



Short Tender Notification No. 4/2006

COMPUTER SUPPORT GROUP

Item No. CSG07: A4 and A3 80GSM Copier Paper

NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620015

INSTRUCTIONS FOR BIDDERS

BIDDER'S COPY

1. This document set contains the following:

- | | | | |
|--|---|-------------|------------------|
| a) Checklist to be filled in by the bidder | - | Page 1 | } "Master Cover" |
| b) NITT's check list copy | - | Page 3 | |
| c) Terms and conditions of the Tender | - | Pages 4 & 5 | |
| d) Technical compliance & Quotation form | - | Page 6 | |
| e) Details of the Firm offering this quote | - | Page 7 | |

- The bidder's copy is for your future records. Please fill in and return only NITT's copy.
- Read through the terms and conditions given and affix your signature and seal if you find them acceptable. Any deviations may be recorded. Read carefully through the list of specifications that we have enclosed.
- Fill in the "Technical Compliance & Quotation form" making sure that you have not missed anything. Specify the model number & specification for each item.
- Do not use** ambiguous terms like "yes", "complied" or "available". Specifically mention what is the matching specification of the product offered by you. Make sure that you have affixed your signature with date and seal on all the documents
- Next fill in both the Firm's details questionnaire.
You are now ready to fill in the checklist for the documents that are duly completed and signed. Once you have filled this, along with the signed "Terms & Conditions Form", NITT copy of the "Check List", "Details of the Firm offering this quote" and "Foreign firms details" in one big Cover (Master Cover) which has been enclosed herewith.
- Please send the tenders in a sealed envelope (Master Cover) superscribed as "QUOTATIONS AGAINST SHORT TENDER NOTIFICATION NO: 4/2006 Item No. CSG07: "A4 and A3 80 GSM Copier Paper" so as to reach "The Registrar (i/c), National Institute of Technology, Tiruchirappalli - 620 015, India" on or before **March 10, 2006 at 1.00 p.m.**
- For any further clarifications, contact by E-Mail: purchase@nitt.edu or by written request to "The Registrar, National Institute of Technology, Tiruchirappalli - 620 015"
- DO NOT VISIT US WITHOUT OUR CONCURRENCE.

Please retain this page with you for your future reference.

BIDDER'S COPY



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Last Date for receipt of tender at NITT

: March 10, 2006 at 1.00 PM

Opening Date for Master Cover

: March 10, 2006 at 3.00 PM

CHECKLIST TO BE FILLED IN BY BIDDER

List of documents to be enclosed	This document should be kept in the following cover	Completed & Signed
1. Terms and Conditions form	"Master Cover"	YES / NO
2. NITT's Technical Compliance & Quotation form	"Master Cover"	YES / NO
3. Details of the firm offering this quote	"Master Cover"	YES / NO
4. Foreign firms details	"Master Cover"	YES / NO
5. Other technical specifications & pamphlets	"Master Cover"	YES / NO

Note: 1. "Master Cover" should contain the following:

- a. Form of "**Acceptance of Terms and Conditions**".
 - b. Form of "**Details of the firm offering this quote**".
 - c. Form of "**Foreign Firms details**".
 - d. Pamphlets, if any.
2. "**Technical Compliance & Quotation form**".
 3. Offers not complying with the above will be summarily rejected.

Please retain this page with you for your future reference.

BIDDER'S COPY



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NITT'S COPY (To be filled in and submitted)

Last Date for receipt of tender at NITT : March 10, 2006 at 1.00 PM

Opening Date : March 10, 2006 at 3.00 PM

CHECKLIST TO BE FILLED IN BY BIDDER (Please make sure that these pages are filled and send duly signed)		
List of documents to be enclosed	This document should be kept in the following cover	Completed & Signed
1. Terms and Conditions form	"Master Cover"	YES / NO
2. NITT's Technical Compliance & Quotation form	"Master Cover"	YES / NO
3. Firms details	"Master Cover"	YES / NO
4. Foreign firms details	"Master Cover"	YES / NO
5. Other technical specifications & pamphlets	"Master Cover"	YES / NO

