Section-C.

A.6.6 EARNEST MONEY DEPOSIT AND BID PROCESSING FEE

- a) An Earnest Money Deposit (EMD) of amount mention in pre-qualification criteria in the form of Bank Draft in the name of IIIT Bhubaneswar payable at Bhubaneswar from a nationalized Bank must be submitted in a separate envelope, along with the Proposal as mentioned in this RFP in the format given at Section B.
- b) Proposals not accompanied with EMD, shall be rejected as non-responsive and will not be opened at all.
- c) No interest shall be payable by the Client for the sum deposited as EMD.
- d) The EMD of the unsuccessful bidders would be returned within one month of signing of the contract
- e) The EMD shall be forfeited incase of the following events:
 - i. If Proposal is withdrawn by bidder during the validity period or any extension agreed by the bidder thereof.
 - ii. If the bidder tries to influence the evaluation process.

A.6.7 BID PROCESSING FEE

A Bid Processing Fee of amount mentioned in pre-qualification criteria in the form of a Bank Draft in the name of **IIIT Bhubaneswar** payable at **Bhubaneswar** from a nationalized Bank must be submitted in a separate envelope, along with the Proposal as mentioned in this RFQ.

A.6.8 SUBMISSION, RECEIPT AND OPENING OF PROPOSALS

- d. The Proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidders themselves. The person who has signed the proposal must initial such corrections.
- e. An authorized representative of the bidder shall initial all pages of the bid and supporting documents. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign.
- f. The bid documents shall be placed in a sealed envelope clearly marked **"REQUEST FOR QUOTATION – ANSWER BOOKLET"** followed by the name and address of the Bidder. The Quotation document along with the desired prequalification supporting documents, EMD and Bid processing fees shall be placed in the envelope and sealed. This envelope shall bear the submission address, reference number and shall be clearly marked **"DO NOT OPEN, BEFORE [Date and Time of Bid Submission]"**. The Bidders shall seal and mark the Bid strictly as stipulated. IIIT Bhubaneswar shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for bid rejection.



- g. Telegraphic / Tele fax / Telex / E-mail submissions / quotations will not be accepted.
- h. If the Bid is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive and will be rejected.
- i. The Bids must be sent to the address/addresses indicated in the Data sheet and received by IIIT Bhubaneswar no later than the time and the date indicated in the Data sheet, or any extension to this date. Any proposal received by the Client after the deadline for submission shall be returned unopened.

A.6.9 PERIOD OF VALIDITY OF BIDS

Bids shall remain valid for 90 days after the date of submission of the proposal.

A.6.10 DEVIATIONS

Deviations by bidders are generally not allowed. However, IIIT Bhubaneswar may increase or decrease the quantities as per its suitability, affordability and budget.

During the implementation phase, the bidder may propose deviations and IIIT-BH shall decide to accept or reject depending on the rationale/ justification for the deviations.

A.6.11 RIGHT TO WAIVE MINOR IRREGULARITIES

The Evaluation Committee of IIIT-BH reserves the right to waive minor irregularities. The Evaluation Committee also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals fail to meet the same mandatory requirements and/or doing so does not otherwise materially affect the procurement. This right is at the sole discretion of the Evaluation Committee of IIIT-BH.

A.6.12 DELAY IN THE SUPPLIER'S PERFORMANCE

If at any time during the performance of the contract, the Supplier should encounter conditions not attributable to him impeding the timely delivery of the goods, the Supplier shall promptly notify IIIT-BH in writing. IIIT Bhubaneswar may at its own discretion extend the contract time. As soon as practicable, after receipt of the Supplier's notice, the Clients shall evaluate the situation and may at its discretion extend the Contract time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.

Any delay by the Supplier for reasons other than those given in the above paragraph in the performance of its Contract obligations shall render the Supplier liable to any or all of the following:

- Forfeiture of EMD;
- Imposition of Liquidated Damages: The time schedule for successful execution of the order as mentioned in the RFQ is very important and the supplier must take utmost care to complete the work within the time specified. If the work is delayed for any reason for which IIIT Bhubaneswar is not responsible, a penalty@0.5%of the work order value will be deducted from the payment to the supplier for each week (or a part thereof) of delay subject to a maximum delay period of four weeks.



If the supplier still fails to supply within the penalty period, the purchaser will forfeit the EMD amount and shall cancel the Work Order.

- Termination of the Contract for default.

