

NATIONAL INSTITUTE OF TECHNOLOGY

TIRUCHIRAPPALLI – 15

OFFICE OF THE DEAN(ACADEMIC)

Web : www.nitt.edu

Phone : 0431 - 2503961



TENDER DOCUMENT

Tender Notification No.: **NITT/F.NO: 012/REV.EXP.31/2018-19/DAC** Dated:**05.09.2018**

Name of the component : **Printing and Supply of Answer Booklets**

EMD Amount : **Rs. 50,000.00**

Cost of the Tender Document : **Nil**

Implementation & Configuration : **within 6 weeks**

Last Date of submission of Tender : **24.09.2018 up to 02.00pm**

Address for submission of Tender : The Director,
National Institute of Technology- Tiruchirappalli,
Tiruchirappalli – 620015, Tamilnadu, India
Kind ATTN to: Mr.A.Sivarajan,
Assistant Registrar(Academic),NITT
Phone:0431-2503010
Email:sivar@nitt.edu

Date of opening of technical bid : **24.09.2018 at 3.00 pm**



**NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI – 15**

OFFICE OF THE DEAN(ACADEMIC)

Tender Notification No. NITT/F.NO:012 /REV.EXP.31/2018-19/DAC Dated:05.09.2018

NOTICE INVITING TENDER

The National Institute of Technology, Tiruchirappalli (NITT) is an autonomous body under MHRD, GOI, imparting Technical Education and engaged in Research Activities. It is proposed to procure the following good/item for the Departmental academic/research activities.

Sealed bids under **two bid system** are invited for the following good/item subject to the following terms and conditions, from the reputed firms. so as to reach this office on or before scheduled date and time. The technical cover will be opened on the next day in the presence of Bidders or their authorized agents who may choose to be present.

Name of the Goods/Services : **Printing and Supply of Answer Booklets**
EMD : **Rs.50,000.00**
Cost of the Tender Document : NIL
Time for completion of supply after placing purchase order : 6 WEEKS
Last Date of submission of Tender : **24.09.2018 up to 02.00pm**

Address for submission of tender: The Director,
National Institute of Technology- Tiruchirappalli,
Tiruchirappalli – 620015, Tamilnadu, India
Kind ATTN to: Mr.A.Sivarajan,
Assistant Registrar(Academic), NITT
Phone:0431-2503010
Email:sivar@nitt.edu

Place, Date and time of opening of bid:

Date: 24.09.2018

Time: 03.00pm

Venue: Stores& Purchase Section

Note : The Institute shall not be responsible for any postal delay about non-receipt / non delivery of the bids or due to wrong addressee.

INSTRUCTIONS TO BIDDERS BIDDER'S COPY

1. This document set contains the following:
 - a) Terms and conditions of the Tender
 - b) Eligibility Criteria
 - c) Details of the Firm offering this Quote
 - d) schedule of requirements
 - e) Quotation form (Price Bid)
 - f) NIT-T's check list copy
 - g) Mandate form for Electronic Fund Transfer

The Bidder's copy is for your future records. Please fill in and return only NIT-T's copy.

2. The Bidder should give details of their technical soundness and provide list of customers of previous supply of similar items to Universities, Institutes or Government Departments/Undertakings/public sectors with contact details. The details of the agency/profile should be furnished along with the copy of all related documents.
3. 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 list of specifications that we have enclosed.
4. Fill in the questionnaire regarding the Firm.
5. The downloaded documents '**Technical Compliance Form**' and '**Quotation Form (Price Bid)**' should be **TYPE WRITTEN USING CAPITAL LETTERS ONLY**. At the time of filling the "**Quotation Form (Price Bid)**" make sure that you have not missed anything. Specify the model number & specification for each item. The form should be filled item-wise. Do not leave blank fields. If you are not quoting for a specific item, you should specify "**NOT QUOTING**".
6. **Do not use** ambiguous terms like "**yes**", "**complied**" or "**available**". Specifically mention 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.
7. Please send the tenders in a sealed envelope super scribed as "**QUOTATIONS AGAINST TENDER NOTIFICATION NO : NITT/F.NO: 012/REV.EXP.31/2018-19/DAC Dated 05.09.2018**" so as to reach "The Director, National Institute of Technology, Tiruchirappalli - 620 015, India" on or before **24.09.2018 at 2.00pm along with a Softcopy of the Technical Compliance form (along with cover-2) and Quotation Forms (along with cover-3) in MS-Excel file format in a CD/DVD or USB drive.**
8. For any further clarifications, contact by E-Mail: sivar@nitt.edu or by written request to "The Registrar, National Institute of Technology, Tiruchirappalli - 620 015, India"

