



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान कोलकाता  
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA  
(An Autonomous Institute under Ministry of Education, Department of Higher Education, Govt. of India)  
PO-MOHANPUR, DIST. NADIA, PIN - 741246, WEST BENGAL, INDIA  
E-Mail: [purchase@iiserkol.ac.in](mailto:purchase@iiserkol.ac.in)

निविदा संख्या/ TENDER REF. NO.: IISER-K/PurEnq/636/G/ADM/2025-26

दिनांक/ DATE: 25.07.2025

## PRINTING OF ANNUAL ACCOUNTS FOR THE F.Y. 2024-25 IN BILINGUAL, OF INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA

The Registrar of the Director, Indian Institute of Science Education and Research Kolkata (hereafter referred to as "Institute") invites online bids (e-tender) in two bids systems, from the competent and eligible bidders for format for printing of Annual Accounts 2024-25 in bilingual from the reputed and eligible bidders through GeM portal as stated in the tender documents.

### INSTRUCTION TO THE BIDDER:

This Tender Document has been published on the Central Public Procurement Portal (hereafter referred to as "GEM Portal") (URL: <https://gem.gov.in/> & Institute website [www.iiserkol.ac.in](http://www.iiserkol.ac.in) and can be downloaded from the said websites/portals. The bidders are required to submit soft copies of their bids electronically on the GEM Portal, using valid Digital Signature Certificates within **the last date of online bid submission** as stated under **IMPORTANT INFORMATION** later. No manual bids will be accepted. Interested bidders are also requested to check the detailed corrigendum from time to time through the GEM portal which may be uploaded against this tender.

The instructions given below are meant to assist the bidders in registering on the GEM Portal, prepare their bids in accordance with the requirements and submitting their bids online on the GEM Portal. More information useful for submitting online bids on the GEM Portal may be obtained at: <https://gem.gov.in/>

**Disclaimers:** The Tender Document is neither an agreement nor an offer to prospective Bidder(s) or any other party hereunder. The purpose of the Tender Document is to provide the Bidder(s) with information to assist them in participation in this Tender Process.

The Tender Document does not purport to contain all the information Bidder(s) may require. It may not address the needs of all Bidders. They should conduct due diligence, investigation, and analysis, check the information's accuracy, reliability, and completeness, and obtain independent advice from appropriate sources. Information provided in the Tender Document to the Bidder(s) is on a wide range of matters, some of which may depend upon interpreting the law. The information given in this Tender Document is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Institute, its employees and other associated agencies accept no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

**Note:** It is brought to the notice of the bidders that the NIT/Bid Documents format and its content, Annexures, etc. have been revised recently and hence, it is requested to go through the entire NIT document carefully before submission of bid.

## महत्वपूर्ण जानकारी/ IMPORTANT INFORMATION:

एनआईटी संदर्भ सं / NIT REF. NO.	IISER-K/PurEnq/636/G/ADM/2025-26
वस्तु विवरण / ITEM DESCRIPTION	PRINTING OF ANNUAL ACCOUNTS FOR THE F.Y. 2024-25 IN BILINGUAL, OF INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA
मानक वारंटी का प्रतिशत / PERIOD OF STANDARED WARRANTY	NA.
निविदा प्रकार / TENDER TYPE	Open Bid
कवर की संख्या / NO. OF COVER	Two Bids System (GFR Rule 163)
निविदा के प्रकाशन की तिथि / DATE OF PUBLICATION OF TENDER	25.06.2025
PRE-BID CONFERENCE, IF ANY	NA
ऑनलाइन बोली प्रस्तुत करने की अंतिम तिथि / LAST DATE OF ONLINE BID SUBMISSION	18.08.2025 (For details check the bid details page)
तकनीकी बोली के खुलने की तारीख / DATE OF OPENING OF TECHNICAL BID	18.08.2025 UP TO 11.00 AM
बयाना राशि / EARNEST MONEY DEPOSIT	Please sign a Bid securing declaration as per <b>ANNEXURE-IX</b> as per Rule 170(iii) of GFR 2017 for necessary compliance.