A.7. GENERAL TERMS AND CONDITIONS

A.7.1 SETTLEMENT OF DISPUTES

- a) Amicable Settlement: Performance of the contract is governed by the terms & conditions of the contract. In case a dispute arises between the parties regarding any matter under the contract, either Party of the contract may send a written Notice of Dispute to the other party. The Party receiving the Notice of Dispute will consider the Notice and respond to it in writing within 30 days after receipt. If that party fails to respond within 30 days, or the dispute cannot be amicably settled within 60 days following the response of that party, point b (arbitration) shall become applicable.
- b) Arbitration: In the case of dispute, interpretation or clarification arising in respect of this order of supply, RFQ etc. the same shall be referred to a Dispute Resolution Committee to be chaired by the Director, IIIT-BH. The decision of the Committee shall be final and binding on both the parties.

A.7.2 DISPUTE SETTLEMENT JURISDICTION

Jurisdiction for filing any suit in case of any dispute shall be local courts at Bhubaneswar only.

A.7.3 CURRENCY OF PAYMENT

Payment shall be made in Indian Rupees only.

A.7.4 TERMINATION

The Client may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or in part if the Supplier fails to deliver any or all of the obligations within the time; or the Supplier fails to perform any other obligation(s) under the contract

A.7.5 FORCE MAJEURE

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable and not brought about by or at the instance of the Party claiming to be affected by such events and which has caused the non-performance or delay in performance, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, terrorism, earthquake, fire, explosion, storm, flood, elements of nature or other extreme adverse weather conditions, strikes, rebellions or revolutions, pandemics or labour difficulties, lockouts or other industrial action, confiscation, acts or regulations of government bodies, court orders, civil disorders, or any other action by Government agencies. Delays in delivery or in meeting completion dates due to Force Majeure events will automatically result in extension of completion dates for a period equal to the duration of such events, plus an additional period of time that is reasonable under the circumstances.



Signature of Bidder



B. STANDARD FORMATS FOR TECHNICAL PROPOSAL**B.1 CHECKLIST OF DOCUMENTS TO BE SUBMITTED**

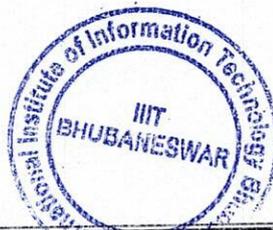
Sl No	Document	Format	Submitted (Y/N)
1	Details of the Bidder and its Authorized Representative	B.2	
2	Copy of GST Number of the Agency		
3	Copy of PAN document of the Agency		
4	List of Items to be Supplied	B.3	
5	Technical Specification Compliance Statement	B.4	
6	EMD	Bank Draft	
7	Bid Processing Fee	Bank Draft	

Signature of Bidder



B.2 DETAILS OF THE BIDDER AND HIS AUTHORIZED REPRESENTATIVE

1	DETAILS OF THE BIDDER	
	Name of the Organization	
	Address of the Organization	
	Telephone(s)	
	Fax	
	Email	
	Website	
	PAN No	
	GSTIN	
	Bank Account No.	
	Name of the Bank	
	Name of the Branch	
	IFSC Code	
2	DETAILS OF THE AUTHORIZED PERSON	
	Name	
	Address	
	Telephone	
	Cell Phone	
	Fax	
	Email	
3	Contact Details of the Authorized Service Centre in Bhubaneswar	



Signature of Bidder

B.3 LIST OF ITEMS

Sl. No.	Item Particulars	Quantity
	Answer Booklet as per technical specification mentioned in Section-D and sample with Purchase Office.	
1.	End Semester Exam Answer Booklet of 32 pages	25,000
2.	Mid Semester Exam Answer Booklet of 20 pages	25,000

Signature of Bidder

B.4 TECHNICAL SPECIFICATION COMPLIANCE STATEMENT

Sr. No.	Technical Specification of Item as mentioned at Section D.	Compliance to RFQ specification (Yes or No)	Deviation in Specification from RFQ to be specified in unambiguous terms
	Answer Booklet as per technical specification mentioned in Section-D and sample with Purchase Office.		
1.	End Semester Exam Answer Booklet		
2.	Mid Semester Exam Answer Booklet		

Signature of Bidder

B.5 FORMAT FOR BANK GUARANTEE

In consideration of _____ (Employer's name) (here in after referred to as "the Employer") which expression shall, unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to _____ (Contractor's name & address) (hereinafter referred to as "the Contractor" which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) a contract, by issue of Employer's Notification of Award No. _____ dt. _____. And the same having been unequivocally accepted by the Contractor, resulting into a contract valued at INR _____ (in words _____ only) for _____ (name of work) (herein after called "the contract") and the Contractor having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire contract equivalent to INR _____ (in words _____ only) (10% of the said value of the Contract to the Employer.