Last Date for receipt of tender at NIT-T :24.09.2018 at 2.00pm

Opening Date for technical bid :24.09.2018 at 3.00pm

CHECKLIST TO BE FILLED IN BY BIDDER	
List of documents to be enclosed	Completed & Signed
1. Terms and Conditions form	YES / NO
2. Details of the Firm offering this Quote	YES / NO
3. NIT-T's Quotation form (Technical & Price Bid)	YES / NO
4. Currency Form(quoted on behalf of the foreign suppliers)	YES / NO
5. Other technical specifications & pamphlets	YES / NO

- Note:** 1. "Cover" should contain the following:
- a. Form of "**Acceptance of Terms and Conditions**".
 - b. Form of "**Firm details**"
 - c. Pamphlets, if any (in a separate sealed cover)
 - d. Quotation Form (Technical, Price)

Please retain this page with you for your future reference.

NIT-T's COPY

SECTION : 1 – TWO BID TENDER

Cover 1: EMD

(should be super scribed as 'EMD cover' duly indicating the Tender reference No. and the due date of opening)

Earnest Money Deposit (EMD) is to be submitted by way of Demand Draft/FDR drawn on any Nationalized bank in India in favor of "The Director, NIT, Trichy" payable at Trichy. The bids submitted without EMD will be treated as non-responsive and will be rejected. EMD shall bear no interest.

Cover 2: Technical Bid

(should be super scribed as 'Technical Bid' duly indicating the Tender reference No. and the due date of opening)

Should contain:

- a. Technical pamphlets
- b. Detailed technical specification
- c. Copy of license certificate for manufacture/supply of the item*
- d. Income Tax PAN number & GST number
- e. Last three years balance sheet approved by the CA and the IT returns.*
- f. Warranty period offered for the tendered item to be specified. If the warranty period is not conforming with the schedule of requirements given in section 3 of the Tender document, the bid is liable to be treated as non-responsive and will be rejected.
- g. Duly filled up technical questionnaire, if any
- h. Duly filled up deviation schedules to technical specifications, if any
- i. Copy of supply orders completed during the last three years

* Appropriately pertaining to the country of origin.

Cover 3: Price Bid

(should be super scribed as 'Price Bid' duly indicating the Tender reference No. and the due date of opening)

Should contain:

- a. Price bid as per the format in Section-4 of the tender document
- b. Break-up price as per the format in Annexure-A

Note:

- a. If the prices are revealed in cover 1 or in cover 2, the offer will be summarily rejected.
- b. Each Cover shall be sent in a double sealed cover. The inner covers (Cover 1, Cover 2 and Cover 3) should be sealed individually with the Sellers's distinctive seal and super scribed with the tender reference No. and due date of opening. All inner covers shall be placed in a common outer cover which shall also be sealed with seller's distinctive seal and super scribed with the tender reference No. and due date of opening.
- c. Mention "Kind Attention **Mr.A.Sivarajan**," and submit at the address given in the Notice Inviting Tender.
- d. Cover 1 & 2 will be opened on the scheduled date and time mentioned in the tender enquiry.
- e. Cover 3 of the technically and commercially suitable offers alone will be opened on a date which will be intimated to the qualified Bidders.

