

**Indian Institute of Information Technology,  
Design and Manufacturing, Kurnool  
Jagannathagattu, Dinnidevarapadu, Kurnool.**



**Tender Document**

**For**

**Subscription of Magazines**

Date: 25.Nov 2019

<b>Tender Enquiry No</b>	:	<b>IIITDMK/19-20/S&amp;P/Library/ Magazines /15 Dated. 25 Nov .2019</b>
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Subject: Inviting bids for supply of Magazines to the CFTI IIITDM KURNOOL under Ministry of Human Resource Development for one year regarding.

I am directed to say that bids are invited from the reputed Firms/Company for supply of Magazines to CFTI IIITDM Kurnool under Ministry of Human Resource Development located in Kurnool Andhra Pradesh for One year **FY2019-2020**

**Submission of Offer** : Two Bid System: Two bid system will be followed in this tender. In this system the bidder must submit his offer in two separate sealed envelopes. Both the technical bid and commercial bid envelopes should be securely sealed and stamped separately and clearly marked as "Envelope No: 1 – Technical Bid" and "Envelope No: 2 – Commercial Bid" respectively. These two sealed envelopes should be placed in a different envelope super scribing the tender No and description of the item..

**Place of Submission Bid** : **The Registrar I/c**  
Indian Institute of Information Technology, Design and Manufacturing Kurnool  
Jagnnathagattu, Dinnidevarapadu,  
Kurnool,  
Andhrapradesh-518007.

**Due Date**  
**(For submission of bids)** : **11.00 AM 01.01.2020**  
(any bid received after the due date and time by any means will be summarily rejected)

**Opening of Technical Bid** : **02:00 PM, 01.01.2020**

<p><b>Important :</b> All communications are to be addressed to in the name of Registrar, IIITD&amp;M Kurnool only and not in the name of any officer and mails has to be sent to official purchase email id <a href="mailto:purchase@iiitk.ac.in">purchase@iiitk.ac.in</a></p>
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## Crucial Dates of Tender Document

Sr.No	Particulars	Date Time
1	Date of Publication of Tender / Download of Tender	22.11.2019
3	Bid Submission Start Date	02.12.2019
4	Bid Submission Close Date	01.01.2020(11:00 AM)
5	Opening of Technical Bids	01.01.2020(2:00 PM)

### Terms and Conditions

1. The Bidders are requested to give detailed tender in Two bid format.

**Envelope-I : Technical Bid**  
**Envelope-II : Commercial Bid**

2. The bidder has to accept all terms and conditions of the Institute and conditional offers will not be accepted.
3. The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <https://eprocure.gov.in/epublish/app?> or Institute website <http://iiitk.ac.in/home> and the duly filled tenders should be submitted to the Registrar Indian Institute of Information Technology, Design and Manufacturing, Kurnool, Jagannathagattu, Dinnidevarapadu, Kurnool-518007 **on or before 01.01.2020( 11.00 AM).**

#### 4. **SEARCHING FOR TENDER DOCUMENTS:**

There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

Incomplete or conditional tenders will not be entertained. **Technical Bid should include photocopies of the following documents, self-attested, failing which their bids shall be summarily/out rightly rejected and will not be considered any further:**

