

NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI

**TENDER DOCUMENT FOR SUPPLY OF CONVOCATION FOLERS AND ENVELOPS
FOR DESPATCHING DEGREE CERTIFICATES**

Sub: Notice Inviting Limited Tender

Dear Sir,

NIT, Tiruchy, Tiruchirappalli invites sealed limited tender from the Vendors under two Bid systems for supply of following items for 10th Convocation scheduled to be held in August 2014.

Sl.No.	Item	Qty
1.	Convocation Folders	1600/-
2.	Envelops for despatch of Degree Certificates	1000/-

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. 16/06/2014.

The Technical bid will be opned 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 Favouing 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 16/06/2014

Date of opening of Technical Bid: at 3:30 P.M. on 16/06/2014

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.

Sd/-

Deputy Registrar (Stores & Purchase)

The NITT intends to invite sealed limited tender from the Vendors for supply of the following items for 10th Convocation scheduled to be held in the month of July 2014. You are advised to quote against the above enquiry with your most competitive rates.

Sl.No.	Item	Qty
1.	Degree Folder (for Convocation)	1600 numbers
2.	Degree Envelops (for Convocation)	1000 numbers

TECHNICAL SPECIFICATIONS

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

ITEM 2: ENVELOPS FOR DISPATCHING CONVOCATION CERTIFICATES

28 mm x 37 mm Single colour, black printed (Institute name and logo printed and as per specimen provided) Laminated inside, Flap with gumming.

The enquiry forwarded herewith should be submitted in sealed envelopes super scribed printing jobs for 10th convocation for the year 2014 (Technical Bid and Financial Bid should be submitted separately) and addressed to the Dean (Academic),NIT, Tiruchy, Tiruchirappalli on or before 3:00 p.m 16/06/2014.

Along with technical bids, the bidders should furnish SAMPLE folders and SAMPLE envelops. Technical bids without sample will be summarily rejected.

The Technical Bid of the tender will be opened on the same day i.e. 16/06/2014 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 earns 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. Tender shall be accompanied by the relevant documents including the following (annexure- T):-

- 11. The bidder should furnish a list of colleges/ universities where he has supplied the items covered in the tender**
12. Copy of certificate in support of VAT No. & Validity etc.
13. Copy of PAN/TAN number for income Tax
14. EMD Should be enclosed with Technical Bid in the form of Demand Draft. Similarly, Tender cost also through Demand Draft
15. NIT reserves the right to alter the quantity of materials to be supplied
16. 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.
17. 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.
18. 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.
19. The rejected material shall lie in the NIT premises entirely at the Vendor's risk.
20. 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.
21. 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.
22. Tender once submitted will not be allowed to be withdrawn, altered or cancelled in part or in whole.
23. 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.

24. 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.
25. 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.
26. 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.
27. The Vendor should have supplied Convocation Folder to at least 3 reputed Collages/ Universities.
28. Conciliation / Arbitration: If any dispute (S) or difference (S0 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 Tiruchirapplli. The arbitrator will give the speaking & reasoned award.
29. 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.
30. 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 gorund of nit action.
31. 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.
32. The Tender should be submitted and signed by a duly authorized period, giving full name of the firm with its current business address.

33. 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.

Technical Bid for supply of convocation folder and Convocation Envelops

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.	Registration Certificate of VAT /CST	(To be Attached)
4.	Copy of PAN / TAN number of the firm/Company.	(To be Attached)
5.	Sample of Convocation Folder	(To be Attached)
5.	Sample for Convection Envelope	(To be attached)
6.	Earned Money Deposit (in the form of Demand Draft or (FDR)	EMD DD/FDR 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.	
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Signature of Tenderer :
Name of the Authorized Signatory:-
Name of the Company / Firm:
Seal of the Company / Firms:
Address:
Contact No.

Sd/-

Dy. Registrar (Stores & Purchase)

Price Bid Format

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)	1600				
2	Degree Envelops (for Convocation)	1000				
	Grand Total					