SECTION-2 TERMS AND CONDITIONS FORM

READ ALL THE FOLLOWING TERMS AND CONDITIONS & SIGN IN THE ACCEPTANCE

1. The offers should be addressed to “The Director, National Institute of Technology, Tiruchirappalli-620015, Tamilnadu, India” and should be sent in a sealed envelope super scribed “BID AGAINST TENDER NOTIFICATION No:NITT/F.NO: 012/REV.EXP.31/2018-19/DAC” so as to reach us on or before 24.09.2018 at 2.00pm.
2. The offer should be sent in a sealed cover with the tender documents. Tenders received through email will not be considered.
3. The tenders will be opened on **24.09.2018** at 3 PM in the presence of the vendors present with authorization letter from the respective companies / firms.
4. No revision of the price bid will be allowed once the technical bids are opened.
5. **Payment of GST (on ultimate products)** as applicable on the closing date of tender will be to the supplier’s / contractor’s account. Any statutory variation (both plus and minus) in the rate of GST after closing date of tender/revised price bid but before the expiry of the contractual delivery / completion period will be to the account of the NITT.
6. The bidder(s) should indicate, in their bid, the amount with exact rate of the GST on ultimate finished product, as applicable at tendering stage, separately in the bid. In case the above information subsequently proves wrong, incorrect or misleading (a) this Institute will have no liability to reimburse the excess in the difference in rates of the item under which the duty/tax assessed finally (b) this Institute will have the right to recover the difference in case the rate of GST finally assessed is on the lower side. Any increase in excise duty, sales GST during extended period of the contract / supply order will be to supplier’s / contractor’s account where such extension in delivery of the materials/completion of the project was on the request of supplier / contractor. However, any decrease in GST during extended period of the contract / supply order, will be to the account of this Institute.
7. The suppliers are informed that they should not call us over phone or contact us in person. All clarifications can be obtained through E-Mail/Post. Vendors shall not make attempts to establish unsolicited and un-authorized contact with us after the opening of the offers and prior to the notification of the award.
8. **Eligibility:** Quotation from registered Printing Presses alone will be considered.
9. **Liquidated damages:** If the bidder/supplier, after accepting the Purchase Order, fails to deliver any or all of the Goods within the period specified in the Order, NIT-T shall, without prejudice to its other remedies under the Rules of Purchase, proceed to cancel the order or agree to accept a delayed delivery on the condition of payment of liquidated damages by the bidder / supplier a sum equivalent to 0.50% of the total cost as indicated in the Purchase Order (which will be deemed as agreed price) for each week or part thereof of delay until actual delivery or performance is completed and such penal charges shall be limited to a maximum of 5% of the total cost. Once the maximum is reached NIT-T may proceed on its own to consider the termination / cancellation of the order.
10. The form should be duly filled up (preferably **TYPE WRITTEN IN CAPITAL LETTERS**) and should clearly mention the details offered by the Bidder against each specification.
11. Authorized signatory should sign on all the pages. Bids without authorized signatures will be rejected.
12. NIT-T reserves the right to modify or alter the specifications after short listing of tenderers.
13. NIT-T reserves the right to change the order quantity or split the orders among multiple vendors without assigning any reason(s) whatsoever.

14. NIT-T reserves the right to reject any or all the tenders without assigning any reasons whatsoever.
15. NIT-T reserves the right to purchase decreased number of quantity of the item to be purchased.
16. The Bidder shall not be under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government agencies.
17. Bidder should have GST / PAN Registration.
18. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.
19. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.
20. Bidders are informed that once the companies are shortlisted based on the technical specification, only then the price bids of the firms that meet NIT-T's Technical specification / requirements and eligibility criteria would be compared.
21. The bid shall be in the format of price schedule given in Section 4. The contract form as per format given in section 5 shall be submitted. Incomplete or conditional tender will be rejected. *
22. Details of the specifications required are mentioned in Section 3 appended to this Notice Inviting Tender. *
23. In case of dispute, the matter will be subject to Tiruchirappalli, Tamil Nadu Jurisdiction only.
24. **Release of EMD:** The EMD will be released after receipt of performance security from successful Bidder.
25. **Validity of bids:** The rate quote should be valid for a minimum of 120 days. No claim for escalation of rate will be considered after opening the Tender.
26. **Clarification of Tender Document:** A prospective Bidder requiring any clarification of the Tender document may communicate to the contact person given in this notice inviting tender.
27. **Amendment of tender document:** At any time prior to the last date of receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective Bidder, modify the Tender document by an amendment.
28. **Payment:** 100% will be paid after completion of inspection and replacement of defective booklets if any defective items found during inspection. If the documents are in order. The bill should be in favour of "The Director, National Institute of Technology, Tiruchirappalli, Tamilnadu, India." With GSTIN 33AAATN5491Q1ZZ.

The Institute may at its own discretion extend the last date for the receipt of bids.

The bids shall be written in English language and any information printed in other language shall be accompanied by an English translation, in which case for the purpose of interpretation of the bid, the English translation shall govern.

The Institute reserves the right of accepting any bid other than the lowest or even rejecting all the bids without assigning any reasons therefor. The decision of the Institute Purchase Committee is final in all matters of tender and purchase.

The Bidder should give the following declaration while submitting the Tender.

