



NATIONAL INSTITUTE OF TECHNOLOGY

TIRUCHIRAPPALLI - 620 015

MAIN OFFICE (BUDGET SECTION)

NOTICE INVITING QUOTATION

File No.	NITT/F.NO.052/REVEX/2022-23/MOF-BS	Date:	15.11.2022
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To

(Supplier Address)

Sealed quotations are invited from reputed Authorized Dealers / manufacturers for the supply of the Items.

Name of the Item	:	Printing of Institute Annual Report 2020-21
Quantity Required	:	25- English 15- Hindi
Specification	:	(As per enclosed Schedule Annexure – I)
1. Quotation Reference No.	:	NITT/F.NO.052/REVEX/2022-23/MOF-BS
2. Last date and Time for receipt of quotation	:	29.11.2022 before 4.30 PM
3. Date & Time of opening of Quotation	:	30.11.2022 at 03.00 PM
4. EMD Amount	:	NIL
5. Validity (Days)	:	90 Days
6. Address to which quotations are to be sent	:	The Director, National Institute of Technology, Tiruchirappalli – 620 015, Tamil Nadu, India
Kind attention to	:	Mr. K. Jagannadan
Phone	:	0431 250 3943
E-mail	:	kjagan@nitt.edu

1. Quotations should be submitted in the format given in Annexure – I and Annexure-II
2. The envelope should contain the following details:

<p>“QUOTATION AGAINST ENQUIRY” (Printing of Institute Annual Report 2020-21) NITT/F.NO.052/REVEX/2022-23/MOF-BS</p> <p><u>Kind attention to:</u> Mr. K. Jagannadan</p> <p>Last date and Time for receipt of quotation : 29.11.2022 before 4.30 PM</p>
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Terms and Conditions:

1.	The quotation must be in the format furnished by NIT Tiruchirappalli and should be free from corrections/erasures. In case there is any unavoidable correction it should be properly attested. If not, the quotation will not be considered. Quotation written in pencil and incomplete will be rejected.
2.	EMD - Bid declaration form to be submitted – (PROCESS COMPLIANCE/ACCEPTANCE OF TENDER CONDITIONS FORM) – available in last page of this bid document
3.	You are invited to submit your most competitive quotation for the supply of goods according to the specifications and delivery terms as given. Bank guarantee submitted for EMD shall be valid for 45 days beyond bid validity period.
4.	Bidders may send the quotations in sealed covers with the quotation reference number and last date for receipt of quotations duly superscribed on the cover. Kind Attention to: as mentioned in the point No. 6 NB: Mention the company Contact Number / E-mail id on the cover.
5.	Quotation will be opened on due date at 30.11.2022 at 03.00 PM at the Store and Purchase Section, NIT, Tiruchirappalli in presence of the tenderers or their representatives who may wish to be present. (Any change in the date, time and venue of the quotation opening will be informed to the bidders through telephone / E-mail)
6.	The National Institute of Technology, Tiruchirappalli reserves the right to accept or reject any quotations, and to cancel the bidding process, and reject all quotations at any time prior to the award of order without assigning any specific reason thereof.
7.	Samples must be submitted where specified along with the quotations. Samples must be carefully packed, sealed and labelled clearly with enquiry number, subject and sender's name for easy identification. Rejected samples will be returned at your cost if insisted
8.	All supplies are subject to inspection and approval before acceptance. Manufacturer / supplier warranty certificates and manufacturer / Government approved lab test certificate shall be furnished along with the supply, wherever applicable
9.	National Institute of Technology, Tiruchirappalli reserves the right to modify the quantity specified in this enquiry.
10.	Startup company exempted from prior turnover & prior experience (startup certificate registered with DIPP should be enclosed)
11.	The bidder has to submit the bids in sealed envelope, (separate for each tender). Further Bidder should not send clubbing many tenders in one envelope, in such case all the bids will be rejected.



