

**IIM****Metallurgy
Materials Engineering**

An Invitation to Tender

[Printing stationeries]

A) Introduction [www.iim-india.net]

The idea of formation of an Indian Institute for metallurgists was conceived as early as in 1945. This was possible by the efforts of a few metallurgists, who realised the need for an adequate body for professional metallurgists in India. During that time many of the technical information were not easily available in India. Communications with other countries were difficult because of the war.

The scope of the Institute activities includes mineral beneficiation, extraction, fabrication, heat treatment, finishing as well as practical and theoretical aspects of metallurgy of all ferrous and nonferrous metals and alloys. Ceramics and other disciplines and technologies allied to metallurgical problems also come under the scope of the Institute. The activities of the Institute include organising national and international technical conferences and programmes, research activities, publications, conducting qualifying examinations etc.

Specifications for Stationeries requirement

Stationery type/ Particulars	Spécifications	Dimensions	Quantity
1. Stickers	Multipurpose Sticky Label Sheets Paper/ 90*90 GSM/Soft Glossy Surface/Adhesive Chromo Labels	a. 18.5 cms[h] x 17 cms[w]	1000
		b. 18.5cms [h] x 9cms[w]	1000
2. AMIIM Certificates	a.AMIIM Examination Certificate Layout Prints/Printing on one side/300 GSM	a.29.8 cms [h] * 20.8cms[w]	1000
	b.AMIIM Examination Certificate Layout Prints/Printing on both sides /300 GSM	b.29.8 cms [h] * 20.8cms[w]	1000
Note: <ul style="list-style-type: none">✓ Samples attached for Stickers & AMIIM Certificates✓ The preferred GSM as specified above may change with respect to the Samples enclosed herewith. [<i>Samples may be collected only in hard copy</i>]✓ h refers to height & w refers to the width.✓ Colors would be as per the samples shared.			

THE INDIAN INSTITUTE OF METALS

"METAL HOUSE"

Plot 13/4, Block AQ, Sector V, Salt Lake, Kolkata - 700 091

Phones : 033- 2367 5004 / 2367 9768 / 2367 7089

E-mail : secretarygeneral.iim@gmail.com / headofficeiim@gmail.com

Website : www.iim-india.net

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B) Description

Details	
1. Advertisement of Tender Notice	5 th March 2020
2. Pre-Bid Discussion [On request]	Any weekday, with atleast two days prior intimation
3. Place for Bid submission	Metal House Plot 13/4 , Block AQ Salt Lake, Sec V Kolkata 700 091 Addressed to Mr. Kushal Saha , Secretary General
4. Last date of submission of bids	19 th March 2020; 5pm
5. Date & Place of Opening of technical bid	20 th March 2020; 11 am @ Conference Room, Ground Floor, Metal House
6. Date & Place of Opening of financial bid	To be announced later.

C) Terms & Conditions

1. All the documents required as per **Annexure I** shall be sent as *Technical Bid*.
2. The Rates/ Price bids are to be submitted as per **Annexure II**, according to specifications given in the Enquiry only and no conditional tenders will be accepted. Work will be awarded to the lowest bidder.
3. Covering letter should clearly indicate the list of enclosures.
6. The cost shall include the cost of paper, designing, formatting, typing as necessary, printing, and delivery. GST shall be incurred as applicable
7. The tenders received late or incomplete or not meeting the specified terms and conditions shall be declined/rejected.
8. IIM reserves the right to accept or reject any tender without assigning any reason.
9. After IIM approves the soft version of the print layout and gives a go ahead for final printing, the Printer shall share the hard-copy of the proof-layout before going ahead with final printing.
10. No compromises in quality of paper and printing shall be allowed. Any deviation from the specifications shall be imposed 20 % penalty
11. Payment shall be released after completion of the Job and appropriate delivery of the printing material. The stationeries need to be supplied within 3 working days of approval on the final proof as shall be shared with IIM

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Annexure I [Technical Bid Requirements]

Eligibility Criteria for printers:

1. Only those vendors who have adequate in-house infrastructural facilities for color printing including high quality scanners, image setters, along with their experience with similar works only need to apply. List of machines and equipment held with the form may be enclosed herewith. A representative of IIM may visit before awarding the tender work
2. PAN, Certificate of Incorporation & GST Certificate need to be enclosed with technical bid
3. The printer/vendor need to submit a NOC stating that the firm has a good reputation and there is no complaint against it, and has not been ever blacklisted from any PSU or Private Organizations

Checklist for Technical Bid

1. Vendors may ensure that they meet the eligibility criteria
2. Technical and Financial Bid need to be submitted in two separately sealed envelopes adhering to the norms specified in the Tender document. The Financial bid shall be opened only for the qualified vendors.
3. All requisite credentials and evidence of recent Purchase Orders need to accompany the bids
4. Signature of the bidder on all pages of tender document as acceptance of all terms and conditions
5. Photocopies of three purchase orders of similar work, duly signed and authenticated by the Bidder

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**IIM****Metallurgy
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Stationery type/ Particulars	Specifications	Dimensions	Quantity	Rate/Unit	Total Cost
1. Stickers	Multipurpose Sticky Label Sheets Paper/ 90*90 GSM/Soft Glossy Surface/Adhesive Chromo Labels	a. 18.5 cms[L] x 17 cms[B]	1000		
		b. 18.5cms [L] x 9cms[B]	1000		
2. AMIIM Certificates	a.AMIIM Examination Certificate Layout Prints/Printing on one side/300 GSM b.AMIIM Examination Certificate Layout Prints/Printing on both sides /300 GSM	a.29.8 cms [h] * 20.8cms[w]	1000		
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Yours truly

Kushal Saha

Secretary General

The Indian Institute of Metals

05.03.20

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