ACCEPTANCE

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

NAME OF THE BIDDER:

ADDRESS:
Seal

SIGNATURE
Date:

“ELIGIBILITY CRITERIA”

Criteria	Proof of documents to be submitted	Compiled Page No
Bidder must be a registered company in India with minimum 5 years' experience in this field as on 03/09/2018.	Attach copy of the registration certificate issued by the Registrar of Companies.	
Bidder should have GST / PAN Registration	Attach copies of GST / PAN registration.	
The Bidder should be a profit making entity (profit after tax) in the fiscal years 2015-16,2016-17&2017-18.	Attach copies of the balance sheets of these fiscal years.	
The Bidder shall not be under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government agencies.	Attach Self-certified declaration.	
The Bidder must have executed at least 3 similar projects, each worth more than Rs.10 lakhs in Central Govt. / State Govt. / Public sector/private sectors in India	Copies of Work Orders must be attached.	
The Bidder must have experience in executing at least 3 similar works with educational Institutions.	Give brief description of the works with name and contact details of client. Attach copies of work orders.	

“DETAILS OF THE FIRM OFFERING THIS QUOTE”
(Write or print or type in block letters)

1. Name of the firm: _____ 2. Date of incorporation: _____
2. Nature of the company (tick one): Government / Public / Private Company / Partnership / Proprietorship
3. Specify the number of years in this line of activity by the Company: ..
4. Quantity of sales in the last three years for the “.....” (same model that you have quoted):

2015-2016	2016-2017	2017-2018

5. Turnover in the last three years (Lakh Indian Rupees):

2015-2016	2016-2017	2017-2018

6. Provide the postal address, telephone & fax numbers, and email address of the nearest service center.
7. Delivery period from the date an official purchase order placed (in weeks):
8. Enclose the list of customers to whom you have supplied “.....” during the last 3 years ending 31/08/2018 with full postal address and name of the contact person with phone, FAX numbers, and E-Mail id. Certificate regarding satisfactory performance of the “.....” from the minimum three end users should be furnished.
9. Have you supplied “.....” to National Institute of Technology, Tiruchirappalli in the last 3 years? If yes, specify the quantity supplied in the last 3 years and last PO reference:
10. Was there any elapse or delay in supplying the goods ordered or any service related issue during the period for the products ordered by NIT-T with your firm? If yes, provide details.
11. On Supplier’s Side to whom NITT have to contact in case of delayed in supply and other issues.

Contact Person Name :	
Address :	
E-mail ID :	Telephone / Cell Phone :

DECLARATION

I/we have not tampered/modified the tender forms in any manner. In case, if the same is found to be tampered/modified, I/we understand that my/our tender will be summarily rejected and full Earnest Money Deposit (EMD) will be forfeited and I/we am/are liable to be banned from doing business with NIT, Trichy and /or prosecuted.

Signature of the Bidder :

Name and Designation :

Business Address :

.....

.....

Place :

Date :

Seal of the Bidder's Firm

**SECTION : 3 – SCHEDULE OF REQUIREMENTS, SPECIFICATIONS
AND ALLIED DETAILS**

Name of the item/service to be procured: **Printing and Supply of Answer Booklets**

Sl.No.	Name of the Stationery	Required Nos.	Specification
1.	Semester Exam Answer paper	80,000	ANSWER BOOKLETS FOR SEMESTER EXAMINATION Size A4 – Total Pages: 36 pages (i.e., 34+2) - Printed Matter in First and Second Page. Page number 3 to Page number 34 ruled & Last two pages i.e., page 35 and 36 are un ruled. Finishing 2 pin binding. Serial Numbering in all the answer booklets from 01 to 80,000. Serial Numbering should be on the right hand top corner of the 1 st Page. Paper to be used: TNPL paper or Seshayee or its equivalent – 70 GSM
2.	Cycle Test Answer Papers	1,50,000	ANSWER BOOKLETS FOR CYCLE TEST: Size A4 – Total 20 pages (Front page printed matter and last 2 pages un ruled – other pages tint ruling). Finishing: 2 pin binding. Serial Number : starts from 01 to 1,50,000 Paper to be used: TNPL paper or Seshayee or its equivalent – 70 GSM
3.	Additional Sheets (Each Book contains 4 Pages Fullscope size / Lab Exam)	50,000	ANSWER BOOKLETS FOR CYCLE TEST: Size – Total 4 pages (Front page margin printed matter and 4 pages un ruled). Serial Number : starts from 01 to 50,000 Paper to be used: TNPL paper or Seshayee or its equivalent – 70 GSM. 4 pages 10,000 each 5 codes(A,B,C,D&E)

Sample of above mentioned items are available in store section of NITT during working day(10AM-5PM) for bidder reference.

