

Office of the Dean (Academic)
NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI

TENDER DOCUMENT FOR SUPPLY OF CONVOCATION FOLERS

Notice Inviting Tender: Tender No. NITT/ FILE NO. 002/ NON Plan / 2015-16/ DAC dated 11/6/2015

NIT, Tiruchy, Tiruchirappalli invites sealed limited tender from the Vendors under two Bid systems for supply of following items for 11th Convocation scheduled to be held in 1 August 2015.

Sl.No.	Item	Qty
1.	Convocation Folders	1750

Please find enclosed herewith the tender document along with specifications and all terms & conditions.

The tender bids duly filled in all respect enclosing necessary documents may be address to the Dean (Academic), NIT, Tiruchirappalli – 620 015. So as to reach on or before 3:00 P.M. 24/06/2015. In the outer envelope it should be super scribed with “tender for supply of convocation folder – Kind attention: K.Shanmugam, Office of the Dean (Academic).

The Technical bid will be opened on the same day at 3:30 pm in presence of such tenderers who may wish to be present, either by themselves or through their authorized representatives. **Along with technical bids, the bidders should furnish SAMPLE folders and SAMPLE envelops. Technical bids without sample will be summarily rejected.**

Earnest money deposit required Rs.5,000/- in the form of Demand Draft Favouring the Director, NITT, Tiruchirappalli payabhle at Tiruchirappalli. Tender cost Rs.150/- in the form of demand draft favoring Director, NIT, Tiruchirappalli payable at Tiruchirappalli.

Last date for receipt of Tender : up to 3:00 P.M. On 24/06/2015

Date of opening of Technical Bid: at 3:30 P.M. On 24/06/2015

Date of opening of Financial Bid: the opening date of price bid shall be intimated through phone/email to bidders whose offers have technically qualified.

DR (Stores & Purchase)

The NITT intends to invite sealed limited tender from the Vendors for supply of the following items for 11th Convocation scheduled to be held in the month of July 2015. You are advised to quote against the above enquiry with your most competitive rates.

Sl.No.	Item	Qty
1.	Degree Folder (for Convocation)	1750 numbers

ITEM 1: DEGREE FOLDER FOR CONVOCATION

SIZE	:	320 mm Height and 240 mm Width
Finish	:	Pad making with NITT Logo & Individual Name and Roll No on Screen Printing in Cover with Cold Color.
Materials	:	Imported foam board on one side and plain Board on other side with imported Eco-friendly "TANGO" Material and four gold colour corner clips. NITT LOGO, Name & Roll.No. of graduands to be printed in the fold foil on the front.
Inner Materials	:	Lamination Board
Base Materials	:	2 mm Sundry Grey Board, 4 Socket Corner Outer Edge Metal Corner
Colour	:	Gold, Silver, Blue, Green, Copper & New Color

Along with technical bids, the bidders should furnish SAMPLE folders. Technical bids without sample will be summarily rejected. Bidders are advised to submit as many samples as possible, so as to enable to choose the right quality.

The Technical Bid of the tender will be opened on the same day i.e. 24/06/2015 at 3:30 p.m. in presence of such Vendors who may wish to be present, either by themselves or through their authorized representatives.

1. The Vendor will depute technically qualified executive to coordinate the job with NITT Team.
2. The price quoted for the jobs should be mentioned per Folder and per envelope and also should be inclusive of all taxes. Conditional Bids / Vague offers like 'Duties as applicable' shall not be considered.
3. The rate quoted should be on FOR, NIT, Tiruchy.
4. No over writing, correction, insertion shall be permitted in any part of the Tenders.
5. A Demand Draft of Rs.3,000/- (Rupees Three thousand only) is required to be deposited as earnest Money deposit in favour of national institute of technology, tiruchirappalli along with sealed tender (technical bid). Any bid not accompanied by required EMD shall be deemed to be invalid & will be rejected by the NITT. The earnest Money will be returned to the bidders except the successful bidders, as soon as the printing is finalized.
6. The EMD shall be forfeited: If the bidder withdraws his bid during the period of bid validity, In the case of successful bidder, if the fails to furnish the required security deposit within the specified time limit.
7. The L1 Vendor shall deposit 5% of the total cost quoted as security deposit to NITT, within one week after supply order. No interest shall accrue on this deposit which will

be returned after successful printing / supply and after adjusting dues if any. Correction, if any, must be attested.

