



NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620 015, TAMIL NADU
Web site: www.nitt.edu

TENDER FOR PRINTING AND SUPPLY OF MONTHLY SHEET CALENDAR FOR 2015

| BID SYNOPSIS | |
|---|---|
| Tender Reference Number and Date | NITT/ Central Stores / Calendar 2015/1 dated 12 th December 2014 |
| Brief Description of the item to be purchased | Printing of 5000 Monthly Sheet Calendar for the year 2015 |
| Type of Tender | Two Bid System |
| Cost of Tender Document including 5% VAT (Non- refundable) | Rupees 150/- (Rupees One hundred and fifty only) payable through Demand Draft drawn in favour of The Director, NIT, Tiruchirappalli, Tamil nadu |
| Our web site address for downloading the Tender document | The tender document can be downloaded from our website www.nitt.edu |
| Earnest Money Deposit (Refundable) | Rupees in figures 10,000/- (Rupees Ten thousand only) payable through Demand Draft drawn in favour of The Director, Tiruchirappalli, Tamil nadu Payable |
| Last Date and Time for receipt of tender | 22/12/2014 upto 3 P.M |
| Mode of submission of Tender | By Speed Post/ Register Post/ Courier/ Hand delivery at the postal dispatch section of NITT. |
| Due Date, time & venue Opening of Tender | 22/12/2014 at 3.30 P.M |
| Date and time of opening of Price bids | After evaluation of technical bids, the date, time and place of opening of the Price bid will be intimated to technically qualified bidders. |
| Address for submission of Tender | The Director, National Institute of Technology, Tiruchirappalli-15, Tamil Nadu, India Kind attention: G.Soundara rajan, Deputy Registrar, |
| Procedure for submission of Bid | Envelope 1 : EMD and Cost of Tender document Envelope 2 : Technical Bid Envelope 3: Price bid Envelope 4: Larger size Outer Envelope (Wrapper) |
| Contract person for Technical Queries | G.Soundara rajan Deputy Registrar (Stores and Purchase) National Institute of Technology, Tiruchirappalli-15 Land Line Number 0431 250 3096 |

Notice inviting Tender

Sir, National Institute of Technology, Tiruchirappalli, (**herein after referred to as NITT**) invites quotation for Printing and Supply of Monthly Sheet Calendar for 2015. The following are the technical specifications for the calendar:

CHAPTER 1: TECHNICAL SPECIFICATIONS

| | |
|----------------------|--|
| Quantity | 5000 numbers (likely to be increased) |
| Size of the calendar | 41" breadth x 56" length |
| Process | Photo Offset Printing in English |
| Sheet | 6 sheet calendar + 1 sheet (Information sheet) Back to Back Printing |
| Colour | Multi Colour Printing |
| Paper quality | 220 GSM ART PAPER |
| Binding | Wire O Binding |
| Other details | NITT would provide text and pictures to the printer at the time of placing order. |

CHAPTER 2: TERMS AND CONDITIONS FOR PURCHASE

- 1. Quantity:** The quantity (5000) mentioned above is indicative and may increase at the time of placing Purchase Order. Therefore, in addition to quoting for 5000 Calendars, Printers are advised to quote for 5500, 6000, 6500 and 7000 calendars also.
- 2. Delivery:** Within 14 days from the date of Purchase order
- 3. Quality of Paper and Printing:** Execution of the Job should be standard quality, neat and accurate according to the specifications of NITT. Inferior or defective printed matter shall under no circumstances be accepted by NITT.
- 4. Design and Layout:** The design and layout of the calendar will be provided by NITT. However, the final artwork will be prepared by the Printer in consultation with the NITT Team. For this purpose, the Printer should depute technically qualified person to co-ordinate the job with NITT.
- 5. The final corrections** in the layout will be carried out by the Printer, in consultation

with NITT officials.

6. The verification of date/ day and holidays as per Government Gazette will be the responsibility of the Printer.

6. In case of the delivery of any **defective printed material** which is ascribable to the printer, 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 NITT for the purpose.

7. **Penalty:** In case of the delivery of any defective printed material which, owing to urgency or any other reason, cannot be rejected wholly, the NITT shall deduct such sums from the bill as may be considered appropriate.

