



April/2015

Tender Notification No. April/2015

COMPUTER SUPPORT GROUP

Item No. CSG 1 : A4 & A3 COPIER PAPER (80 GSM)

“TERMS AND CONDITIONS FORM”

1. The offers should be addressed to **“The Head, Computer Support Group, National Institute of Technology, Tiruchirappalli 620015, Tamilnadu, India”** and should be sent in a sealed envelope superscribed **“TENDER NOTIFICATION No.: April/2015 Item No. CSG 1 : A4 & A3 COPIER PAPER (80 GSM)”** so as to reach us **on or before 2.30 p.m. on April 30, 2015.**
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 will be opened on **April 30, 2015 at 3:30 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 such as Make, GSM, Paper Size, etc 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. Additional charges for packing, forwarding, freight, etc., if any, should be clearly mentioned.
6. The Institute is not authorized to issue C and D forms of Sales tax certificate. If the price quoted is in Indian Rupees, then 100% payment will be made only after delivery. **No advance payment will be made.**
7. No revision of the price bid will be allowed once the price bids are opened.
8. No increase in price will be allowed after our firm orders are placed.
9. Quote should come from authorized dealer or distributor or reseller only. An authorization letter should accompany your quote for each product quoted, otherwise it may lead to rejection.
10. The delivery period and other terms should be clearly mentioned.
11. 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 un-authorized 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.
12. Delay / loss in postal transit or due to other reasons will not be NIT-T's responsibility.
13. We are not responsible for accidental opening of the covers that are not properly superscribed and sealed before the time scheduled for opening.
14. The tender should be made only on the “Technical compliance form” & “Quotation form” which is available in our website, otherwise it shall lead to rejection. The technical compliance form & Quotation form should be duly filled up (preferably **TYPE WRITTEN IN CAPITAL LETTERS**) and should clearly mention the features offered by the bidder against each specification.
15. Authorized signatory should sign on all the pages. Bids without authorized signatures will be rejected.
16. The delivery should be made generally within 3 weeks of our supply order. If the delivery not provided within 3 weeks, from the 4th week onwards liquidity damage amounting to 0.05% per day of the supply order value (or) Rs.50/- per day whichever is higher will be deducted from the payment.
17. Payment of Bills within 20 days through EFT (Electronic Fund Transfer) / ECS (Electronic Clearing Systems) only on the receipt of the copier paper and the receipt of the invoice and advance stamped receipt. Hence along with the Invoice bank details such as account number, bank name, etc, should be provided. Payment will be made against manufacturer invoice also.
18. No Earnest Money Deposit (EMD) or processing fee is required for submitting this NITT rate contract.
19. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.
20. **The NITT rate contract period is for May 1, 2015 to April 30, 2016. The quoted prices should be valid for the entire rate contract period.**
21. NIT-T reserves the right to modify or alter the specifications after short listing of tenderers.
22. NIT-T reserves the right to change the order quantity or split the orders among multiple vendors without assigning any reason(s) whatsoever.
23. NIT-T reserves the right to reject any or all the tenders without assigning any reasons whatsoever.
24. Apart from the above General Terms and Conditions, item-wise terms and conditions are enlisted in the Technical compliance form and Quotation form.

ACCEPTANCE

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

NAME OF THE VENDOR AND ADDRESS :



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“TECHNICAL COMPLIANCE [A4 / A3 COPIER PAPER]”

FIRM'S NAME & ADDRESS:

FIRM'S REF:

DATE:

Offer should be Valid till April 30, 2016

Note: The requirement of A4 size copier paper for one year: 4000 reams approximately and 100 reams for A3 size copier paper for one year. Supply order will be issued on a quarterly basis with 1000 reams of A4 size 80 GSM copier paper

Item No.	N.I.T.'S SPECIFICATION	FIRM'S OFFER	
1.	Make (TNPL)		
2.	80 GSM (Please note that below 80 GSM will not be considered)		
3.	Number of papers available in a ream		
4.	Weight of the ream	A4	
		A3	
5.	Exact Size of the A4 / A3 paper (in mm)	A4	
		A3	
6.	Whether the copier paper is available in manufacturer's packing		
7.	Whether the quoted copier paper is in line with ISI standards and ISO standards		

SIGNATURE WITH DATE

Use only the bar coded form provided by NITT

SEAL OF THE FIRM



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**Annexure B: Format for Price Bid: To be submitted in a separate envelope with a superscription on the envelope "Price Bid for Copier Paper Annual Rate Contract"
Brand required: TNPL Paper or equivalent**

Item	Basic Price / per ream	P&F	Excise Duty	Sales Tax/ VAT	Delivery / Freight Charges	Insurance	Other incidental charges (if any)	Total F.O.R Price Per Ream	Quantity Required in reams	Total Amount
Copier Paper A4 size, 80 GSM Box Pack										
Copier Paper A4 size, 80 GSM Shrink Wrap Pack										
Copier Paper A3 size, 80 GSM Box Pack										
Copier Paper A3 size, 80 GSM Shrink Wrap Pack										

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-15.
- Enclose the authorised Dealer / Distributor / Reseller / Retailer certificate with the validity date.
- Copier paper should be supplied as per our indent as and when the demand arises.
- The offer should be authorised by the Manufacturer.
- The rate quoted shall be inclusive of like taxes, duties, levies, and packing, Freight, Insurance loading and unloading at Octagon Computer Centre, National Institute of Technology. The Rate quoted should be on Door Delivery basis (i.e., F.O.R destination basis)
- The NITT rate contract period is for May 1, 2015 to April 30, 2016.**

SIGNATURE WITH DATE

Use only the bar coded form provided by NITT

SEAL OF THE FIRM