**■ ELIGIBILITY CRITERIA:**

1. **Profile of the Bidder:** The bidder should have registration in similar kind of continuous business with well-established infrastructure and resources at least for the last five years in around of Kolkata
2. **Work Experience:** Bidder should have at least 03 years' experience in similar kind of works and must have completed similar nature of Job in three different Govt. Organizations for the last three financial years. Preference will be given to the bidders who have similar job experience in IIT/IISERs/NITSER/IIMs.
3. **Turn Over:** The bidders must have average turnover of Rs 10 lakh in the last three financial years. (F.Y. 2021-22, 2022-23 and 2023-24)
4. **Office:** The bidders must have an office and Production Centre in around of Kolkata
5. **Statutory Compliance:** Valid (i) GST Registration (ii) PAN/TAN (iii) Trade License (iv) Professional Tax Registration (v) and any other business registration certificate if any.
6. **Other Documents:** (i) Partner Ship deed /Memorandum of Association (ii) Proof of Earnest money deposit (iii) Valid Certificate of MSME/NSIC/SSI Units if any

**■ SCOPE OF THE WORK:**

Bilingual printing of 50 nos. of Annual Accounts for financial year 2024-25 as per Schedule of Quantity (SOQ) provided at Annexure III. The job may be with Hindi translation printing or without Hindi translation printing as may be decided by the competent authority of IISER Kolkata.

**■ INSTRUCTIONS TO THE BIDDERS:**

The bidders are advised to go through the tender document and understand the terms and conditions specified therein before submit the tender.

**■ PREPRATION OF BID & MODE OF SUBMISSION OF BID:**

- 1) The offer/bid should be prepared in two bid systems i.e. in Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions as described in the tender document.
- 2) **Cover 1** (Technical Bid) should contain the following.
  - A. Application for pre-qualification as ANNEXURE – I.
  - B. Declaration in prescribed form as ANNEXURE- II.
  - C. Compliance Statement in prescribed form as ANNEXURE-III.
  - D. All others Annexure as given in the Bid documents
  - E. Copy of Proof of submission of Earnest Money Deposit.
  - F. Copy of Proof of work experience with completion certificate of similar nature of job at least in three different Govt. organization/ Central Autonomous Bodies/Govt. organization preferably in academic/research institution in the last 3 years.

- G. Copy of Company Registration Certificate or Trade License or Memorandum of Association (MoA) or any other business registration certificate.
  - H. Copy of profit and loss a/c along with the balance sheet for the last three financial year.
  - I. Copy of Income Tax Return with profit and loss a/c for last three Financial Years
  - J. Copy of GST Registration Certificate and PAN.
  - K. All other requisite supporting documents in support of all claims made in tender document and Annexure-I.
- 3) **Cover 2 (Financial Bid)** should contain Price bid in the prescribed BOQ (.xls format) and details breakup of all taxes and charges on organization letter head as applicable.
  - 4) Bid documents for the Cover 1 and Cover 2 shall be uploaded through GeM Portal using the Digital Signature Certificate of the authorized signatory.
  - 5) Submission of a tender by a Tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work.
  - 6) Tender received after the due date of receipt indicated in Tender notice, shall not be taken in to consideration.
  - 7) For any clarification in this matter, Bidder may contact to Sri Chinmay Sarkar, (Assistant Registrar, S&P) Mobile No. +91 8910327677, Sri Suvendu Khan (Junior Technical Asst. Grd VIII S & P) 9735107002
  - 8) All pages of the tender document shall be signed by the person or persons duly authorized to sign, on behalf of the bidder.
  - 9) Agency/Firm must confirm the acceptance of all the terms and conditions of the tender.
  - 10) Furnishing of any false information/ fabricated document would lead to rejection of tender at any stage.
  - 11) At any time prior to the last date of receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment. In this case a sufficient time for submission of bid will be announced.
  - 12) The actual requirement of printing of Annual Accounts 2024-25 may vary at the time of placement of the work order.
  - 13) The Institute reserves the right of accepting any bid other than the lowest or even rejecting all the bids without assigning any reasons therefore. The decision of the Director IISER Kolkata or any Person authorized by him is final in all matters of this tender.

## GENERAL TERMS AND CONDITIONS

- a) **Rate:** The rate should be quoted on F.O.R. IISER KOLKATA, Mohanpur Campus Inclusive of all statutory taxes and charges like GST, fixing, packing, forwarding, freight, Insurance etc.