SEAL OF THE BIDDER

SIGNATURE

FOR NITT USE ONLY	
Name of the Vendor Address (Location):	
1. Terms and Conditions form duly signed	YES / NO
2. NITT's Technical Compliance & Quotation form filled & signed	YES / NO
3. Firms details filled & signed	YES / NO
4. Foreign firms details filled & signed	YES / NO
5. Other technical specifications & pamphlets	YES / NO
7. No. of enclosures	
8. Status of tender	Accepted for evaluation / Rejected
	REGISTRAR

Please put this document in **"MASTER COVER"**



“TERMS AND CONDITIONS FORM”

**IMPORTANT : READ ALL THE FOLLOWING TERMS AND CONDITIONS AND
SIGN THE ACCEPTANCE CLAUSE FOLLOWING IT**

1. The offers should be addressed to “The Registrar (i/c), National Institute of Technology, Tiruchirappalli 620015, India” and should be sent in a sealed envelope (Master Cover provided) superscribed **“QUOTATIONS AGAINST SHORT TENDER NOTIFICATION NO.:4/2006 “Item No. CSG07: A4 and A3 80 GSM Copier Paper”** so as to reach us **on or before 01.00 p.m. on March 10, 2006.**
2. Each offer should be sent in a sealed cover with the tender documents. Tenders received through email or FAX will not be considered.
3. The tenders **“Master Cover”** will be opened on March 10, 2006 at 3:00 p.m. in the presence of the vendors present with authorization letter from the respective companies / firms. Suppliers intending to attend the tender opening should intimate us in advance.
4. Full technical specifications and pamphlets should be sent along with the tenders. **Offers without proper technical specifications will be rejected.**
5. All offers should indicate the taxes and duties applicable, if any. This institution is eligible for C.S.T. concessions against form ‘D’ and shall pay 5% Basic Customs Duty, if the goods are imported. Additional charges for packing, forwarding, freight, insurance etc., if any, should be clearly mentioned. Clearance at Customs will be arranged by us.
6. NITT is exempted from paying the Customs & Excise duty under Government of India Notification No.51/96 for Customs and 10/97 for Excise Duty. Currently the purchaser is paying 5% Basic Customs Duty and 2% Educational Cess on Basic Customs Duty.
7. In case the offered items are to be imported, the rates should be quoted in foreign currency on C.I.F. Chennai Airport basis, and it should include the Freight up to Chennai airport and the insurance cover should be up to National Institute of Technology, Tiruchirappalli. NITT shall pay Customs duty if any.
8. If the price quoted is in foreign currency, then 100% payment will be made through Letter of Credit (LC) if the order value is more than US\$10,000 or through Telegraphic Transfer (TT) if the order value is less than US\$10,000 through Nationalised banks. The bank charges outside India should be borne by the Beneficiary. If the price quoted is in Indian Rupees, then the 100% payment will be made only after installation and commissioning. **No advance payment will be made.**
9. No revision of the price bid will be allowed once the price bids are opened.
10. No increase in price will be allowed after our firm orders are placed.
11. The warranty period should be clearly mentioned. The maintenance charges (AMC) under different schemes after the expiry of the warranty should also be mentioned.
12. Quote should come from authorized dealer or distributor or reseller for each of the product quoted. An authorization letter should accompany your quote for each product quoted, otherwise it may lead to rejection.
13. The delivery period and other terms should be clearly mentioned.

Continued in the next page...

SEAL OF THE BIDDER

SIGNATURE

Please put this document in **“MASTER COVER”**



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Continued from the previous page...