8. The Printer will provide black and white laser printouts of the **final dummy** before going to final printing at the printers' premises.

9. The printer shall provide a soft copy of the **final art work** to NITT, in PDF format.

10. 100% payment will be made after successful completion of the printing and supply of the Calendar. No advance or partial payment request will be entertained.

11. The rate should be quoted on Door Delivery Basis. No packing/forwarding charges will be paid extra. Taxes as per norms of Govt. norms.

12. At the discretion of the NITT Penalty may be imposed on the late supply of materials or if it is not as per specification subject to maximum 10% of the total cost.

13. NITT reserve the right to accept or reject any quotation without assigning any reason thereof.

14. The printer should not be blacklisted by any government organization.

CHAPTER 3: TENDERING PROCESS

The tender document and terms and conditions can be downloaded from our website www.nitt.edu.

Through two separate Demand Drafts, the bidder is required to furnish Earnest Money Deposit

(EMD) Rupees 10,000/- (Ten thousand only) and Cost of Tender Document Rs.150 (one hundred and fifty only). Without EMD and Cost of Tender Document, the technical bid will not be opened and the tender will be rejected summarily.

The sealed tender should be submitted on or before **22/12/2014 3.00 P.M.**, through post or hand delivery and addressed to the Director, National Institute of Technology, Thuvakkudi, Tiruchirappalli-15, Tamil Nadu, India.

CHAPTER 4: Sealing and Marking of Bids

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 reference Number | for supply of |
| Due date of tender | and time |
| Name of the Tender Inviting Department NITT | |
| Name and Complete address of the Bidder | |

(f) If all the THREE inner envelopes 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.

CHAPTER 5: PROFORMA FOR TECHNICAL BID

| S.No. | Item/ Requirement from the Bidder | |
|-------|---|--|
| 1 | Particulars of remittance of EMD: Specify (a) DD Number (b) Amount (c) Issuing Banker | |
| 2 | Particulars of remittance of Cost of Tender Document Specify (a) DD Number (b) Amount (c) Issuing Banker | |
| 3 | Name and Complete Postal address of Printer with phone/ Fax/ Mobile number | |
| 5 | Legal status / Constitution of the Printer : (a) Sole Proprietor (b) Partnership (c) Private Limited (d) Public Limited (e) others | |
| 6 | Location address of the Printing Press | |
| 7 | (a) Name, (b) address ,(c) designation, (d) phone & cell number and (e) E mail ID of the Contact person of the Printer | |
| 8 | Income Tax Permanent Account Number (PAN Number) (Attach self-attested Xerox copy) | |
| 9 | VAT/ TIN number (Proof to be attached) | |
| 10 | Central Sales Tax (CST) Number | |
| 11 | If the bidder even been blacklisted by any Government/ PSU/ University/ Autonomous bodies? Please give details and reasons thereof. If black listed and Revoked give details of the same. | |
| 12 | If the bidder has already supplied calendar to NITT, the details of the same. | |
| 13 | Do you agree with the terms and conditions of the tender? Do you have reservations over the terms and conditions? Please indicate. | |

Authorized signatory of Printer with Seal

CHAPTER 6: PRICE BID FORMAT

Tender No. & Date:

Name of the Bidder:

| S. No. | Description of the item to be procured | Unit | Quantity | Basic Price in Rupees (Excluding all taxes and duties) | VAT/ CST in % | Service Tax, if any, in % | Total Amount in Rupees (Inclusive of all taxes and duties) |
|--------|---|------|----------|--|---------------|---------------------------|--|
| 1 | Printing and Supply of Monthly Sheet Wall Calendar as per specifications prescribed | | | | | | |
| 4. | Packing and Forwarding Charges, if any | | | | | | |
| 5. | Freight and Transit Insurance Charges, if any | | | | | | |
| 6. | Any other charges, if any | | | | | | |
| 7. | TOTAL ALL INCLUSIVE PRICE FOR DOOR DELIVERY AT NITT STORES | | | | | | |
| | | | | | | | |

Important Note: While placing order, the quantity is likely to increase. Therefore, in addition to quoting for 5000 Calendars, Bidders are advised to quote for 5500, 6000, 6500 and 7000 calendars also.

Authorized signatory of Printer with Seal