- b) In case of any discrepancy between the rates in quoted in BOQ and detailed break of price bid, tender may be summarily rejected or lower bid shall be taken for evaluation.
- c) No escalation in respect of materials, labour, duties, freight etc (except statutory duties like GST etc.) will be allowed in any shape.
- d) **Quality & Specification of Works:** The works offered should strictly conform to the required specification and technical details as specified in Tender.
- e) The quantities included in the tender can be increased or decreased as per requirement
- f) **Period of Validity:** Offer shall remain valid for acceptance at least for a period of 120 days from the date of opening of bid.
- g) **Road Permit:** Supplier will manage them self for Road Permit, if needed at their end.
- h) **Execution of Order:** Supply of above item must be completed within 07 days from the date of final approval for printing. Printer has also to submit the soft copy of the final report in printable/PDF format for institute's record purposes.
- i) **Payment:** 100% payment will be made within 15 days against receipt of the materials in good condition.
- j) **Arbitration and Dispute:** In the event of any dispute arising out of the bid or from the resultant contract, the decision of the Director, IISER KOLKATA shall be final.
- k) **Delivery Address:** The delivery address is as following:  
**Deputy Registrar (F & A),**  
**Indian Institute of Science Education and Research Kolkata,**  
**Mohanpur, 741246, Nadia, West Bengal**
- l) **Input Material:** Content input and details of entire arrangements will be provided by IISER Kolkata in low resolution PDF version with Hindi translation or without Hindi translation.  
**Hindi Version:** For printing of Hindi Version data will be provided with Unicode Front Mangal (Through Saaransh Software) if any.  
**Liquidity Damages:** 1 % per week or part thereof the order value will be applicable for belated supply towards liquidated damages subject to maximum of 10 % beyond the due date. Such amount will be deducted from any amount due or which may become due to supplier.

Sd/-  
Registrar  
IISER KOLKATA

## ANNEXURE- I

**INSTRUCTION FOR TECHNICAL BID:**

The Bidder should fill the following Proforma with the correct information based on the enclosed supporting document along with the Undertaking and upload the same in the designated folder in technical cover as mentioned.

**PROFORMA**

<b>*Name of the Bidder:</b> _____		
<b>*Office Address:</b> _____ _____		
<b>*Email ID:</b> _____ <b>*Contact No. :</b> _____		
SERIAL NO	PARTICULARS	YES/ NO
1	Nature of Concern (i.e. Proprietor /Partnership firm / Company Or State/Central Govt. / Autonomous Body/ PSU etc). Please enclose Documentary evidence e.g. Registration/ Incorporation Certificate etc.	
2	Bid Security Declaration as per the given format on company letterhead	
3	Whether enclosed Proof of work experience with completion certificate of similar nature of job at least in two different in any Central Autonomous Bodies / Govt. organization preferably in academic/research institution in the last 3 years.	
4	Whether submitted the proof of well-established office in West Bengal/Kolkata	
5	Whether the bidder submitted the copy of PAN/TIN, GST Registration, Professional Tax Up to date challan.	
6	Whether the bidder submitted Income Tax Return along with Balance sheet and Profit and Loss statement for last three Financial Years	
7	Whether the bidder submitted the declaration on organization letter head for not black listed by any central /State Govt. Department/University/Institute of National Importance	
8	Whether all pages of the tender document should be seal and signed by the authorized signatory.	

\*Please mention whether documents were submitted or not by mentioning YES/NO.

Seal and Signature of the Bidder

Date:

## ANNEXURE- II

**(UNDERTAKING)****(To be printed on the letter-head of the Organization)**

1. I/We undertake and studied all the terms and conditions & understood the parameters of the proposed order and shall abide by them.
2. I/We also undertake that “All the terms and conditions and Annexure” mentioned in this Tender, and shall conduct the strictly as per these.
3. I/We further undertake that the information given in the bid documents against this tender are true and correct in all respect and I/we hold the responsibility for the same.
4. I/We also undertake that the work done will be in accordance with the terms and condition or specifications given in the Tender Document.
5. I/We also hereby undertake not to give any subcontract, if the authority awards the contract to me/us.
6. I/We also undertake that the quality of work done shall be strictly as per the requirement of the Institute and delivery of finished material shall be made with the delivery schedule.

Date:

Company Name.....

Designation.....

Place:

Name of the Signatory .....



(To be printed on the letter-head of the Organization)  
**SCHEDULE OF QUANTITY (SOQ)**

**\*\*SHOULD BE COMPLIED IN ALL RESPECT. DON'T QUOTE PRICE HERE**

SERIAL NO	PARTICULARS	QUANTITY	DELIVERY PERIOD ON OR BEFORE	BIDDER COMPLIANCE
1	<b>Annual Accounts (English &amp; Hindi)</b> <b>Cover Page :</b> Natural Evaluation White Paper, 300 GSM; Spot UV; Matte Finish, Multi Colour, Online Coating <b>Inside Page:</b> Natural Evaluation White Paper, 130 GSM, Matte Finish Multi Colour. <b>Size :</b> 12' X 8.4 ' Section Sewing Binding <b>No of Page:</b> 150 with Cover Page (may be increased or decreased by 8 pages) <i>Format Design and Photography at the campus will be responsibility of the printer.</i>	30 Nos.		
2	Rate for Hindi Translation the Entire Documents to be printed			

Bidders are requested to quote the rate inclusive of the translation charges as applicable for the required printing. A breakup of the details price bid may be uploaded in the respective folder as mentioned in GeM portal

Date:

Company Name.....

