



॥ सा विद्या या विमुक्तये ॥

ಭಾ.ತಂ.ಸಂ. ಧಾರವಾಡ
ಭಾ. ಪ್ರೌ. ಸಂ. ಧಾರವಾಡ
IIT DHARWAD

ಭಾರತೀಯ ತಂತ್ರಜ್ಞಾನ ಸಂಸ್ಥೆ ಧಾರವಾಡ

ಭಾರತೀಯ ಪ್ರೌಢೋಗಿಕ ಸಂಸ್ಥಾನ ಧಾರವಾಡ

INDIAN INSTITUTE OF TECHNOLOGY DHARWAD
PERMANENT CAMPUS (PC), CHIKKAMALLIGAWAD
DHARWAD 580 011, KARNATAKA

**PROCUREMENT OF CUSTOMISED IDENTITY CARDS ALONG
WITH CARD HOLDERS AND TAGS, IMPRINTED WITH
INSTITUTE'S LOGO AND RELEVANT INFORMATION FOR
STUDENTS, FACULTY & STAFF OF IIT DHARWAD**

LPC Reference No.: IITDH/C&S/2025-26/LPC/21

NOTICE INVITING QUOTATIONS FOR LOCAL PURCHASE

PROCUREMENT OF CUSTOMISED IDENTITY CARDS ALONG WITH CARD HOLDERS AND TAGS, IMPRINTED WITH INSTITUTE'S LOGO AND RELEVANT INFORMATION FOR STUDENTS, FACULTY & STAFF OF IIT DHARWAD

1.	Description	Procurement of customized Identity Cards along with card holders and tags, imprinted with institute's logo and relevant information for Students, Faculty & Staff of IIT Dharwad	
2.	Approximate Quantity (The quantity may increase/decrease)	1800 per annum	
3.	Procurement Category	Services	
4.	Procurement Type	Local Purchase	
5.	Submission of Quotation and Documents (in a sealed envelope):	By hand/post to: Assistant Registrar, Contract & Services	
6.	Start Date to submit the quotation	21 st Aug 2025 from 4:00 PM	
7.	Last Date to submit the quotation	28th Aug 2025 till 12:30 PM	
8.	Clarifications start date	21 st Aug 2025 from 4:00 PM	
9.	Clarifications end date	27 th Aug 2025 till 4:00 PM	
10.	Opening of the quotation	28th Aug 2025 till 1:30 PM	
11.	Cover No.	Cover Type	Description
	1	Techno Commercial (Single packet)	Techno Commercial Bid
12.	Bid Validity (Days):	30 Days	
13.	Contract Period	One year from the award of contract. The contract may be extended for two more years one year by year basis, subjected to satisfactory services from the service provider	
14.	Payment Terms	As per actuals (pro-rata basis, on completion of satisfactory deliver)	
15.	Delivery Location	IIT dhArwAD Permanent Campus, ChikkamalligawAD, dhArwAD-580011, Karnataka, India	
16.	Evaluation Method	Total value-wise evaluation	
17.	Quotation Inviting Authority:	Assistant Registrar (Contract & Services), IIT dhArwAD Address: IIT dhArwAD Permanent Campus, ChikkamalligawAD, dhArwAD-580011, Karnataka, India	

Sd/-
Assistant Registrar
Contract & Services
IIT dhArwAD

1. Introduction

IIT dhArwAD is an autonomous premier Science & Technology and an Institute of national importance established by the Ministry of Education (MoE), Government of India in 2016.

The Institute will be issuing the Identity Cards to the Students, faculty and staff. The Institute is desirous of engaging the service provider who can provide customized printed ID cards along with card holders and tags imprinted with Institute logo and relevant information. The service Providers who have the requisite knowledge and experience in providing the required services.

The Indian Institute of Technology dhArwAD invites sealed bids from reputed firms/organizations for providing Identity Card related services to the Institute. The interested Service providers should submit their bids in sealed envelopes and the firm's name should be clearly written on the envelope. The authorized person of the firm should execute the bid and submit all the requisite documents along with the commercial bid in a single envelope.

The bidder should have a valid GST certificate issued by the Competent Authority and submit the self-attested documents along with the bid.

The bidder should have the office in Dharwad Region. Registration Certificate issued by the Competent Authority should be submitted.

The bidder should submit a sample ID card, card holder and Tag along with the bid in the same sealed envelope.

The bidders should consider all the Corrigendum's issued before submitting the bid. All bid details and any information will be published on the Institute's Website <https://www.iitdh.ac.in/>.

Note:

It is the responsibility of the Bidder to ensure that their bids whether sent by post or by courier or by hand should reach within the stipulated date & time. The quotation received after the last date and prescribed time would summarily be rejected. Quotations having incomplete information/documents are also liable to be rejected.

2. Scope of Services

The Service Provider is to facilitate all the requirements pertaining to printing of ID cards and tags along with card holders he /she will be responsible to gather the required student staff and faculty data for the complete end-to-end arrangements related to ID card services.

The service provider should provide the ID cards as per the requirement of the Institute on pro-rata basis within the stipulated period. The card should be of PVC material with matt finish.

Billing will be processed on a pro-rata basis by IIT Dharwad based on the actual number of ID card printed/tags/cardholders.

Types of ID card:

For staff and faculty:

Material: PVC

Size of ID card: 5.5cm* 8.5 cm (Horizontal pattern) and thickness of 1 mm

Card holder material: Metal

Tag: Satin Tag imprinted with institute logo and relevant information.

For Students

Material: PVC

Size of ID card: 5.5cm * 8.5 cm (Vertical pattern) and thickness of 1 mm

Card holder material: Plastic

Tag: Satin Tag imprinted with institute logo and relevant information.

3. General Terms and Conditions

- a) The card should be provided within 07 days in case of bulk requirement and 48 hours in case of reprint or single order.
- b) The pattern of ID cards and relevant student/staff/faculty data will be provided by the Institute to the service provider from time to time, the service provider should print the ID cards as per the Instructions and requirements of the Institute.
- c) The pattern should not be used for any other Institute/Organisation.
- d) The confidentiality pertaining to the students, staff and faculty is to be always maintained. If any breach is found the Contract will be terminated and legal action will be initiated accordingly.
- e) The service provider should maintain adequate stock of raw materials for printing ID cards and accessories, nullifying any delay.
- f) No necessary items/equipment will be provided from IIT Dharwad and the same should be arranged by the Service Provider at their own cost.
- g) The interested service provider may visit the site before submitting the quotation and may

contact Junior Superintendent (Contract & Services) or Asst. Registrar (Contract & Services)

- h) The quantity mentioned is tentative in nature and may vary in actuals. The Quantity will be intimated to service provider as per the requirement during the entire Contract period. The Service Provider should print as per the requirement of the Institute, and payment will be made on a pro rata basis.
- i) The service provider should maintain the standard pattern, material for all ID cards thought the Contract period. Deviation in any will result in termination of the Contract.
- j) The service should be provided satisfactorily within the stipulated time given from the date of the order.
- k) No advance payment shall be made by the IIT Dharwad. However, the IIT Dharwad intends to make all the final payments at the earliest during working days.
- l) In case at any stage, if it is found that the supply executed by the Service Provider was not satisfactory and up to the standard, IIT Dharwad shall have the right to put a penalty on the Contractor up to 25% of the billed value.
- m) The Director, IIT Dharwad, has the right to accept or reject any tender without assigning any reason. The decision of the Director IIT Dharwad in this regard will be final and no correspondence will be entertained.
- n) In case of any dispute, the decision of the Director of this Institute shall be final and binding on the bidders.
- o) The bidder should consider all the addendum/corrigendum's published before considering the bid.
- p) In case of a tie in the price bids, the decision of the Committee shall be final and binding.
- q) The printed cards should be delivered to IIT Dharwad by the Service Provider; no logistic support or charges will be provided by IIT Dharwad.
- r) The cost incurred due to misprint/damage/spelling mistake on ID card or Tags will be borne by the service provider.

4. Payment Terms

- a) The payment to the firm will be made within 30 days from the date of submission of the Invoice. No advance payment will be made at any cost. The payment will be made after successful completion of the services with a satisfactory performance certificate.
- b) The quantity may increase/decrease, the actual numbers will be provided by the Institute.
- c) The payment will be made as per the actuals on a pro rata basis.
- d) If the services are found unsatisfactory, the Institute reserves the right to deduct the penalty amount from the bill.
- e) Deduction as applicable as per the norms of the Government will be made from the bill.
- f) Payment shall be made as per the norms of the Institute.
- g) Payment procedure: The bills shall be processed for payment after scrutiny of all documents submitted by the service provider along with the verification report. The payment will be released to the designated account of the service provider through PFMS. No cash payment will be made by IIT dhArwAD. The Institute shall endeavour to settle the bill approximately within 30 days or at the earliest possible. However, no interest shall be liable on IIT DHARWAD for any unforeseen delay in settlement of bills. The Contractor should indicate the valid GST number and bank details on the final compiled Invoice.
- h) In case the Service provider fails to render the required services within stipulated period the Institute reserves the right to avail from the other service providers from the open market and the service provider should bear the cost of such arrangements on his/her own. If the Institute makes any payment to the other service provider it will be reimbursed by the Contractor.
- i) The payment will be made to the service provider only for the services delivered as per the Institute's requirements and satisfaction.

Price Bid / Financial Bid
(to be provided on the letterhead of the firm/agency)

Sl. No.	Particulars	Rate per unit	GST Amount in ₹	Total Amount in ₹ (Inclusive of GST)
1.	Staff & Faculty ID Card along with metal card holder and tag			
2.	Students ID Card along with plastic card holder and tag			
3.	Staff & Faculty metallic card holder			
4.	Staff & Faculty tag			
5.	Staff & Faculty card reprinting			
6.	Students plastic card holder			
7.	Students tag			
8.	Students card reprinting			
Grand Total				

Undertaking: We have quoted the price considering all the factors and we will provide the required services as per the Institute Requirements and we will make all possible efforts to render the Satisfactory Services to the Institute and we have not been blacklisted by any Government entity.

Date:

Place:

Authorised Signatory

Seal

Note:

- The bidder should thoroughly go through the scope of work and submit the bid. No change in the quoted price will be entertained for any reason.
- The quoted price should be inclusive of all services/charges, including manpower transportation; no extra payment will be made other than the per plate charges.
- The Price should be quoted in INR only. The quoted price should be inclusive of all taxes.
- Discount, if any, should be indicated separately/prominently.
- The Contract will be awarded to the successful L1 bidder.

Checklist (documents to be submitted in a sealed envelope)

Sl. No.	Bid Enclosures
1	GST Certificate
2	Price bid as per Annexure A
3	Registration Certificate of the firm in Dharwad Issued by the Competent Authority/HDMC
4	ID card sample along with tag and card holder

For any feedback/clarifications, the bidders may visit the Institute on working days or mail to us at manpower@iitdh.ac.in