8. Late tenders will not be considered at all.
9. NIT, Tiruchy reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid since due weightage shall be given to quality (as shall be decided by NITT) besides the commercial bid/ price competitiveness.
- 10. The bidder should furnish a list of colleges/ universities where he has supplied the items covered in the tender**
11. Copy of certificate in support of VAT No. & Validity etc.
12. Copy of PAN/TAN number for income Tax
13. EMD Should be enclosed with Technical Bid in the form of Demand Draft. Similarly, Tender cost also through Demand Draft
14. NIT reserves the right to alter the quantity of materials to be supplied
15. Liquidated Damage: A penalty of 5% per day subject to maximum of 20% of the bill on account of delayed supply of the materials will be imposed in case, the supply is not made within the stipulated time and thereafter NIT can terminate the whole contract.
16. In case any error or defect is discovered after delivery of the items, which is attributable of the Vendor, he shall be bound to rectify such error or defect at his own cost to the satisfaction, and within the time limit fixed by the NIT for the purpose.
17. In case of the delivery of any defective printed material which, owing to urgency or any other reason, cannot be rejected wholly, the NIT shall deduct such sums from the concerned Vendor's bills as may be considered proper.
18. The rejected material shall lie in the NIT premises entirely at the Vendor's risk.
19. The Vendor will be expected to remove it at the earliest. However, if such rejected materials is not removed within 7 days of notice to the Vendor regarding rejection, the NIT, shall have the right to dispose of such material as it deems fit.
20. In case of genuine difficulties beyond the control of the Vendor, on request, he may be give extension of the time limit up to a maximum of 5 days in special case.
21. Tender once submitted will not be allowed to be withdrawn, altered or cancelled in part or in whole.
22. The security Deposit will be released on receipt of the bill completed with all delivery vouchers and other documents. No interest will accrue on the EMD/Security Deposit.
23. If the job is returned by the firm unexecuted after accepting the same, earnest money will be forfeited in full and job will be got executed at firms risk from some other firm. The firm is also liable to be black listed.

24. The Convocation Folders and Convocation Envelops should be of Standard quality, neat and accurate according to the specifications. If the execution of the job is not upto the standard, suitable deductions will be made or the entire job will be rejected, as the case may be, at the cost of firm risk.
25. In case the Vendor uses the interior quality of material, NIT will get it tested and a penalty on the total bill shall be imposed by the competent authority deemed fit on the firm and disqualification for future job with NIT.
26. The Vendor should have supplied Convocation Folder to at least 3 reputed Collages/ Universities.
27. Conciliation / Arbitration: If any dispute (S) or difference (SO of any kind whatsoever arise between the parties, the parties hereto shall negotiate with a view to its amicable resolution & settlement through a committee appointed by DG- NITT. In the eve no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the dispute or differences as detailed above shall be referred to & settled by the sole arbitrator to be appointed by NITT. The arbitration proceedings shall be in accordance with the preventing Arbitration & conciliation Act, 1996 & Laws of India as amended or enacted from time to time. The venue of the arbitration shall be Tiruchirappalli. The arbitrator will give the speaking & reasoned award.
28. All matters connected with this shall be governed by the Indian Law both substantive & procedural for the time being in force & shall be subject to the executive jurisdiction of Indian court at Delhi.
29. NIT reserves the right to annul the bidding process at any time period to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder /s on the ground of nit action.
30. The first proof of the material should be submitted within 5 days from the date of submission of relevant materials and all printed copies of the material is to be delivered within 07days from the date of approval of final proof.
31. The Tender should be submitted and signed by a duly authorized period, giving full name of the firm with its current business address.
32. The bidders should satisfy themselves before submission of the tender to NIT that they meet the qualifying criteria and capability as laid down in the Tender Document.