Designation.....

Place:

Name of the Signatory .....



## ANNEXURE- IV

**TENTATIVE DATES FOR EXECUTION OF TENDER (May be change on situation):**

TIME SCHEDULE/CRITICAL DATES		
1	Date of Advertisement/ Publication of Tender	25.07.2025
2	Date and Time for Online Bid Submission Start	25.07.2025
3	Date and Time for Online Bid Submission End	18.08.2025
4	Date of Opening of Technical Bid	18.08.2025
5	Date of Opening of Financial Bid	To be notified Latter through GeM Portal

I, \_\_\_\_\_ the authorized signatory of the \_\_\_\_\_ hereby declare that, I have read and understood all the terms and condition of this tender. I/We also undertake that the quality of work done shall be strictly as per the requirement of the Institute and delivery of finished material shall be made with the delivery schedule.

Date:

Company Name.....

Designation.....

Place:

Name of the Signatory .....

**BIDDER INFORMATION FORM**

(On company letter head along with supporting documents, if any)

Bidder's Name:

[Address and Contact Details]

Bidder's Reference No..... Date.....

Tender Document No.: \_\_\_\_\_; Tender Title: Goods/ Services.....

*Note: Bidder shall fill in this Form following the instructions indicated below. No alterations to its format shall be permitted, and no substitutions shall be accepted. Bidder shall enclose certified copies of the documentary proof/ evidence to substantiate the corresponding statement wherever necessary and applicable. Bidder's wrong or misleading information shall be treated as a violation of the Code of Integrity. Such Bids shall be liable to be rejected as nonresponsive, in addition to other punitive actions provided for such misdemeanors in the Tender Document.*

(Please tick appropriate boxes or strike out sentences/ phrases not applicable to you)

**1) Bidder/ Selected bidder particulars:**

(a) Name of the Company:.....

(b) Corporate Identity No. (CIN): .....

(c) Registration, if any, with The Institute: .....

(d) GeM Supplier ID (if registered with GeM, it is mandatory at the time of placement of Contract)

(e) Place of Registration/ Principal place of business/ manufacture .....

(f) Complete Postal Address: .....

(g) Pin code/ ZIP code: .....

(h) Telephone nos. (with country/ area codes): .....

(i) Mobile Nos.: (with country/ area codes): .....

(j) Contact persons/ Designation: .....

(k) Email IDs: .....

Company's Legal Status      1) Limited Company

(tick on appropriate option)      2) Undertaking

3) Joint Venture

4) Partnership

5) Others

Company Category

1) Micro Unit as per MSME

2) Small Unit as per MSME

3) Medium Unit as per MSME

4) Ancillary Unit

5) SSI

6) Others

**2) Taxation Registrations:**

PAN number: .....

Type of GST Registration as per the Act (Normal Taxpayer, Composition, Casual

Taxable Person, SEZ, etc.): .....

GSTIN number: .....in Consignor and Consignee States

Registered/ Certified Works/ Factory where the Goods would be mainly manufactured and Place of Consignor for GST Purpose: .....

Contact Names, Nos. & email IDs for GST matters (Please mention primary and secondary contacts):

.....

☐ We solemnly declare that our GST rating on the GST portal/ Govt. official website is not negative/ blacklisted.

*Documents to be submitted: Self-attested Copies of PAN card and GSTIN Registration.*

**3) Authorization of Person(s) signing the bid on behalf of the Bidder**

Full Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signing as: \_\_\_\_\_

☐ A sole proprietorship firm. The person signing the bid is the sole proprietor/ constituted attorney of the sole proprietor,

☐ A partnership firm. The person signing the bid is duly authorized being a partner to do so, under the partnership agreement or the general power of attorney,

☐ A company. The person signing the bid is the constituted attorney by a resolution passed by the Board of Directors or in pursuance of the Authority conferred by Memorandum of Association.

*Documents to be submitted: Registration Certificate/ Memorandum of Association/ Partnership Agreement/ Power of Attorney/ Board Resolution*

#### 4) Bidder's Authorized Representative Information

Name:

Address:

Telephone/ Mobile numbers: Email Address:

\_\_\_\_\_

(Name and designation)

Duly authorized to sign bid for and on behalf of

[Name & address of Bidder and seal)

**STATEMENT ON PREVIOUS SUPPLY ORDERS/PERFORMANCE STATEMENT**

(On company letter head along with supporting documents, if any)

**Tender Ref. No.:**

To  
The Director  
Indian Institute of Science Education and Research Kolkata  
Mohanpur- 741 246, Dist. Nadia, West Bengal

ORDER ISSUED BY	ORDER NO. & DATE	NAME OF THE WORK/SERVICE/ITEMS	BY PRICE AT WHICH SUPPLIED	TOTAL VALUE OF THE ORDER	STATUS AS ON DATE

(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of

.....