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12.	<p>Bid Price</p> <p>a. The contract shall be for the full quantity Bidders must quote for entire quantity. Each bidder shall submit only one quotation in Indian Rupee only.</p> <p>b. Post work orders & completion certificate should be submitted, wherever applicable.</p> <p>c. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.</p> <p>d. GST, packing, forwarding and delivering other allied items at the destination shall be included in the price. All such price components may be shown in the quotation. If there is no indication regarding above charges. It will be considered as inclusive of all charges.</p> <p>e. If any arithmetic mistake in total / GST calculation is observed, the same shall be corrected by the purchaser with an intimation to bidder</p> <p>f. In case the items in the enquiry are covered by any rate contract or any other state or central Government, it should be specified in your quotation and accepted contract rates should also be mentioned. It should be confirmed whether you could supply at the RC rates outside rate contract</p> <p>g. Quotations containing conditions like “subject to prior sale” may not be considered.</p> <p>h. Delivery period required for supplying the material should be invariably specified in the quotation</p> <p>i. Bids without quoting GST (unless exempted) will be treated as invalid & disqualified.</p> <p>j. If there is a discrepancy between unit price and total price, the unit price will be considered. If there is any mismatch between figure and word, the amount in word shall prevail.</p>
13.	<p>Evaluation of quotations: Quotations will be evaluated item-wise or lump sum basis. The purchase committee will evaluate and compare the quotations determined to be substantially responsive i.e. (i) are properly signed; (ii) Conform to the terms & conditions and specifications; and (iii) price offered are competitive.</p>
14.	<p>Award of contract</p> <p>a. The National Institute of Technology, Tiruchirappalli will award the Order for supply of Goods / Services to the bidder whose quotation has been determined to be substantially responsive, and who has offered the lowest evaluated quotation price.</p> <p>b. The Bidder should furnish the contract agreement and performance security within 15 days from the date of receipt of the order for supply of goods / services, failing which the order will be cancelled without further notice and awarded to next eligible bidder.</p> <p>c. Notwithstanding the above, National Institute of Technology, Tiruchirappalli reserves the right to accept or reject any quotations, and to cancel the bidding process, and reject all quotations at any time prior to the award of order without assigning any specific reason thereof.</p>



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	d. National Institute of Technology, Tiruchirappalli, prior to the expiration of the quotation validity period, will notify the bidder whose bid is accepted for the award of contract. The terms of accepted offer shall be incorporated in the purchase order.
15.	Warranty: NIL shall be applicable to the supplied goods and installation work. Bidder should clearly indicate the arrangements for support and maintenance during the period for which the warranty shall be in force.
16.	Performance Security: NIL
17.	Payment: 100% will be paid after Installation and satisfactory working/date of completion of service if the documents are in order. The bill should be raised in favor of "The Director, National Institute of Technology, Tiruchirappalli, Tamil Nadu, India." with institute GST No. 33AAATN5491Q1ZZ.No advance will be provided to the supplier and installer.
18.	Liquidity damages If the bidder / supplier, after accepting the Purchase Order or supply of Goods / Services, fails to deliver any or all of the Goods or to perform Services within the period(s) specified in the Order, The National Institute of Technology, Tiruchirappalli shall impose penalty without assigning any reasons to 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 agreed price. Once the maximum is reached The National Institute of Technology, Tiruchirappalli, may proceed on its own to consider the termination / cancellation of the Order and may inform the bidder about the cancellation of the said purchase order. unless extension is obtained in writing from the office / Department on valid ground before expiry of delivery period
19.	If the deliveries are not maintained and due to that account Procuring Entity is forced to buy the material at your risk and cost from elsewhere, the loss or damage that may be sustained there by will be recovered from the defaulting supplier
20.	Dispute clause: Any dispute relating to the Enquiring /Tender of the indented item shall be under the Hon'ble Court having its jurisdiction over Tiruchirappalli only
21.	Startup company exempted from Prior Turnover & Prior Experience (Startup certificate registered with DIPP should be enclosed)
22.	GST as applicable



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ACCEPTANCE BY THE BIDDER

I/We hereby certify that I/We shall abide hereby the terms and conditions and the Annexures of this limited quotation.

Signature & Seal of Vendor with Date

For any details / clarifications regarding could be obtained from MAIN OFFICE (BUDGET SECTION) on all working days during 10 AM to 5 PM.

For further detail related to Technical specifications kindly contact Mr. K. Jagannadan (Purchase initiator), **MAIN OFFICE (BUDGET SECTION)**, kjagan@nitt.edu, **0431 250**

3943.

(NB: Mention the Contact Number / E-mail on the cover. Any change in the date, time and venue of the tender opening will be informed to the bidders through telephone / E-mail)

Enclosures: 1) Specifications of the equipment	Annexure – I
2) Price Format	Annexure - II
3) EMD Return Format	Annexure – III
4) Bank Mandate Form	Annexure – IV



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Annexure- I

Specifications of the Equipment

Ref: NITT/F.NO.052/REVEX/2022-23/MOF-BS

Date: 15.11.2022

S. No	Specification of NIT-T	Specification of the Supplier	
		Make	Model
1.	Detail Specification		
	Paper Size	A4	
	Colour	Multicolor	
	Paper Thickness	90 GSM NCD Premium Maplitho Paper	
	Wrapper thickness/Famishing	300 GSM Indian real art card with Lamination	
	Type of Binding	Perfect Binding	
	Contents to Print	NITT will Provide Text and Pictures to the Printer at the time of placing order	
	Total No of Copies	Total of 40 Copies (25 English + 15 Hindi version)	
	English Version	25 Copies x 180 pages (may be + or – 10%) per copy approximate	
	Hindi Version	15 Copies x 230 pages (may be + or – 10%) per copy approximate	
Reasons (if there is difference in specification)			
1.			
2.			

Note: - Both English version and Hindi version is having Two Formats. Formats 1 will be 25 Copies and Formats 2 is of 15 Copies. All the required contents will be given by the Institute. *Quantity may increase or decrease based on the actual requirement at the time of printing. Amount will be paid proportionately



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S.No	Other requirements related to the equipment	NITT Requirement	Supplier commitment
1.	Installation required	No	
2.	Warranty (in Month)	Nil	
3.	Comprehensive AMC required	No	
4.	Delivery Period (Weeks)	2 Weeks	
5.	Shipment terms		At NIT-T
6.	Performance Security in %		NIL
7.	Payment Terms		100% Payment after satisfactory delivery/Installation
8.	EMD Amount (2 to 5)%		NIL

Signature & Seal of Vendor with Date

Note:

Specification of the Supplier should be given in detail, single word confirmation like Complied / Yes / same will be treated as non - responsive Bid and summarily rejected.

Proof for the supplier's specification must be enclosed along with the quotations. (catalogue, brochure, and product website link if any)



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Annexure- II

PRICE BID FORMAT FOR BIDDERS

Quotation reference No. & Date : NITT/F.NO.052/REVEX/2022-23/MOF-BS

Bidder's Offer No. & Date :

S. No.	Description of item	Unit (Set / No)	QTY	Rate / Qty in Rs. (excluding GST)	GST in Rs.			Total Value + GST in Rs. (for the total qty)
					SG ST	CGST	IGST	
1.	Supply portion (The price indicated shall be exclusive of all accessories, spares etc. and supply upto NIT Tiruchirappalli as given in the scope of supply)		25 copies-English					
			15 copies-Hindi					
2.	Other accessories / spares etc. as given in scope of supply (Individual item-wise break-up price shall be attached as an annexure to this price bid format.)							
3.	Installation and Commissioning (extra, if any)		<u>No</u>					
4.	Packing & Forwarding charges (extra, if any)							
5.	Freight & Transit insurance charges, extra, if any							
6.	Total price							
7.	Value of Annual Maintenance Contract							
8.	Net cost to be paid by NIT-T							

Signature & Seal of Vendor

Note: The price quoted should be in Typed format only as per the above form. Hand written quotes will be rejected. No row shall be left blank, Kindly mention 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. AMC Value will not consider for arriving L1 bidder.



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PROCESS COMPLIANCE/ACCEPTANCE OF TENDER CONDITIONS FORM

**The Director,
National Institute of Technology,
Trichy – 15**

Sub : Acceptance to the Process related & Terms and Conditions for the-Limited-tendering
Ref. : The Terms & Conditions for Limited-Tendering mentioned in tender
No. : _____

Sir,

We hereby confirm the following.

The undersigned is authorized representative of the company. We have carefully gone through the NIT Tiruchirappalli, Tender Documents and the Rules governing the Limited Tender along with this document. We have examined and have no reservations to the Bidding Documents, including addendum (if any). We offer to supply in conformity with the Bidding Documents and in accordance with the condition of contact, specified in this tender document. We will honor the Bid submitted by us during the Limited Tender. We give undertaking that if any mistake occurs while submitting the bid from our side, we will honor the same.

Bid Securing Declaration: - We accept that if we withdraw or modify Bids during the period of validity, or if we are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline defined in this bids document, we will be suspended for the period of 01 year from being eligible to submit Bids for contracts with National Institute of Technology, Tiruchirappalli.

We are aware that if NIT Tiruchirappalli has to carry out e-tender again due to our mistake, NIT Tiruchirappalli has the right to disqualify us for this tender. We confirm that NIT Tiruchirappalli shall not be liable & responsible in any manner when refloated unforeseen circumstances etc. Our bid shall be valid for the period from the date fixed for the bid submission deadline, and it shall remain binding upon us and accepted at any time before the expiration of bid validity period as per this tender.

If our bid is accepted, we commit to provide a performance security at 3% in Bank Guarantee /Fixed Deposits for due performance of the contract as per NIT Tiruchirappalli policy and warranty-guarantee as per tender specification or agrees as per contract. We understand that this bid, together with your written acceptance thereof included in your notification of award/placement of order, shall constitute a binding contract between us. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive. We accept that the competent authority in NIT Tiruchirappalli will have full right to reject any/all offer(s) without assigning any reason thereof and does not bind itself to accept the lowest or any other tender and full authority to postpone the tender issue date, submission /opening date or to alter any other condition of tender /cancellation of this tender, as per policy/committee recommendations of NIT Tiruchirappalli at any stage without assigning any reason thereof for which no claim from whomsoever will be entertained. I/We the undersigned have read the entire terms and conditions of this Tender document and we are fully agreeable to the terms and conditions mentioned herein. The decision of competent authority of NIT Tiruchirappalli with respect to this Tender-Result will be fully agreeable and binding on us.

This letter can be treated as signed and acceptance copy of tender documents and the forms submitted as signed by competent authority of firm submitting this tender and there is no need to submit separate signed copy of tender document.

Competent Authority of the Firm/Company/Enterprises to sign:

Name
Designation
Contact Details

Date with stamp & seal of organization: