



सत्यमेव परमो धर्मः

**Institute of Economic Growth,
University of Delhi Enclave, North Campus,
Delhi-110007**

F. No.: IEG/Admin/CO/Estab.-II/204/395

Dated: 25th September 2023

Notice: Inviting Quotation for the "Printing of Annual Report 2022-23" for the Institute of Economic Growth (IEG), Delhi."

The Institute of Economic Growth (IEG) is an autonomous, multidisciplinary Centre for advance research and training in the fields of economics, demography and sociology. IEG invites sealed quotations for the above mentioned work **as per Annexure-1 enclosed to this notice.**

A. Scope of Work:

1. Printing of Annual Report 2022-23, 50 Nos. (Approx.) copies.

B. Eligibility Criteria:

1. The firm should have PAN No. and GST (if applicable).
2. The firm should not be black listed by any Government agency/Department.
3. Self-attested copy/copies of Purchase order of any government institute or an undertaking on Rs.10/- affidavit that the mentioned items have not been supplied by the vendor below the quoted rates to any institute or anybody are to be provided by the bidder.

C. Last date of Proposal Submission: 03.10.2023 at 3 p.m.

D. Earnest Money Deposit (EMD): The Earnest Money Deposit (EMD) amount of ₹500/- (Rupees five hundred only) has to be submitted by way of Demand Draft/Pay Order drawn on any Scheduled Commercial Bank in favour of Institute of Economic Growth, Delhi. Payment by any other mode will not be accepted.

The Bidders registered with MSME/NSIC will be granted exemption from payment of EMD as per Rule. The Bidder has to enclose the MSME/NSIC Registration Certificate. Tender without submission of tender fee and payment of Earnest Money Deposit would be summarily rejected except for bidders registered with MSME/NSIC.

EMD of the tendering firms, who submit the Tender but withdraw the same before expiry of the Tender validity date, may be forfeited at the discretion of IEG. The Bid Security (EMD) will be refunded to the successful bidder on receipt of Performance Security.

E. Submission of Proposal:

1. Sealed envelope containing the quotation as per "Annexure-1" and the Earnest Money Deposit (EMD) amount of ₹500/- (Rupees five hundred only) has to be submitted by way of Demand Draft/Pay Order should bear the mark "Quotation for the Printing of Annual Report 2022-23", must be addressed to the Administrative Officer, Institute of Economic Growth, University of Delhi Enclave, North Campus, Delhi-110007. The envelope containing quotation should be sealed with WAX/TAPE on both sides. The sealed

[Handwritten signature]
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envelope complete in all respect with all the required self-attested documents must be dropped-in the **Tender Box** kept near the Reception Counter of the Institute on or before **03.10.2023 by 3:00hrs.**

2. Bidder should submit the following documents/details, duly certified and/or self-attested inside sealed envelope:
 - i. Duly filled **Annexure –1** with all the supporting documents having seal and signature of the bidder on each page.
 - ii. Copy of registration document of the company or branch office (if applicable).

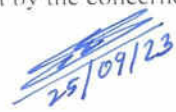
F. Terms and conditions:

1. The quotation received after the “Last date of Proposal Submission/Closing date” shall not be entertained under any circumstances whatsoever. In case of postal delay IEG will not be responsible. The offer submitted by email/Fax/Whatsapp shall not be considered and no correspondence will be entertained in this matter.
2. Conditional quotations will not be accepted. In case a conditional quotation is received, IEG will not be bound to those conditions.
3. No amendments/changes will be allowed after submission of bids.
4. **Earnest Money Deposit (EMD):** The Earnest Money Deposit (EMD) amount of ₹500/- (Rupees five hundred only) has to be submitted by way of Demand Draft/Pay Order drawn on any Scheduled Commercial Bank in favour of Institute of Economic Growth, Delhi. Payment by any other mode will not be accepted.

The Bidders registered with MSME/NSIC will be granted exemption from payment of EMD as per Rule. The Bidder has to enclose the MSME/NSIC Registration Certificate. Tender without submission of tender fee and payment of Earnest Money Deposit would be summarily rejected except for bidders registered with MSME/NSIC.

EMD of the tendering firms, who submit the Tender but withdraw the same before expiry of the Tender validity date, may be forfeited at the discretion of IEG. The Bid Security (EMD) will be refunded to the successful bidder on receipt of Performance Security.

