

**NATIONAL INSTITUTE OF TECHNOLOGY, DURGAPUR
DEPARTMENT OF CIVIL ENGINEERING**

**INTERNATIONAL CONFERENCE
ON
DECISION SUPPORT SYSTEM FOR EARLY WARNING
AND MITIGATION OF DISASTER (DSS-EWMD)**

BID REFERENCE: NITD/CE/INTL CONF/DSS-EWMD/PROCEEDINGS/01 Dated: 26. 09 .2017

To

Dear Sir,

Subject: INVITATION OF QUOTATIONS FOR PUBLICATION OF PROCEEDINGS,

Chapter-1: Instructions to Bidders

1. Sealed quotations are invited for the items listed separately in Annexure – I to V
2. The quotations must be addressed to:

**The Chairman
INTL CONF. – DSS.EWMD
Department of Civil Engineering
National Institute of Technology
Durgapur – 713209
West Bengal, India**
3. The quotations must reach the above address latest by 09.30 hours on 06/10/2017.
4. The Tender will be opened at 10.00 hours on 06/10/2017 in the meeting room of Civil Engineering Department.
5. The bidders or their representative should remain present during the opening of the tenders.
6. A bidder must submit quotation for complete item.

Chapter-2: Terms and Conditions of Contract

1. **General:-** The special terms and conditions specific to an item (if any) are stated appropriately. The General Financial Rules of Ministry of Finance, Government of India shall be applicable for any dispute if otherwise not mentioned.
2. **The bid submitted by the bidder must comprise the following:**
 - a) Earnest money as mentioned separately against each items under “SPECIAL TERMS AND CONDITIONS” is to be deposited in sealed envelop marked as “E.M.D.”, in the form of an A/c Payee Bank Draft in favor of “**Intl. Conf – DSS.EWMD**”, payable at Canara Bank, NIT Campus. Durgapur-713209
 - b) Detailed technical specifications and literature/drawings/manuals of the goods/services to be supplied.
 - c) Authorized dealership certificate from the original manufacturer.
 - d) Credentials and /or list of organizations where the bidder supplied similar items.
 - e) GST Registration Certificate.
3. **Bid Price:-**
 - a) The contract shall be for the full quantity as described appropriately. Corrections, if any, shall be made by crossing out, initialing, dating and re-writing.
 - b) All dates, taxes and other levies payable by the contractor under the contract shall be included in the total price **F.O.R. NIT Durgapur.**
 - c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - d) The Prices should be quoted in Indian Rupees for goods/items manufactured in India, . .
4. **Validity of Quotation:** Quotation shall remain valid for a period not less than 90 days after the deadline date specified for submission.
5. **Location of Delivery:** The delivery shall be made at Department of Civil Engineering, NIT Durgapur.
6. **Period of Delivery:** The period of delivery, which is specific to an item, is mentioned appropriately.
7. **Delivery Option:** The items must be insured and delivered without any extra cost at the Civil Engineering Department of the Institute and will also have to be installed free of cost. The Institute will not be responsible in any way to collect the item(s) from transport agency / any other location on (or even without) payment of freight charges / insurance charges etc. Any form of expenses to be incurred due to transport, loading -unloading, construction etc. should be borne by the party
8. **Payment Terms:** Payment shall be made immediately within 30 days after satisfactory installation, commissioning and acceptance of the item.
9. **Warranty:** Comprehensive on -site warranty shall be applicable to the supplied goods/services
10. **Refund of EMD:** The unsuccessful bidders will automatically get full refund of the EMD after finalisation of the tender. Under no circumstances, any interest can