CHAPTER 1: GENERAL INSTRUCTIONS TO THE BIDDERS

1. The tender document and terms and conditions can be downloaded from our website www.nitt.edu.
2. **EMD amount and Tender application Fee:** Through two separate Demand Drafts, the bidder is required to furnish Earnest Money Deposit Rupees (five thousand Rupees in figure) and (5,000/- Rupees in words) and Cost of Tender Document (Rs.150 Rupees in figure) and (One hundred and fifty Rupees in words)
3. Without EMD and Cost of Tender Document, the technical bid will not be opened and the tender will be rejected

summarily.

4. Due date and Time: The sealed tender should be submitted on or before 24/6/2015 3.00 P.M., through post or hand delivery and addressed to the Director, National Institute of Technology, Thuvakkudi, Tiruchirappalli-15, Tamil Nadu, India. Quotations/ bids received after deadline will be rejected summarily.

5. Tender Opening: While tender opening, at the first stage, the envelope containing EMD amount and Cost of Tender document will be opened and at the Second Stage the envelope containing Technical Bid will be opened on 24/6/2015 at 3.30 P.M in the presence of the bidders or their authorized representatives, who choose to be present at the time of opening. The name of those who have submitted their offers along with the details of their remittance of EMD and Cost of Tender Document will only be read out and no other information/ details whatsoever will be shared at this stage.

6. If in any case, unscheduled holiday occurs on prescribed closing/ opening date, the next working day shall be the prescribed date of closing/ opening.

7. At the third stage, price bid of the technically acceptable offers will be opened for further evaluation and ranking for award of the contract/ purchase order.

8. The bidders are advised to go through the tender documents and understand the terms and conditions specified therein before submitting the tender.

9. Prescribed Format: The Tender document consisting of Technical Bid (along with all annexures to the technical bid) and Price Bid should be submitted in the Prescribed Format only.

10. The bidders are not allowed to make addition or alteration in the tender document.

11. Each and every page of the submitted bid shall carry the page numbers. The Vendor should stamp and sign on each page of the technical and price bid.

12. All pages of the tender document shall be signed by the person or persons duly authorized to sign, on behalf of the bidder.

13. No paper / page shall be detached from the tender document. No addition or alternation should be made in the tender document.

14. Conditional tender, late and delayed tender will not be accepted/ considered.

15. The NITT shall not be responsible for any postal delay in receipt of the offer. Tender should be properly sealed.

16. The NITT will not be responsible for pre mature opening of the tenders.

17. The offers submitted by telex/ telegram/ fax/ E-mail etc. shall not be accepted and will be summarily rejected.

19. Offers should be clearly written or typed without any cutting or over writing. All cutting / over writing must be initialed and stamped.

20. Bidders must confirm the acceptance of all the terms and conditions of the tender.

21. Making misleading or false representation in the bid document will lead to disqualification of the bidder resulting in forfeiture of EMD amount.

22. The tender should be submitted through Registered Post or Speed Post or through Hand delivery.

23. Any non-acceptance or deviations from the terms and conditions must be CLEARLY mentioned. However, bidder must note that any conditional offer or any deviation from the terms and conditions of this tender may render the bids liable for rejection.

24. Furnishing of any false information/ fabricated document would lead to rejection of tender at any stage.

24. Earnest Money Deposit (EMD):

- a. The quotation must be accompanied by Earnest Money Deposit (EMD). Tenders without EMD will be not be entertained.
- b. The above requirement, however, will not apply to bidders who are registered with the National Small Industries Corporation (NSIC). But, for claiming this exemption under NSIC registration, the bidders MUST furnish a self-attested copy of the exemption certificate indicating Date of registration, date till registration is valid, whether registered for items for which tender has been submitted.
- c. The EMD shall be in the form of Demand Draft drawn from any of the Nationalized Bank/ Scheduled Commercial Bank drawn in favour of the Director, NIT, Tiruchy, payable at Tiruchy. The bid security should be valid for 90 days. If the EMD is not found valid in terms of amount wise, period wise or otherwise, technical bid of the bidder shall not be opened.
- d. Earnest Money is liable to be forfeited and bid is liable to be rejected, if the tendered withdraw or amends / impairs or derogates from the tender in any respect.
- e. The EMD of the technically disqualified bidders will be returned within 21 days from the date of opening of the

technical bids.