14. Complete user, technical and service documentation and spare parts catalogue are to be provided along with the supply of the item.
15. The Registrar (i/c) reserves the right to modify or alter the specifications after short listing of tenderers.
16. The vendors are informed that they should not call us over phone or contact us in person. All clarifications can be obtained through E-Mail/FAX/Post. Vendors shall not make attempts to establish unsolicited and unauthorized contact with us after the opening of the offers and prior to the notification of the award. Any attempt by any vendor to bring to bear extraneous pressures on us shall be sufficient reason to disqualify the vendor.
17. Delay / loss in postal transit or due to other reasons will not be NITT's responsibility.
18. We are not responsible for accidental opening of the covers that are not properly superscribed and sealed before the time appointed for opening.
19. The tender should be made only on the "Technical compliance & Quotation form" provided with the original tender documents, otherwise it shall lead to rejection. The technical compliance form should be duly filled up and should clearly mention the features offered by the bidder against each specification.
20. Authorized signatory should sign in all the pages. Bids without authorized signatory's signatures will be rejected.
21. The manufacturers of the quoted make of the product must be of national / international repute and having ISO certificate.
22. **The vendors are informed that they should sign a stamp paper agreement with us, for Warranty, AMC, etc. before placing the final purchase order as per our terms and conditions.**
23. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.
24. Vendors are informed that once the companies are shortlisted based on the technical specification, only then the price bids of the firms that meet NITT's specification / requirements would be opened.
25. The Registrar (i/c) reserves the right to change the order quantity or split the orders among multiple vendors without assigning any reason(s) whatsoever.
26. The Registrar (i/c) reserves the right to reject any or all the tenders without assigning any reasons whatsoever.

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ACCEPTANCE

We accept the above terms and conditions and shall comply with them strictly.

NAME OF THE VENDOR:
ADDRESS :

SIGNATURE

DATE :

SEAL OF THE FIRM



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“TECHNICAL COMPLIANCE & QUOTATION FORM”

The requirement of paper for one year: 2000 to 2500 reams of A4 80 GSM copier paper approximately and 60 reams of A3 80 GSM copier paper. (i.e. per quarter 500 reams of A4 80 GSM copier paper and 15 reams of A3 80 GSM copier paper). Supply order will be issued in quarterly basis.

Item No.	N.I.T.'S SPECIFICATION	FIRM'S OFFER
1.	Make	
2.	80 GSM (Please note that below 80 GSM will not be considered)	
3.	Number of papers available in a ream Weight of the ream Exact Size of the A4 paper (in mm) Exact size of the A3 paper (in mm)	
4.	Whether the copier paper is available in manufacturer's packing	
5.	Whether the quoted copier paper is Eco-friendly	
6.	Whether the quoted copier paper is in line with ISI standards and ISO standards	
7.	Unit price (per A4 ream)	
8.	Unit price (per A3 ream)	
9.	Taxes if any	
10.	Is there any discount allowable to us (under bulk purchase / educational institution)	

Note :

- The rates should be quoted on Door Delivery (F.O.R. N.I.T.T.) Basis and the copier paper should be delivered at "The Octagon Computer Center, National Institute of Technology, Tiruchirappalli).
- Enclose the Distributor / Reseller / Retailer certificate with the validity date.
- Copier paper should be supplied as per our indent as per our actual requirement within the contract period.
- Price protection: If the market price is lower than the quoted price, the market price should be applicable. If there is any hike in market price, the quoted price should be applicable.
- Selected Vendor should sign a stamp paper agreement with regard to supply of the copier paper.
- Payment of Bills within 20 days of the receipt of the copier paper and the receipt of the invoice and advance stamped receipt.** Payment will be made against manufacturer invoice also.
- The rate should be valid for April 2006 to March 2007 (on one year rate contract basis).**
- The offer should be authorised by the Manufacturer.

Seal of the Bidder

Signature of the Bidder with date

Please put this document in "**MASTER COVER**"



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“DETAILS OF THE FIRM OFFERING THIS QUOTE”

(Write or print or type in block letters and please answer all the questions)

1. Name of the firm?
2. Number of years of incorporation?
3. Nature of the company - Government / Public / Private Company / Partnership / Proprietorship:
4. Companies' number of years in this line of activity.

No. of years in this line of activity
<input type="text"/>
5. Quantity of sales in the last two years for the copier paper (same model that you have quoted)?

2004-2005	2005-2006
<input type="text"/>	<input type="text"/>
6. Turn over in the last 3 years (Figures should be in Indian Rupees in Lakhs)?

2003-2004	2004-2005	2005-2006
<input type="text"/>	<input type="text"/>	<input type="text"/>
7. What would be the delivery period in days from the date we place an official purchase order.
8. Enclose the list of educational / other customers to whom you have supplied :
9. Are you the manufacturer or authorized dealer or distributor or reseller for the product quoted?

SEAL OF THE BIDDER

SIGNATURE

Please put this document in **“MASTER COVER”**