S. No	Document	Description
1	Address Proof	Registered Office or one of the Branch Office of the Company/ Firm/ Agency should be located in India
2	Registration certificate	Certificate of incorporation / Registration Certificate of the bidder.
3	Experience details	The Company / Firm / Agency should have at least 03 (three) years of experience in supplying items in this field to Ministries/ Departments/ CFT Such as IITS,NITS,IIITS,IISERS ETC/Organizations of the Government of India / State Government, PSUs, Nationalized Banks etc. with at least one year proof duly supported by documentary evidence and which should be enclosed with the Quotation. Give details of the major similar contracts handled by the tendering Company/Firm/Agency on behalf of PSU and Govt. Dept. During the last three years (Attach Copy).
4	GST/CST/ No.	Attested copies of valid GST/CST/ Service Tax Number
5	PAN Card	Copy of PAN Card to be attached.
6	Annual turnover proof	Having minimum turnover of Rs. 5 Lakh per year in supplying newspapers/magazines during each of the last three years (documentary proof in the name of the bidding company has to be attached).
7	ITR	Copies of IT return (in the name of the bidding company) of the past 3 years i.e. 2018-19, 2017-18 & 2016-17.
8	Duly filled Annexure 'A'	The Company /Firm /Agency should submit the technical Bid in prescribed Proforma as per Annexure 'A' with attested copies of documents indicated in compliance with the above requirements should be kept with the Technical Bids
9	Affidavit stating that the Company/Firm/Agency is/has not been blacklisted by Central/State Govt./ PSU	Affidavit stating that the Company/Firm/Agency is/has not been blacklisted by Central/State Govt./ PSU

**Financial Bid:**

The Financial Bid should contain a flat discount rate (in %age) on the overall supply.

**If the bidder desires to be present at the time of opening, he shall depute his representatives (not more than two persons) with due authorization for participating in the tender opening.**

**Any cutting or overwriting should be attested by the tenderer with full signature and seal.**

**IIITDM Kurnool takes no responsibility for delays, loss or non-receipt of tender documents or any letters sent by post/courier either way and also reserve the right to reject any offer in part or full without assigning any reasons thereof**

## **Terms and Conditions of Contract for Supplier**

a. The Supply Orders will be placed as and when required. The successful supplier will have to meet all the requirements of the Department immediately on receipt of the supply order.

b. Supplier should provide digital access of magazines as per our requirement in future.

c. MRP or combo price as applicable and appearing on magazines should be used for billing and flat discount given on that.

d. Pre - receipted (signed on revenue stamp) bills certified by the offices/ officers to whom magazines are supplied must be submitted for settlement in triplicate to Purchase Section within 30 days of the subsequent months.

e. The delivery of the Magazines will have to be made to the IIITDM KURNOOL, JAGANNATHA GATTU DINNIDDEVARAPADU , KURNOOL.

f. The contract shall be in force for an initial period of one year that could be further extended at same rate, terms and condition with mutual consent subject to satisfactory performance of the contractor during initial period of contract.

g. The Company shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Company without the prior written consent of the approval of competent authority

h. The tenderer will be bound by their details furnished to this Institute, while submitting the tender or at any subsequent stage. In case, any document furnished by it is found to be false at any stage, it would be deemed to be a breach of the terms of contract making it liable for legal action besides termination of contract.

I.IIITDM KURNOOL reserves its right to terminate the contract at any time without assigning any reasons. The contractor will not be entitled to claim any compensation against such termination.

J. PBG (Performance Bank Guarantee) @ 10% of the contract value in the form of FDR (Fixed Deposit Receipt) / bank guarantee hypothecated to "Director IIITDM KURNOOL" which should be valid up to one year plus two months beyond the date of completion of the contractual obligations of the supplier, failing which the tender shall be rejected outright.

K. The Performance Bank Guarantee of the Company will be liable to be forfeited by the IIITDM KURNOOL if the firm fails to supply the items at the quoted discount and time, or in case of breach of any terms and conditions stipulated in the contract.

L. IIITDM KURNOOL reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

M. If two or more companies offer identical discount, the decision will be taken by the competent authority based on the credentials of the company like experience, turnover, recommendation by other GOI organizations, etc. and will be final which is not liable to be challenged in the court of law..

N. All matters/ disputes pertaining to the tender and rest of the contract shall be settled by the Head of Department or an officer nominated by him for the purpose. The contract terms are interpretable under applicable Indian Laws.

O. In case services are found to be unsatisfactory or the vendor doesn't adhere to the terms and conditions, 10% value of the concerned bills may be deducted as penalty.

