



## INDIAN INSTITUTE OF INFORMATION TECHNOLOGY KALYANI

(Autonomous institution under MOE, Govt. of India &  
Department of Information Technology & Electronics,  
Govt. of West Bengal)

Campus:  
WEBEL IT Park, Block B, P.O. Kalyani, Dist. Nadia-741235, West Bengal

(Tender No. IIITK/Tender/23-24/06)  
Dated: 19-08-2023

*Last date of submission: 29-08-2023*

*For Supply of Answer Scripts for Examination*

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI  
NADIA – 741235, WEST BENGAL  
NOTICE INVITING TENDER FOR SUPPLY OF  
ANSWER SCRIPTS FOR EXAMINATION**

TENDER NO.: IITK/Tender/23-24/06 DATED: 19-08-2022

NAME OF WORK: For Supply of Answer Scripts for Examination

LOCATION OF SUPPLY: Indian Institute of Information Technology Kalyani (IITK)  
c/o WEBEL IT Park, 14, Adivasi Para, Opposite of Kalyani  
Water Treatment Plant, Near Buddha Park, Dist. Nadia, P. O  
Kalyani, PIN - 741235, West Bengal.

LAST DATE AND TIME FOR RECEIVING THE BIDS:

29-08-2023 upto 3 pm in the Tender Box placed in Office of Indian  
Institute of Information Technology, Kalyani, (Room no. 107).  
Quotation received later will not be entertained.

Note: In case of any clarification in with regard to submission of bids please contact Deputy Registrar, the bidders are advised to read the “**General Conditions and Important Instructions for Bidders**” available at the end of this tender document before submitting their bids.

**DATE AND TIME OF OPENING OF BIDS: 29-08-2023 at 4:00 pm at the same venue.**

*Asst Registrar*  
Asst Registrar  
19/8/2023

**Deputy Registrar  
Indian Institute of Information Technology, Kalyani**

## Tender Document

### **SECTION-I: General Conditions and Important Instructions for Bidders**

1. Bidders are invited to submit sealed quotations on official pad/letter head of the manufacturer/authorized distributor/bonafide supplier as per the Technical Specifications for tendered items to Office of Deputy Registrar, Indian Institute of Information Technology Kalyani, Webel IT Park, Kalyani, Nadia, Pin Code - 741235, West Bengal between 11.00 am to 3.00 pm.
2. The last date of receipt of tender is 29-08-2023. Quotations received later will not be entertained under any circumstances.
3. Copy of similar type of order received from any other similar Educational Institute, during the last one year, can be submitted for credential.
3. Only branded item must be quoted as per annexure - I.
4. Bidders are to submit the quotations in sealed envelopes at the office in the Following address.

Deputy Registrar,  
Indian Institute of Information Technology Kalyani,  
Webel IT Park, Kalyani  
Nadia, Pin Code- 741235  
West Bengal.

5. All bidders should submit in ONE-BID (TECHO-COMMERCIAL BID) in sealed envelope (Tender Number must be mentioned on envelope). The price quoted should be inclusive of all Taxes, duties, levies or any other charges to deliver items at the premises of the Institute. All taxes, freight, insurance charges, installation charges or any other specified overheads etc. should be clearly indicated. Inclusion of Tax/levy or any other charges at a later stage will not be accepted. At the end, the total price of a single item must be indicated as TOTAL PRICE: Rs.....only INCLUDING ALL.
6. Vendors must enclose attested copies of Trade licence, GST Registration, PAN Card or any other statutory testimonials etc. along with the bidding document, otherwise their tender will be cancelled.
7. The equipments are to be supplied at the Office of IIIT Kalyani between 11.00 am and 4.00 pm from Monday to Friday except holidays. The bidders will be responsible for any breakage, damage or defect in the equipment detected subsequently.
8. Period of delivery is 15 days from the date of issue of Purchase Order. If the supply is not completed within the stipulated period as indicated in the Purchase Order a Liquidated Damage @ 0.5 % per week will be imposed on the value of purchase order.
9. Bills in triplicate should be presented for payment within 15 days of supply/commissioning of work. No advance is paid for execution of the order. The Order No. is to be noted on both Challan and Bill. All bills are to be accompanied by order copies and Challan receipt.

10. Documents to be submitted with the tender. Tender documents/Terms & Conditions in Original duly signed by the Proprietor/Partner/Director of the company as a token of acceptance of terms & conditions of Tender.
11. Bidders are advised to clear all doubts (if any) before submitting quotations. After submission the same, they shall not be entertained / not eligible to re-consider any issues under any circumstances.
12. Preference to Make In India products (For bids < 200 Crore): Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in - India) order 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid. Non - Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. However, eligible micro and small enterprises will be allowed to participate.
13. Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively.
14. Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if bidder is registered with Competent Authority.

*Asst. Registrar*  
*Aug 18, 2023*

**Deputy Registrar**  
**Indian Institute of Information Technology, Kalyani**

**Annexure 1**

**Technical Specification:**

<b>Sl. No.</b>	<b>Description</b>	<b>No. of pages</b>	<b>Quantity</b>
1	Answer script will be with institute logo in each page, Size-D/D 1/8 <sup>th</sup> – 20 pages on 70 GSM Maplitho Paper, Numbering and Stitching	6 pages' script (12 sides)	15000

**Kindly Note:**

- The bidder must visit Institute and collect sample for better understanding.

**Annexure 2**

**Financial Bid:**

<b>Sl. No.</b>	<b>Description</b>	<b>No. of pages</b>	<b>Quantity</b>	<b>Amount</b>
1	Answer script will be with institute logo in each page, Size-D/D 1/8 <sup>th</sup> – 20 pages on 70 GSM Maplitho Paper, Numbering and Stitching	6 pages' script (12 sides)	15000	

- The bidder must quote the price inclusive of GST.

