



**NATIONAL INSTITUTE OF TECHNOLOGY  
DEPARTMENT OF HUMNITIES AND SOCIAL SCIENCES  
TIRUCHIRAPPALLI – 620015**

**Tender Notification Number: NITT/F.No:001/REV.EXP.31/2017-18/HUM**

To:

Sir,

**Sub:** Quotation for Design, Printing and Supply of Coffee Table Book

Kindly arrange to send your quotation in the prescribed form (enclosed) for Design Printing and Supply of Coffee Table Book as per the specification given below.

S. No.	ITEM DESCRIPTION	NITT SPECIFICATION
1.	General Description	<b>Design, Printing and Supply of Coffee Table Book</b>
2.	Size	
	When the Book is closed	<b>13' x 9.5'</b>
	When the Book is opened	<b>13' x 19</b>
3.	Number of Pages	<b>100 excluding wrapper</b>
4.	Paper Thickness	<b>Crystal Silver Smooth Royal 250 GSM</b>
5.	Wrapper Thickness	<b>Hardboard</b>
6.	Book Organization	<b>Coffee Table Book</b>
7.	Number of Copies	<b>100</b>
8.	Cost of Design, Layout, Consultancy, Printing and Supply of the Coffee Table Book should be valid for one year.	
9.	Add: Taxes (Specify the Tax)	<b>GST</b>
10.	Add: Other Charges if any.	
11.	Final Cost of Design, Layout, Consultancy, Printing and Supply	
12.	Payment Option	100% Payment 30 days after receipt of order in good condition if file in order.

**Last date for submission of quotations: 16<sup>th</sup> March 2018, 2:30 PM. Quotation will be opened on: 16<sup>th</sup> March 2018, at 3:00 PM.**

Your quotation must be addressed to **The Director, National Institute of Technology-Tiruchirappalli-620015, Tamilnadu, India. Kind ATTN to: Dr. Vinod Balakrishnan, Associate Professor/Humanities, Phone:0431-2503694, Email:vinod@nitt.edu**, and your envelope must be super scribed **“Quotation for Design Printing and Supply of Coffee Table Book”**.

The institute shall not be responsible for any postal delay about non-receipt/non-delivery of the quotation or due to wrong address.

Yours truly,

Dr. Vinod Balakrishnan  
Associate Professor/Humanities



**Quotation Form [To be used by the bidder for submission of the bid]**

<b>S.NO</b>	<b>DESCRIPTION</b>	<b>DETAILS TO BE FILLED BY THE FIRM</b>
1.	Printer's name and address	
2.	Printing specifications quoted	
3.	Unit Price (per book)	
4.	Quantity	<b>100</b>
5.	Total cost	
6.	Taxes and other charges  a. Specify the type of taxes and duties in percentages and also in figures  b. Specify other charges in figures	
7.	Delivery Period	

Signature of the bidder:

Name and Designation:

Business Address:

Place:

Date:

Seal of the bidder's firm



**TERMS AND CONDITIONS FORM**

**IMPORTANT: READ ALL THE FOLLOWING TERMS AND CONDITIONS AND SIGN THE ACCEPTANCE CLAUSE FOLLOWING IT**

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1. The offers should be addressed to “The Director, National Institute of Technology-Tiruchirappalli–620015, Tamilnadu, India. Kind ATTN to: Dr. Vinod Balakrishnan, Associate Professor/Humanities, Phone:0431-2503694, Email: vinod@nitt.edu, and your envelope must be super scribed “Quotation for Design Printing and Supply of Coffee Table Book”” so as to reach us on or before 16<sup>th</sup> March 2018, 2:30 PM.
2. Each offer should be sent in a sealed cover along with the tender documents. Tenders received through e-mail or fax will not be considered.
3. The tenders will be opened on 16<sup>th</sup> March 2018, 3:00 PM, 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 and pamphlets 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 including Goods and Services Tax (GST). Additional charges for packing, forwarding, freight, insurance, etc. if any, should be clearly mentioned. Clearance at customs will be arranged by us.
6. The institute is not authorized to issue C and D forms of Sales tax certificate.
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. The delivery period and other terms should be clearly mentioned.
10. Eligibility: Quotation from registered firms/companies/manufacturers under TNGST/CST/other statutory bodies alone are to be considered. Any manufacturer/supplier/dealer who has been declared ineligible by the world bank/government of India shall not be eligible to participate in the bid. Any fraudulent practices including concealing of facts at the time of submission of bid and thereafter shall lead to disqualification. List of beneficiaries especially from educational institutions/R&D institutions should also be enclosed with the quotations.
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 unauthorized contact with us after the opening of the offers and prior to be 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 portal 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 super scribed and sealed before the time scheduled for opening.
14. The tender should be made only on the “Quotation form” which is available on our website, otherwise it shall lead to rejection. The Quotation form shall be duly filled up (preferably **TYPEWRITTEN 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. **Liquidated damages:** If the bidder/supplier, after accepting the purchase order, fails to deliver any of 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 the 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.

17. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.
  18. Vendors 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 Specifications/Requirements would be compared.
  19. NIT-T reserves the right to modify or alter the specification after shortlisting of tenderers.
  20. NIT-T reserves the right to change the order quantity or split the orders among multiple vendors without assigning any reason(s) whatsoever.
  21. NIT-T reserves the right to reject any or all the tenders without assigning any reasons whatsoever.
  22. Apart from the above General Terms and Conditions, item-wise terms and conditions are enlisted in the Technical compliance form and Quotation form.
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### **ACCEPTANCE**

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

**NAME OF THE VENDOR:**

**ADDRESS:**