#### 5.1 Evaluation Criteria:

a. Bid evaluation committee in the first stage will evaluate the technical bids on the basis of various criteria stipulated in the bid document and thereafter evaluate the price bids of the bidders who are successful in the technical evaluation.

B. After determining whether the price bids are complete in all respects and without errors shall determine the lowest price bid for award of contract.

c. The bid shall be evaluated on the basis of discount offered in terms of percentage by the bidders below the printed rates.

d. In case of tie (identical bids), all the participating bidders shall be informed by mail/ message to enable bidders submit revised bids so as to break the tie.

#### 6. 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 force majeure event such as war or hostility, acts of the public enemy, civil commotion, sabotage, fires, explosions, epidemics, quarantine restrictions, strikes, lockouts, natural disasters or act of God (hereinafter referred to as events), neither party shall due to 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 the Purchaser as to whether the deliveries have been so resumed or not shall be final and conclusive. Further, 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, IIITDM KURNOOL may, at its option, terminate the contract.

7. Acceptance of the terms and conditions of tender document The bidders has to accept all the terms and conditions of this tender document and it is made known that the bidders quoting for this tender had impliedly accepted the terms and conditions of this tender

8. Interpretation of the clauses in the Tender Document In case of any ambiguity / dispute in the interpretation of any of the clause in this tender document, interpretation of The Registrar, IIITD&M Kurnool shall be final and binding on all parties. The IIITD&M Kurnool reserves the right to accept the offer in full or in parts or reject the offer summarily or partly without assigning any reasons.

**Sd/-**  
**Registrar I/c**

**Annexure - " A "**

**APPLICATION – Technical bid should include of the following documents**

Name of the Vendor/ Supplier (in BLOCK letters)	
Address for Correspondence	
Name of the Contact Person	
Phone/ Mobile No.	
E-mail Id	
Bank Account Detail	Name of the Bank:  Branch:  A/C No.  Type of A/C:  IFSC Code:

**Declaration by the Vendor/ Supplier**

I ....., S/o D/o ..... hereby declare that am interested to supply magazines to your Institute IIITDM KURNOOL jagannthagattu Dinnidevarapadu Kurnool. I have read all terms & condition as laid down by IIITDM KURNOOL and will abide by all the conditions.

Date:

Place:

Phone:

Signature with Seal



DECLARATION

I, \_\_\_\_\_ Son/Daughter/Wife of Shri \_\_\_\_\_  
Proprietor/Director, authorized signatory of the Company, mentioned above, is competent to sign this  
declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to  
abide to them;

3. The information/documents furnished along with the above application are true and authentic to the  
best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false  
information/fabricated document would lead to rejection of my tender at any stage besides liabilities  
towards prosecution under appropriate law

Date:

Place:

Signature of authorized person

Full Name:

Seal:

**Commercial Bid**

**List of the Recommended Magazines**

<b>S. No</b>	<b>Name of the Magazines</b>	<b>Frequency</b>	<b>Issues Per One Year</b>	<b>Price</b>
1	Cable Quest	Monthly	12	
2	Competition Success Review (English)	Monthly	12	
3	Data Quest	Monthly	12	
4	Electrical India	Monthly	12	
5	Electronics Bazaar	Monthly	12	
6	Electronics for you	Monthly	12	
7	Embedded for you	Bi Monthly	12	
8	Employment news	Weekly	6	
9	Forbes India	Fortnightly	48	
10	General Knowledge Today	Monthly	28	
11	IT Next	Monthly	12	
12	Science Reporter	Monthly	12	
13	Open Source for you	Monthly	12	
14	PC Quest	Monthly	12	
15	Pratiyogita Darpan (English)	Monthly	12	
16	Readers Digest	Monthly	12	
17	Satellite @internet India	Monthly	12	
18	Scientific India	Monthly	12	
19	New Scientist	Weekly	48	
20	Scientific American	Monthly	12	
21	Harvard Business Review	Bi-Monthly	6	

Sd/-

Registrar I/c