- be claimed on EMD by the bidder. For getting the refund of the EMD, an official claim must be lodged mentioning the bid No. and the amount of EMD along with original money receipt issued by Cash Section of the Institute.
- 11. Failure of Order Execution:** If a successful bidder after receiving the order fails to execute the order within the stipulated period or does not fulfill any of the terms and conditions in any respect, the Institute reserves the right to cancel the order unilaterally. In such a case, the EMD by the bidder will be forfeited and no claim whatsoever will be entertained thereof.
 - 12. Taxes and Duties:** The Institute is exempted from payment of custom and excise duty on items mentioned below: a) Scientific and technical instruments, apparatus, equipment (including computers), b) Accessories, spare parts and consumables thereof, c) Computer software, CD-ROM, recorded magnetic tapes, microfilms, and microchips.
 - 13. Concession, if any:** Special concession applicable for Educational Institutions, if any, must be clearly mentioned at the time of submission of tender. If required, the Institute representatives will visit the manufacturing unit for the inspection of the equipment/factory at the cost of the supplier.
 - 14. Performance Security:** The successful bidder must submit Performance Security of 10% of the ordered value, on the goods/services supplied irrespective of the origin, before the release of payment either in the form of valid bank guarantee on any nationalized bank or the same amount will be deducted from the billed amount. On satisfactory completion of the warranty period, Performance Security will be released free of any interest on demand. The earnest money deposit of the successful bidder will be returned only after receiving the performance security.
 - 15. Liquidated Damage:** Liquidated Damage will be applicable at the rate of 2% per month or part thereof and limited to 10% maximum. The authority reserves the right to cancel the purchase order when LD accumulates to 10%.
 - 16. Director's Decision:** The decision made by the Director, National Institute of Technology, Durgapur – 713209 is a binding on all the bidders.
 - 17. Settlement of Dispute:** Settlement of any dispute will be made under the jurisdiction of Durgapur Court.
 - 18. Rejection of Lowest bid:** - The authority reserves the right to examine the cost analysis made by the bidders on the basis of which the authority also reserves the right to reject the un-natural lowest bids or all bids.
 - 19. Responsive bids:** - A bid made by a bidder who satisfy the Clause 2 of this Chapter and accepts, in general, all terms and conditions will be termed as responsive bid for further evaluation.
 - 20. Award of Contract:** - Generally, a responsive bidder with lowest evaluated bid will be awarded the contract. The authority reserves the right to reject a lowest or any or all bids without assigning any reason.
 - 21. Terms and Conditions** under this Chapter is applicable, in general, to all Items.

**Chairman
DSS-EWMD**

Item No. 1:- Printing and Publishing Job for the conference

Chapter 3: Schedule of Requirements

1. Printing and publishing of Proceedings of the conference..

Chapter 4: Specifications and Allied Technical Details

1. The general requirement of the proceedings are given in the Annexure I

Chapter 5: Special terms and conditions

1. **Special Payment Terms:** - Payment will be made as per Clause 8 of Chapter – 2 (Conditions of Contract).
2. **Advertising Agency with publishing status.**
3. **At least 5 years experience with minimum work experience with IITs, IIM and NIT**
4. **Working with minimum THREE Government Institution**
5. **Working experience of minimum 5 conferences (Supporting PO to be attached)**
6. **Delivery period:** 02 (Two) calendar weeks from the date of placement of work order.
7. **Terms and Conditions not Covered in This Tender Document:** The terms and conditions shall remain applicable for Terms and Conditions not covered in this Tender Document.

Chapter 6: Price Schedule

1. The bidder should give the price bid in his letterhead as per ANNEXURE -I and make the price bid accordingly. This price bid should clearly state the base price, taxes, duties, and total price. The bidder should duly sign the price bid with date and place.

Chapter 7: Tender Form

The bidder should return this tender document after filling all blank spaces in this tender Form:

To
The Chairman,
INTL CONF – DSS-EWMD
Dept. of Civil Engineering
National Institute of Technology
Durgapur – 713209
West Bengal, India

Name of the Work: **Printing and Publishing job for DSS-EWMD**

Sir/Madam,

Having examined the Invitation to Tender, Instructions to Bidders, Conditions of Contract, Schedule of Requirements, Specifications and Allied Technical Details, Special terms and conditions, Price Schedule, Tender Form mentioned above, I/we the undersigned offer to Print and Publish proceedings of the conference conformity with the said bid Document.

1. We undertake, if our tender is accepted, to print and publish posters, proceedings and stationery material as per tender document within the period mentioned in the tender document.
2. Without prejudice to any other rights and remedies of National Institute of Technology Durgapur – 713209 can cancel the work order if we do not execute the work order assigned to us within stipulated period.
3. We agree to abide by this tender and it shall remain binding upon us.
4. This Tender together with your written acceptance thereof, shall constitute a binding contract between us.
5. We understand that you are not bound to accept the lowest or any tender you may receive.
6. We accept all terms and conditions given in the bid document.

Signature of the bidder with date

Seal of the bidder

All sealed covers must be addressed:

To
The Chairman
Intl. Conf - DSS-EWMD
Department of Civil Engineering
National Institute of Technology
Durgapur – 713209
West Bengal, India

Annexure - I

PRICE BID

1	2	3	4	5	6	7
Sl. No	Name of the goods	Quantity	Unit Price	Sales & other taxes	Total Unit Price	Total Unit Price (in words)
1	Printing and publishing proceedings of the conference as per the specification give below: Size : 11" x 8.5 " (Approx) No of pages: 300 Black & White, 100 Colour (Approx) Printing : Multicolour Offset Paper : 100 GSM Art Paper	300 (Three Hundred)				

We agree to supply the above goods in accordance with the technical specifications and the terms and conditions mentioned in the bid document at prices mentioned above within the period specified in the Invitation for Quotations.

We also confirm that the normal commercial warranty of **2 weeks** shall apply to the offered goods.

Signature of Bidder _____

Name _____

Business Address _____

Place:

Date: