

National Institute of Technology Sikkim

Ravangla South Sikkim- 737139

Website: www.nitsikkim.ac.in

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NIQ No. 404/NITS/Admin/Annual Report 2016-17

Date: 21st May 2018

Sub: Invitation of Quotation for Designing and Printing of Annual Report 2016-17, NIT Sikkim, Ravangla Campus, South Sikkim

Floating Date	21 st May 2018
Closing Date & Time for submission of bid	4 th June, 2018 5PM
Opening Date & Time	To be announce later
Bid to be submitted to	Faculty In-charge of Publications and Web Information System, National Institute of Technology Sikkim, Ravangla Campus, Barfung, South Sikkim, 737139
No. of Covers	2 (Technical Bid and Financial Bid)
For any clarification	e-mail – ghananjaystripathi9@nitsikkim.ac.in
Place of opening of bid	Conference Hall, National Institute of Technology Sikkim, Ravangla Campus, Barfung, South Sikkim, 737139
Issue of Tender	The tender document can be downloaded from the institute website- www.nitsikkim.ac.in . Please keep visiting our website for any corrigendum/ amendments and submit the bid documents accordingly.

The detailed list of items & specification are as below:

Brief Description of the goods	Specifications	Quantity	Place of Delivery	Installation requirement (if any)/location
Annual Report English and Hindi (2016-17) Separately	Size: A4, Paper inside 130 GSM Magno star art paper, Cover: 300 GSM, Magno star art paper Pages: 96 Approx + Cover (+/-) 5 to be quoted separately Colour: Multi Colour (50Pages) Binding: Perfect binding with thermal lamination Special effects: Cover to be gold or silver leafing spot UV to be done Translation from English to Hindi, composing, typing, setting and proof reading to be done by the vendor Note: The institute will provide word file and some photographs only further conceptualizing art work will be done by the vendor.	150 each in English and Hindi	NIT Sikkim, Ravangla	No

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You are requested to submit your competitive rate of items through quotation on the basis of above details. Other terms & Conditions remain as below:

1. The vender should have done at least three central or/ and state government / Dept. jobs proof / copy work order must be enclosed with the tender document / bid.
2. The vender should have its own printing press with minimum one four Color, one single color and one two color machines along with in-house binding unit. Copy of list of machines to be enclosed with tender document. The same may be verified by the institute after award of the tender.
3. The vender should have a turnover of at least 30 Lakhs per annum. Copy of balance sheet highlighting the turnover to be enclosed along with tender document.
4. The vender should not be blacklisted by any central / state government bodies. Declaration of the same to be enclosed along with tender document.
5. All bidders shall bid for all items. Evaluation to be done on collective basis. Price of items to be evaluated on individual basis and not in group.
6. The quoted price must include the transportation up to NIT Sikkim Ravangla campus and successful bidders have to supply FOR at NIT Sikkim. The quoted price shall include all the taxes.
7. Delivery period for all items will be within 20 working days after issuing of Work Order/Purchase order.
8. The quoted price will remain valid for 3 months and no alteration / change in rate is allowed after issue of Work Order/Purchase order.
9. You must submit the copy of (a) Firm registration certificate (b) Trade License; (c) GST Registration Certificate along with your bid.
10. Quotations may either be in (a) letter head or (b) as annexure on white page but duly stamped by the authorized signatory along with a forwarding letter on letter head.
11. Only invoices with serial numbers and printed with GST No. shall be accepted.
12. Payment shall be made only after the delivery of the goods & supplies against the Purchase Order with satisfactory level.
13. Only those vender's financial bid will be open who would satisfy the technical bid/requirements. Both the bids will be opened on same date.
14. Liquidity damage @1% per month on total value will be deducted from invoice if item will not supply within delivery period.
15. The Quality of items/goods remains as same as prescribed in the Work Order/Purchase order.
16. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
17. Contact Nos. / E-mail IDs of Authorized persons of the firm must be given.
18. NIT Sikkim can cancel fully and partially any one items all items based on their requirement or can increase the quantity. Bidder cannot claim any cost from NIT Sikkim.
19. Preference will be given to those venders who have valid ISO 9001:2015 certificates. Copy of the same to be enclosed with the tender document
20. Tender/offer may be sent by post/ courier to the office of the Tender submission authority namely, R Faculty In-charge Publication and Web Information System , National Institute of Technology Sikkim, Ravangla Campus, Ravangla South Sikkim 737139, Sikkim India
21. NIT Sikkim accepts no responsibility for any loss/ delay/ non receipt of offers not submitted in person. Offer received late/ incomplete are liable for rejection.

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22. The institute reserves the right to modify the conditions of tender, at any time without assigning any reasons for the same
23. NIT Sikkim reserves the rights to accept/ reject any offer in part or full, without assigning any reason whatsoever.
24. If the last date of receiving /opening of the offer coincide with a holiday, then the next working day shall be the receiving/ opening date.
25. If the work is found satisfactory the Institute may award subsequent orders for the printing, designing etc of Institute Annual report to the lowest bidder in future.
26. Jurisdiction of court: The courts at Sikkim shall the exclusive jurisdiction of trial, disputes, if any arising out of this agreement between the parties.

We look forward to receiving your rate quotations and thank you for your interest.

With approval of the competent authority, issued by

Faculty In-charge Publication and Web Information System

National Institute of Technology Sikkim

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ANNEXURE I Technical Bid

1.	FIRMS DETAILS :	
	Name of the Firm	
	Address	
	Telephone No	
	Email	
	Type of Firm	Proprietary/Private/Private Ltd./ MNC/Co-operative/Govt. Undertaking.
	Annual Turnover	
	Has the firm ever been debarred/ Black Listed by any Organization? If `yes` the details thereof.	
	Details of Award/Certificate of Merit etc. received from any Organization, if any. (enclosed copy)	
	Pre-Press facility	
	1. No. of DTP Operators 2. No. of Computers for publishing Job 3. No. of Scanners/Drum Scanners 4. In-house Processing facility like developing Positives, Plates 5. In-house power-backup 6. No. of Printers Laser/Colour	
	Post-Press facility	
	1. No. of Printing Machine : / / 4 Color / 2 Color / 1 Color
	2. No. of cutting machines 3. No. stitching machines 4. No. folding machine 5. No. binding machine 6. No. Lamination machine 7. No. Shrink wrapping machine 8. No. of Branch offices/Marketing outlets	

Please enclosed supporting documents

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ANNEXURE II Financial Bid

Brief Description of the goods	Quantity	Unit Price	Tax (%)	Total unit price (₹)	Total cost (₹)
Annual Report English & Hindi (2016-17)	150 each in English and Hind				

ANNEXURE III

Banking information

Sl no	Particulars	Information
1	Firm (Beneficiary) Name	
2	Please enclose a cancelled cheque and copy of PAN card. Cancelled cheque & PAN card is to be submitted only once	
3	Bank Name	
4	Bank Address	
5	IFSC Code no	
6	Mobile no (for SMS)	
7	Email ID (for information)	

We undertake that all information provided above is correct and NIT Sikkim will not be responsible in case of any error on the part of firm.

[Seal and Signature of the firm]

FIC, PWIS