Note: (Printing should be neat and accurate according to the specifications of NITT.

Printing of matters as per the sample.

Inferior and defective printed booklets will not be accepted by the NITT and it should be replaced by the supplier at their own cost.)

Delivery schedule expected after

release of purchase order (in weeks): 6 weeks (partial delivery will not be accepted)

SECTION : 4 – PRICE SCHEDULE

To be used by the Bidder for submission of the price bid

1. Component Name: Supply of Answer Booklets
2. Specifications (confirming to Section 3 of Tender document-enclose additional sheets if necessary):
3. Unit cost (excluding Taxes):
4. Quantity: (As per technical specification)
5. GST:
6. Total cost (Inclusive of all taxes) :
7. Delivery Schedule (confirming to the Section 3 of Tender document):
8. Name and address of the firm for placing purchase order:

Signature of the Bidder :

Name and Designation :

Business Address :

Place :

Date :

Seal of the Bidder's Firm

(Note: All column should be filled. No column should be left blank. If any column is not filled-in properly or left empty, then the bid will be rejected.)

SECTION : 5 – CONTRACT FORM

To be provided by the Bidder in their business letter head

[Name of the Supplier's Firm] hereby abide to deliver theby the delivery schedule mentioned in the Section 3 of the Tender document for supply of the items if the purchase order is awarded.

The item will be supplied conforming to the specifications stated in the tender document without any defect and deviations.

Inferior and defective printed booklets will be replaced at our cost.

Signature of the Bidder :

Name and Designation :

Business Address :

Place :

Date :

Seal of the Bidder's Firm

NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPALLI

Annexure-A

PRICE BID FORMAT FOR BIDDERS

Tender No. & Date: NITT/F.NO:012 /REV.EXP.31/2018-19/DAC Dated:05.09.2018

Bidder's Offer No. & Date:

S. No.	Description of item	QTY	Unit Price in Rs. (excluding of all taxes)	SGST in %	CGST in %	IGST in %	Total Price in Rs. (inclusive of all taxes)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	ANSWER BOOKLETS FOR SEMESTER EXAMINATION Size A4- Total Pages : 36 pages(as per specification)	80,000					
2	ANSWER BOOKLETS FOR CYCLE TEST: Size A4 – Total 20 pages(as per specification)	1,50,000					
3	Additional sheet for lab examination: Size: Full scape. Total 4 Pages(as per specification)	50,000					
4	Packing & Forwarding charges (extra, if any)						
6	Freight upto NITT						
9	Net cost to be paid by NITT						

Note: The Institute reserves the right to delete any item or items or to increase or to decrease the quantity of any item or items from the Tender Schedule.2. Before quoting, the bidders should inspect the samples with the Assistant Registrar (Academic), so as to ensure that the quotation matches with our technical specifications.

Signature & Seal of Vendor

Note: The price bid should be submitted only as per the above format. No row shall be left blank. Please indicate NA, in case the item is “Not Applicable”. If this format is not used or any column is left blank, then the bid will be rejected.

Annexure – B

MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

Date: / /

To

The Registrar,

National Institute of Technology
Tiruchirappalli, Tamilnadu-620015.

Sub: Authorization for release of payment / dues from National Institute of Technology,
Tiruchirappalli through Electronic Fund Transfer/RTGS Transfer.

1. Name of the Party/Firm/Company/Institute:

2. Address of the Party:

City _____ Pin Code _____ E-Mail ID _____ Mob No: _____

_____ Permanent Account Number _____

3. Particulars of Bank:

Bank Name:		Branch Name:	
Branch Place:		Branch City:	
PIN Code:		Branch Code:	
MICR No.:			
(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name , branch name and code number)			
IFS Code:(11 digit alpha numeric code)			
Account Type	Savings	Current	Cash Credit
Account Number:			

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Registrar, National Institute of Technology Tiruchirappalli responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: _____ Date: __

Signature & Seal of the Authorized Signatory of the Party

Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date: _____

Signature of the Authorized Official from the Bank

N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.