



NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
Mahatma Gandhi Avenue, Durgapur – 713209, India

BID REFERENCE: NITD/IDC/2022_23-24/

Date : 04.04.2022

To,

All Eligible, Competent, Resourceful Bidders, having experience of similar nature of job/work with regard to printing and supply of Identity cards for students of educational institutions / organizations.

Dear Sir/Madam,

SUB: Printing and supply of Identity Cards for students of the Institute under the Annual Rate Contract valid for a period of three consecutive academic years i.e. from 2022 - 2023 and 2023 – 2024 and 2024 – 2025.

1. You are invited to submit your most competitive quotation (in two part – technical bid as per Annexure I and price bid as per Annexure II) duly signed and stamped in a sealed envelope.
2. **Bid Price**
 - i. The contract shall be for two thousand units in each academic year and additional quantity shall be on prorata basis.
 - ii. G.S.T to be mentioned as either regular or composite and percentage has to be mentioned separately on the price bid.
 - iii. The bid price must be quoted in **Indian Rupees**. Price must be quoted for each academic year separately.
 - iv. The rate quoted by the bidder shall not be adjusted on any account except the tax component subject to Government notification.
3. Each bidder shall submit only one quotation.
4. The bid submitted by the bidder must comprise of the following :
 - i. It will be a two part – technical bid as per Annexure I and price bid as per Annexure II.
 - ii. Durability period.
 - iii. Valid trade license.
 - iv. Valid GST certificate.
 - v. Credentials of the bidder – of printing and supply of similar items in any Govt. / private Institutions / organizations.
5. Validity of Quotation
Quotation shall remain valid for a period of 45 days from the date of opening the price bid.

6. Evaluation of Quotation

The Institute will compare and evaluate the substantially responsive quotations i.e.

- i. Which are properly signed and
- ii. Conform to the terms and conditions, and specifications.
- iii. Evaluation will be based on unit base price excluding tax.

7. Award of contract/work

- A. The Institute will award the contract to the successful L1 bidder substantially responsive, technically acceptable. The award of contract / work will be given initially for one academic year and will be renewed with the same base price in subsequent years based on the performance in the previous year(s).
- B. The Institute reserves the right to accept or reject all quotations at any time prior to the award of contract.
- C. The bidder whose bid is accepted will be notified for the award of contract by the Institute prior to expiry of the quotation validity period. The terms of the accepted offer shall be incorporated in the work order.

8. Delivery shall be made at the **Academic Section, NIT Durgapur.**

9. Payment shall be made within 60 days after satisfactory delivery.

10. The identity cards should be able to withstand normal wear and tear and weathering for a period of 60 months for the date of delivery.

11. An amount of Rupees Two thousand only has to be deposited as Earnest Money Deposit (EMD) in the form of Bank Draft in favor of NIT Durgapur. For the unsuccessful bidder EMD will be return on submission of application by the individual. For successful bidder the EMD amount will be treated as performance security and will be refunded on the completion of contract period. However no interest will be paid on the EMD amount and / or performance security.

12. An amount of 5% of the quoted rate has to be deposited as security deposit by the successful bidder in form of bank guaranty.

13. **Liquidated Damage (LD)** will be applicable at the rate of 0.5% per week. The Institute has the right to cancel the work order when LD accumulates to 10%.

14. Settlement of any dispute will be made under the jurisdiction of Durgapur Court.

15. You are requested to provide your offer latest by **15.00 hrs on May 05, 2022.**

16. The bid document must be signed, sealed and enclosed with the bid as a token of acceptance of all terms and conditions in the bid document by the bidder.

17. The items must be delivered within reasonable period as intimated from time to time. Maximum delivery time will be 10 days from the date of supply of data. An information-cum-facilitation desk of identity card manned with a person, having requisite technical knowledge, has to be made operational by the bidder during the time of physical admission of students and printing and supply of identity cards throughout the academic year.

18. Pre Bid conference to be held on **April 27, 2022** at 12.00 hrs at the meeting room of Academic section. Design and format template of the identity card will be finalized in the pre bid meeting. Any change in the tender notice will be incorporated as corrigendum which will be posted in the Institute website. No personal intimation will be sent.

19. **Bid opening date: May 05, 2022 at 15.30 hrs** at the meeting room of Academic Section.

20. The information / data and the signature provided for printing and supply of identity cards are the soul property of the Institute and cannot be divulged to any person / organization other than the authorized person of the Institute an undertaking in this respected must accompany the technical bid to be provided in the letter head of the bidder properly signed / sealed.
21. All other terms and conditions of GFR of the Government of India will be applicable.

We look forward for receiving your quotations,

The bid must be addressed to

The Dean (Academic Courses)
& Chairman, Student Identity Card Tender Committee,
Academic Section,
NIT Durgapur, M.G Avenue,
Durgapur -713209
West Bengal, India

**NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
INDIA**

Annexure-I

Sub: Printing and supply of Identity Cards for students of the Institute under the Annual Rate Contract valid for a period of three consecutive academic years i.e. from 2022 - 2023 and 2023 – 2024 and 2024 – 2025.

LIST OF ITEMS

SL. NO	Brief Description of the Item	Minimum Specification	Response by the bidder
1.	Identity Card	8.5 cms x 5.5 cms size, thickness 1.0 mm of good quality strain free non breakable glossy PVC card laminated on both the sides having rounded corners with back ground as per sample.	
2.	Identity Card Holder	Good quality PVC made having blue colour.	
3.	Identity Card Holder lace round shaped	Navy blue colour with embossing as NIT Durgapur with suitable length.	
4.	Printing of Identity card	Legible printing, visible from distance in the prescribed format as supplied.	
5.	Collection of information /data	The data will be provided by the Academic Section of the Institute for printing and supply of identity card.	

Annexure – II

Sub: Printing and supply of Identity Cards for students of the Institute under the Annual Rate Contract valid for a period of three consecutive academic years i.e. from 2022 - 2023 and 2023 – 2024 and 2024 – 2025.

PRICE BID

SL. No.	Description of items in details	Unit rate of Item in INR excluding Tax	G.S.T. in INR with percentage mentioning HSN code	Total Amount in INR
Remarks if any:				