5. Quotations without EMD will be rejected.
6. Quotations must be in the enclosed prescribed Performa (Annexure-1) on the letter head of the firm duly signed by the Proprietor/Partner/Director or their authorized representative. In case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation.
7. Each page of the proposal must be self-attested by the bidder.
8. Unsigned quotation and documents will be rejected. Please submit the quotation with offer letter/Company/Firm’s letter-head.
9. The envelope containing quotation should be sealed with WAX/TAPE on both sides.
10. The work should be executed as per direction of the nominated person.
11. The printing should be done as per the draft given after correction and as per the direction given by the nominated person.
12. Final printing should be done after proof-reading and approval of the draft by the concerned department.

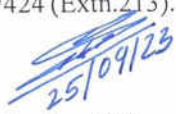

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13. The supplier should print and supply all the mentioned items.
14. Rates must be quoted in Indian rupees.
15. Rates must be inclusive of all charges (including Freight charges, taxes etc).
16. No overwriting or cutting is permitted in the rates. If found, the quotation shall be summarily rejected.
17. The rates quoted must be valid for 90 days minimum from the date of opening of the quotation and silence of any tendered on this issue shall be treated as agreed with this condition.
18. Total cost/amount will be taken in consideration for L₁. However, becoming L₁ will not be the criteria for awarding of purchase order unless the rates are reasonable & justified.
19. The quotations received after mere submission of the proposal shall not confer any right whatsoever on the submitting entity.
20. IEG reserves the right to accept or reject any or all quotations without assigning any reason thereof and also does not bind itself to accept the lowest quotation.
21. Neither the issue of this notice nor any part of its contents are to be taken as any form of commitment or acknowledgement on the part of IEG to proceed with any proposal or any entity.
22. Quotations qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and it will be rejected accordingly. Any conditional quotation shall be rejected summarily.
23. **Delivery Period: Within 7 Days** from the issue of work order.
24. **Liquidated Damage:** If the supplier fails to deliver the material on or before the stipulated date, then a penalty at the rate of 0.5% per week of the total order value shall be levied subject to maximum of 10% of the total order value.
25. **Payment Terms:** Payment will be made only after satisfactorily delivery/commissioning of material and after inspection by the IEG, Delhi.
26. The firm/agency may satisfy the following conditions and attach self-attested copy of the documentary evidence with the quotation:
 - The firm should have GST (if applicable) and PAN No.
 - The firm should not be black listed by any Government agency/Department.
 - Self-attested copy/copies of Purchase order of any government institute or an undertaking on rupees 10 affidavit that the mentioned items have not been supplied by the vendor below the quoted rates to any institute or anybody are to be provided by the bidder.
27. **Disputes:** In the event of any dispute or disagreement arising between the contractor and any other department of IEG with regards to the interpretation of "Terms & Conditions" of this inquiry, the same shall be referred to arbitrator appointed by the Director, IEG, Delhi, whose decision will be final and binding upon the contractor.


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28. It shall be obligatory on part of the submitting entity to furnish any further information as may be sought by IEG.
29. Applicable taxes will be deducted as per prevailing rates and as per notification of the Govt. of India issued from time to time.

For further query, please contact Administrative Officer, 011 27667570/7288/7365/7424 (Extn.213).


25/09/23
Administrative Officer

[To be submitted on the Letter Head of the Firm]

Annexure-1

Quotation Form

Sl. No.	Descriptions	Information to be filled by the bidder (if required separate sheet may be enclosed)			
1.	Name of the Bidder/Proprietor/Partners and address of bidder/firm/agency with complete contact details (Enclose self-certified proof of address)				
2.	Mobile/Contact Nos.				
3.	Email Ids.				
4.	GST No./ Certificate (Enclose self-certified copy of the Regn. Certificate, if applicable)				
5.	PAN No. (Enclose self-certified copy)				
6.	Experience in execution of similar type of work (Enclose self-certified copies of proof)				
7.	Details of Earnest Money Deposit (EMD :				
8.	Quotation for the work as per the unit and estimated quantity:				
	Name of the Items	Quantity	Specification	Price for Matt & Brand name	Price for Glossy & Brand name
(i)	Annual Report 2022-23	50 Nos. (Approx.)	<ul style="list-style-type: none"> • 80 Nos. of Inner Pages, 130 GSM quality (Multicolour) • 4 Nos. of Titel/Cover pages, 300 GSM quality with Lamination (Multicolour) • Binding: Perfect Book Binding • Additional Pages: 4 additional pages (Multicolour) 		

Self-Declaration/Undertaking

- I/We hereby confirm submission of all the required documents.
- I/we have not been blacklisted by any Government Agency.
- Further, I/We confirm that each statement and/or contents of this submission and/or documents, certificates submitted herewith are absolutely true, correct and authentic. In the event of any statement/document subsequently turning out to be incorrect or false it is understood and accepted that the undersigned is liable to disqualification from this selection process.

Signature of the authorized signatory/bidder/Firm
With Official Seal/Stamp

Date: _____