We, _____ (name & address of bank) (here in after referred to as "the Bank" which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the Employer, on demand any or, alimonies payable by the Contractor to the extent of INR _____ (INR _____ only) as aforesaid at any time up to _____ without any demur, reservation, contest, recourse or protest and/or without any reference to the Contractor. Any such demand made by the Employer on the bank shall be conclusive and binding notwithstanding any difference between the Employer and the Contractor or any dispute pending before any Court, Tribunal, Arbitrator or any other authority. The Bank undertakes not to revoke this guarantee during its currency without previous consent of the Employer and further agrees that the guarantee herein contained shall continue to be enforceable till the Employer discharges this guarantee.

The Employer shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee, from, time to time to extend the time for performance of the Contract by the Contractor. The Employer shall have the fullest liberty without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Contractor and to exercise the same at any time in any manner and either to enforce or to forbear to enforce any covenants, contained or implied, in the Contract between the Employer and the Contractor or any other course or remedy or security available to the Employer. The bank shall not be released of its obligations under these presents by any exercise by the Employer of its liberty with reference to the matters aforesaid or any of them or by reason of any other actor forbearance or other acts of omission or commission on the part of the Employer or any other indulgence shown by the Employer or by any other matter or thing whatsoever which under law would but for this provision, have the effect of relieving the Bank. The guarantee shall not be affected by a change in the constitution of the bank or of the employer.

The bank also agrees that the Employer at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance, without proceeding against the Contractor and notwithstanding any security or other guarantee that the Employer may have in relation to the Contractor's liabilities.

Notwithstanding anything contained here in above our liability under this guarantee is restricted to INR _____ (in words _____ only) and it shall remain in force up to and including _____ and shall be extended from time to time for such period (not exceeding one year), as may be desired by IIIT Bhubaneswar on whose behalf this bank guarantee has been given.

Notwithstanding anything contained herein:

i) Our liability under this guarantee shall not exceed INR _____ (INR _____ only);

ii) This bank guarantee shall be valid up to _____; and

iii) Our liability to make payment shall arise and we are liable to pay the guaranteed amount or any part thereof under this guarantee, only and only if you serve upon us a written claim or demand in terms of the guarantee on or before

_____ (indicate a date six months after validity of guarantee)

.Dated this _____ day of _____.

IIIT Bhubaneswar



C. STANDARD FORMATS FOR FINANCIAL PROPOSAL

SL NO	SUPPLY OF ITEMS AS PER TECHNICAL SPECIFICATION GIVEN IN SECTION-D.	QTY [NOS.]	UNIT RATE (INR)	GST RATE IN %	TOTAL AMOUNT (INR)
		[a]	[b]	[c]	$[d] = [(a \times b) \times (1 + c/100)]$
	Answer Booklet as per technical specification mentioned in Section-D and sample with Purchase Office.				
1.	End Semester Exam Answer Booklet	25,000			
2.	Mid Semester Exam Answer Booklet	25,000			
TOTAL:					
TOTAL AMOUNT (IN WORDS):					

Date:

Signature of Bidder:

Name & Designation of Bidder:

Seal of Agency:

Note:

- i. The bidders are required to inspect the sample Answer Booklet before submission of the bid documents. The bidders shall take prior appointment with Sri Debashis Samal, Cell No. 9937000549 for sample inspection.
- ii. The GSTIN of IIIT Bhubaneswar is 21AAAAI1683C2ZA
- iii. The actual quantity ordered may vary depending on the requirements.



D. DETAILED SPECIFICATION-ANSWER BOOKLET

Answer Booklet		
Sl. No.	Description	Specification
i.	End Semester Exam Answer Booklet	The End semester exam answer booklet should be A4 size and should contain 32 pages of 75GSM. The details of the front page as per the sample booklet. Except the cover page , all other pages should have 25 lines in each page with margin carrying the university emblem on top middle portion and page nos. in the right top corner. Answer Booklet is to be stitched for binding in the left side of the Answer Booklet. The answer booklet shall confirm with the Sample booklet kept for inspection.
ii.	Mid Semester Exam Answer Booklet	The Mid semester exam answer booklet should be A4 size and should contain 20 pages of 75 GSM. The details of the front page as per the sample booklet. Except the front page , all other pages should have 25 lines in each page with margin carrying the university emblem on top middle portion and page nos. in the right top corner. Answer booklet has to be punched for stitching the additional. Answer Booklet is to be stitched for binding in the left side of the Answer Booklet. The answer booklet shall confirm with the Sample booklet kept for inspection.