.....

[Name & address of Bidder and seal of company]

**\*\*Please attach copy of orders and installation/completion certificate showing the order value as proof. \*\***

**NOTE: PLEASE REFRAIN FROM MASKING/HIDING THE PRICE INFORMATION FROM THE ORDER COPIES SUBMITTED.**

**SELF DECLARATION**

(On company letter head along with supporting documents, if any)

TO  
THE DIRECTOR  
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA  
MOHANPUR- 741 246, DIST. NADIA, WEST BENGAL

**Tender Reference Number:**

1. With reference to Order no P.-45021/2/2017 PP (BE-II) dated 04.06.2020 of DPIIT, Ministry of Commerce and Industry, Govt. of India, we fall under the following category of supplier( please tick the correct category) for the items for which this tender has been floated and the bids are being submitted.
  - Class I local supplier – has local content equal to more than 50% ☐
  - Class II local supplier – has local content more than 20% but less than 50% ☐
  - Non –local supplier – has local content less than or equal to 20% ☐
2. We are solely responsible for the above-mentioned declaration in respect of category of supplier. False declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which we may can be debarred for up to 2 years as per Rule 151(iii) of the General Financial Rules along with such other actions as may be permissible under law.
3. Detail of the location(s) at which the local value addition is made: \_\_\_\_\_

(Signature of the Authorized Person with  
Organization Seal)

**Note:**In case of procurement value more than ₹10 crores, this certificate is to be issued by Statutory Auditor/Cost Auditor/ practicing Cost Accountant / practicing Chartered Accountant as applicable as per the aforesaid order).

1. The bidders offering the imported product will fall under the category of non-local suppliers. They can't claim themselves as class-I local suppliers/Class-II local suppliers by claiming the service such as transportation, insurance, Installation, commissioning, training and after sales service support like AMC/CMC etc. as local value addition.

## ANNEXURE-VIII

## NO RELATIONSHIP CERTIFICATE

(On company letter head along with supporting documents, if any)

TO  
THE DIRECTOR  
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA  
MOHANPUR- 741 246, DIST. NADIA, WEST BENGAL

**Tender Reference Number:**

1. I/We\* hereby certify that I/We\* am/are\* related/not related (\*) to any EMPLOYEE of the Institute. (If related provide the details of the employee)
2. I/We\* am/are\* aware that, if the facts subsequently proved to be false, my/our\* contract will be rescinded with forfeiture security deposit and I/We\* shall be liable to make goods the loss or damage resulting from such cancellation.
3. I/We\* also note that, non-submission of this certificate will render my / our tender liable for rejection.

(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of

.....

.....

[Name & address of Bidder and seal of company]

**\*Please delete as appropriate**



**BID-SECURING DECLARATION**

(To be printed on Organization Letter Head)

**TO**  
**THE DIRECTOR**  
**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA**  
**MOHANPUR- 741 246, DIST. NADIA, WEST BENGAL**

**Tender Reference Number:**

I/We\*, the undersigned, declare that:

I/We\* understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration In lieu of Earnest Money Deposit.

I/We understand that if I/We withdraw or modify our Bids during the period of validity, or if I/We are awarded the contract and I/We fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, I/We will be suspended for the period of one year from being eligible to submit Bids for all future contracts.

I/We\* understand this Bid Securing Declaration shall cease to be valid if I am/we are\* not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our\* Bid.

(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of

.....

.....

[Name & address of Bidder and seal of company]

**\*Please delete as appropriate**

**CERTIFICATE FOR COMPLIANCE OF RULE 144 (xi) Of GFR 2017**  
(On company letter head along with supporting documents, if any)

TO  
THE DIRECTOR  
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA  
MOHANPUR- 741 246, DIST. NADIA, WEST BENGAL

**Tender Reference Number:**

We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries, and solemnly certify that we fulfil all requirements in this regard and are eligible to be considered. We certify that:

- (A) we are not from such a country or, if from such a country, we are registered with the Competent Authority (copy enclosed). and;
- (B) we shall not subcontract any work to a contractor from such countries unless such contractor is registered with the Competent Authority.

(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of

.....

.....

[Name & address of Bidder and seal of company]

**\*Please delete as appropriate**