

Introduction

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 ordnance factories and many other industries involved in manufacture of various products for the war efforts were greatly handicapped because of the non-availability of technical information on metallurgy. The Inspectorate of Metals in the ordnance factory was the only reliable organisation who could undertake investigations on metal products.

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 non-ferrous 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. Although there is a small permanent staff of the Institute, all activities are governed through the honorary services of the Office-bearers, Council Members, and Chapter Chairmen, Secretaries and Treasurers as well as a large number of Institute members.

Specifications of Council report

Size : 21 * 28 cms ; Two Books [Council Report 2018-19 (1). Annual Accounts 2018-19 (2)]

Number of pages: Book# 1: 56 + Cover (70 gsm Maplitho, Cover-130/170 gsm art paper)

Book# 2: 20 +Cover (75, Cover-100/120 gsm)

Colour: Cover pages only- Multi colour, one side

Inside: single color/ B&W printing

Binding: Centre Sticking

Input: Soft & Hard Copies

Quantity: Hard Copies [6000 each in English]

Calendar Event

<i>Advertisement of Tender Notice by IIM</i>	7 th May 2019
<i>Pre-bid Discussion [On request basis]</i>	Any week day , with two days prior intimation
<i>Place for Bid Submission/Addressed to</i>	IIM Head Office Metal House Plot 13/4 , Block AQ Salt Lake, Sec V Kolkata 700 091 Addressed to Mr. Kushal Saha , Secretary General secretarygeneral.iim@gmail.com Or/And Ms. Atashi Saha, DGM atashi.sahaiiom@gmail.com Contact No : 033-2367-9768
<i>Last Date of Submission</i>	27 th May 2019
<i>Date & Place of of opening of Technical Bids</i>	28 th May 2019/Conference Room, IIM Head Office
<i>Date of opening of Financial Bids</i>	To be announced after vetting the Technical Bids

Submission of EOI

Envelope 1:

1. Rupees Two thousand as EMD in a Bank Draft drawn in favour of The Indian Institute of Metals

Technical Bid Constituents

- Sample papers to be used Printing of Annual Reports
- Technical Bid Documents with all details & supporting as specified in Annexure I
- Last 3 years Income Tax and Service Tax Clearance Certificate

Envelope 2: Financial Bid Documents

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
4. EMD is liable to be forfeited if the Tenderer withdraws the tender or impairs or derogates the bid in any respect
5. EMD shall be released to all unsuccessful bidders after completion of tender process, subject to compliance to all other terms and conditions of the Tender
6. The cost shall include the cost of paper, designing, formatting, typing when necessary, printing, binding, on-loading, off-loading 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 handover two dummies of the book in hardcopies in the same material as specified in the tender.
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 books need to be supplied within 7 days of approval on the final proof as shall be shared with IIM

Annexure I

Eligibility Criteria for printers:

1. Only those vendors who have adequate in house infrastructural facilities for four colors 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 form 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

Annexure II

Serial No	Description/Title	Unit Price	Quantity	Total Cost [Inclusive all terms as specified in T&C no 6]
1	Council report [2018-19]		6000	
2	Annual Account Report [2018-19]		6000	

Printing & Supply of Council Report and Accounts Statements

Description	Rate per unit
Size	
No of Pages	
Designing & Formatting Cost	
Centre pinned in two places	
Paper : Book# 1: 56 + Cover (70 gsm Maplitho, Cover-130/170 gsm art paper) Book# 2: 20 +Cover (75, Cover-100/120 gsm)	
Multi-colored to be used only in Cover	
Printing Quantity : 6,000 [Version 1] 6,000 [Version 2]	
Packing : A pack of 100 in each folders	