- f. The EMD of those bidders who are successful in technical bid but unsuccessful in the financial/ price bid shall be refunded within 14 days from the date of opening of financial/ price bid.
- g. The EMD of the successful bidders shall be refunded on receipt of Performance Bank Guarantee.
- h. No interest will be payable by the NITT on the Earnest Money Deposit.

SPECIAL INSTRUCTIONS TO THE BIDDERS

Procedure for Sealing and Marking of bids: The Tender / Bid Cover shall contain the following:

- a) **FIRST** envelope should contain the Earnest Money Deposit and Cost of Tender Document. The envelope should be sealed and super scribed as "EMD COVER"
- b) **SECOND** envelope should contain the Technical Bid along with enclosures desired in the Tender document. This envelope should be sealed and super scribed as "TECHNICAL BID" Cover.
- c) **THIRD** envelope should contain the Price Bid. This envelope should be sealed and super scribed as "PRICE BID" Cover.
- d) All the above mentioned THREE SEPARATE ENVELOPS are to be sealed and kept in one single Larger size outer envelope (**FOURTH** envelope) which should also be sealed and super scribed.
- e) **Each of the FOUR ENVELOPS** shall be super scribed with following details:

Tender/ Notice inviting Quotation Numberfor supply of
Due date of tenderand time
Name of the intending Department of NITT
Name and Complete address of the Bidder

- f) If all the THREE inner envelops and the ONE outer envelope (i.e., larger envelope) are not sealed and marked as instructed, NITT will assume no responsibility for the misplacement or premature opening of any of the envelope. An envelope opened prematurely will be rejected.
- g) There shall NOT be any price indication in the technical bid. If for any reason, it is found that the technical bid reveals the price bid related details in any manner whatsoever, or, the price bid is enclosed in the envelope super scribed, "Technical Bid", the bid document will be summarily rejected in the first instance itself. Any offer containing both the Technical bid and Price bids in the same envelop will also be out rightly rejected.

Technical Bid for supply of convocation folder (To be submitted in Separate Envelope)

1. Name of the Agency
2. Name of the authorized person (who signs on the tender documents)
3. Address of the Agency
4. Phone No. (Mobile.No.)

Eligibility Criteria for Selection:-

Sl.No.	Documents to be submitted	Proof Required
1.	Proof of Annual Turnover for last 3 years in the form of audited Balance sheet	(To be attached)
2.	A list of organizations where the supplier has currently provided / has printed / supplied the items covered in the tender in last 2 years.	(To be Attached)
3.	VAT /CST Number	
4.	Copy of PAN / TAN number of the firm/Company.	(To be Attached)
5.	Sample of Convocation Folder	(To be Attached)
6.	Earned Money Deposit (in the form of Demand Draft	EMD No.: Dated: AMOUNT : Rs.
7	Tender Cost through Demand Draft	DD. No.: Dated : Amount : Rs.
8	Declaration that the Vendor has not been debarred from participating in Tender anywhere is NITT.	

Signature of Tenderer:

Name of the Authorized Signatory:-

Name of the Company / Firm:

Seal of the Company / Firms:

Address and contact number:

Signature of the bidder

Price Bid Format (To be submitted in Separate Envelope)

The bidder must quote rate strictly as under:

Sl.No.	Description of items	Quantity	Basic Prices	Taxes VAT If any	Price per Unit	Total Price
1	Degree Folder (for Convocation)	1750				
	Grand Total					

Signature