

National Institute of Technology Sikkim

Ravangla South Sikkim- 737139

Tender No: 282/NITS/Admin/Annual Report/2015-16/747

Date: 26/ 04/2017

Sub: Invitation of Tender for Translation, Designing and Printing of Annual Report 2015-16, NIT Sikkim, Ravangla Campus, South Sikkim

Closing Date & Time for submission of bid	18 -05 -2017, 5 pm
Opening Date & Time	19 -05 -2017, 11 am
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
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
Application fees (nonrefundable)	₹1000/- (Rupees One Thousand Only) in form of a Demand Draft drawn in favour of DIRECTOR, NIT Sikkim
EMD (Non-interest bearing)	₹7000/- (Rupees Seven Thousand Only) in form of a Demand Draft drawn in favour of DIRECTOR, NIT Sikkim with validity 90 days after closing date.

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 (2015-16) & Annual Report Hindi (2015-16)	Size: A4, Paper inside 130 GSM Magno star art paper, Cover: 300 GSM, Magno star art paper Pages: 93 Approx + Cover (+/-) 5 to be quoted separately Colour: Multi Colour throughout 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.	100 each in English and Hindi	NIT Sikkim, Ravangla	No

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. All bidders shall bid for all items. Evaluation to be done on collective basis.
2. The quoted price must include the transportation upto NIT Sikkim Ravangla campus and successful bidders have to supply FOR at NIT Sikkim. The quoted price shall include all the taxes including Sikkim E-cess @1%.
3. Delivery period for all items will be within 15 working days after issuing of Work Order/Purchase order.
4. The quoted price will remain valid for 3 month and no alteration/ change in rate is allowed after issue of Work Order/Purchase order.
5. You must submit the copy of (a) Firm registration certificate (b) Trade License; (c) VAT / CST/ E-Cess Registration Certificate along with your bid. All these certificates must be in printing trade.
6. 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.
7. Only invoices with serial numbers and printed with VAT/CST No. shall be accepted.

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8. Payment shall be made only after the delivery of the goods & supplies against the Purchase Order with satisfactory level.
9. Liquidity damage @1% per month on total value will be deducted from invoice if item will not supply within delivery period.
10. The Quality of items/goods remains as same as prescribed in the Work Order/Purchase order/Tender specification.
11. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
12. Contact Nos. / E-mail IDs of Authorized persons of the firm must be given.
13. 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.
14. Sikkim E-cess @ 1% to be paid by NIT Sikkim and necessary way bill to be provided to the successful bidder by NIT Sikkim. Successful bidder should send tax invoice in advance.
15. 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.
16. The vender should have its own printing press with minimum one four Colour, one single colour and one two colour 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.
17. The vender should have a turnover of at least 75 Lakhs per annum. Copy of balance sheet highlighting the turnover to be enclosed along with tender document.
18. The vender should not be blacklisted by any central / state government bodies. Declaration of the same to be enclosed along with tender document.
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.

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

Ravangla, South Sikkim- 737139

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Contact Mobile No.: +91- 8759136879

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ANNEXURE I Financial Bid

Brief Description of the goods	Quantity	Unit Price	Tax (%)	Total unit price (₹)	Total cost (₹)	E-cess (1%) on Total Cost (₹)	Grand Total (₹)
Annual Report English & Hindi (2015-16)	100 each in English and Hindi						

ANNEXURE II

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