



General Stores: (0343) 2759151
Mobile No.: +91-9434788015
Fax No.: (0343)25467375
Email: drps@admin.nitdgp.ac.in
Website: www.nitdgp.ac.in

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR – 713209 (WEST BENGAL), INDIA

Tender No. NITD/07/P&S/117/2016-17

Date: 19/09/2016

TENDER NOTICE

Quotation in sealed cover super scribed
Tender No. & date must reach within due date

PRINTING & SUPPLY OF FILE COVERS FOR NIT DURGAPUR

Last date of submission of bids: 07/10/2016 at 03.00 p.m.
Date of opening bids: 07/10/2016 at 03.30 p.m.

Quotations are invited from all prospective bidders including enlisted vendors for the supply and delivery of file covers for NIT Durgapur, as per the terms and condition mentioned below. All bidders are required to address their bid documents to the Dy. Registrar (P&S), National Institute of Technology, Durgapur, (W.B) and drop the same in sealed condition in the Tender box in Purchase and Stores Section. Only those firms with valid certificate of enlistment (Trade License), TIN, VAT No. PAN No., Sales Tax Registration etc. will be considered.

S. No.	Item to be purchased	Tentative quantity to be purchased	Specification
1.	Two Fold Folder File	8000 nos.	Duplex Board. Size: 14"x10". Eyelet: 02 nos., good quality. Printing in English & Hindi on 02 sides as per our sample. Colours to be intimated later.
2.	Four Fold File	4000 nos.	Duplex Greyboard, Size: 14"x10", Printing in English & Hindi as per our sample. Colours to be intimated later.

For quality, printing etc., bidders are requested to see the sample at Purchase & Stores Section on 03/10/2016 during working hours, before quoting the rates.

General Terms & Conditions:

1. A. The bid is to be submitted in two parts:

i) **Technical Bid:** This includes signed and stamped copy of the Tender Notice and completely filled and signed Form-A (Annexure-1 to this Tender Notice). EMD of Rs.5000/- is to be deposited (by the vendors who are not enlisted with NITD) in the form of Demand Draft of any nationalized bank, having branch at Durgapur, in favour of Director, NIT Durgapur, payable at par. Same will be released to the unsuccessful non-enlisted vendors on request, after completion of tendering process and to the successful vendors after successful supply of items.. Self attested copy of Valid VAT certificate, Sales Tax Registration certificate, Certificate of Enlistment (Trade License) for relevant items & any other special license that may be required for the supply of such items, must be provided by the bidders, failing which the bid may be rejected without further reference.

ii) **Price Bid:** Introductory Letter and completely filled and signed Form-B (Annexure-2 to this Tender Notice).

B. Procedure for sealing and marking of bids: The Tender / Bid Cover shall contain the following:

a) **FIRST 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.**

b) **SECOND envelope should contain the Price Bid. This envelope should be sealed and super scribed as "PRICE BID" Cover. It should also state Tender no., date and name & address of the bidder.**

c) **All the above mentioned TWO SEPARATE ENVELOPES are to be sealed and kept in one single larger size outer envelope (THIRD envelope) which should also be sealed and super scribed with Tender no., date, name, address & contact information of bidder.**

2. **Please fill up the attached sheets Form-A & B (Annexure-1 & 2 to this Tender Notice) only otherwise tender will be rejected. Do not change or modify the format.** You may download it from the Institute website.

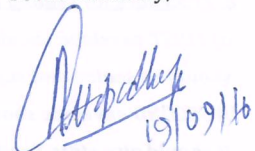
3. For the price calculations show the taxes (in percentage (%)) as well as amount) separately. The rates should be quoted clearly without any overwriting/cutting. **Extra charges (if any) should not be included in MRP & price quoted.** Extra charges (if

DR(P&S)/SBan/ Tender no. NITD/07/P&S/117/2016-17, dtd. 19/09/2016

any) are to be specifically mentioned separately including the amounts to be charged in additional sheets which is to be duly signed and stamped by the supplier, failing which no claim will be entertained at a later stage.

4. All pages of the bids should be duly signed and stamped with date.
5. All price quoted must remain open for acceptance for 180 days from the date of opening of the price bid.
6. **Prices are for delivery.** Free delivery to N.I.T., Durgapur-9, as per conditions mentioned in Purchase Order.
7. Successful firms may have to supply the items within 21 working days after issuance of Purchase Order, unless otherwise specified in the Purchase Order. The procurement may be done by the Institute in phases. Bidders will be required to provide samples before bulk supply.
8. Goods are required to be consigned to the Director, NIT Durgapur unless otherwise instructed.
9. The actual quantity of requirement of items may vary from what is indicated in this Tender Notice which is only an estimate. The decision of the Tender Committee regarding the variant and quantity to be purchased is final.
10. **Purchasers' Right:** Notwithstanding anything specified in this tender document, the Institute unconditionally and without assigning any reasons, reserve the rights (a) To accept or reject the lowest tender or any other tender or all the tenders, at any time prior to the award of the purchase/work order, without incurring any liability to the affected tenderer or tenderers (b) To accept any tender in full or in part (c) To reject the tender offer not confirming to the tender terms (d) To give purchase preference to Public Sector Undertaking wherever applicable as per Govt. Policy/ Guidelines.
11. All supplies are to be guaranteed against defects and must be replaced/repair at suppliers' cost. Minimum warranty of 01 (one) years should be provided wherever applicable except for consumables. Removal and replacement of rejected goods will be supplier's responsibility and at supplier's cost. Our normal terms of payment are 100% within 30 working days on submission of bills and relevant documents, if the bills and documents are in order.
12. All invoices raised should bear printed serial number, date and should mention the Purchase Order no. and date. Prices, extra charges (if any) and taxes (rate, % & type of tax) are to be shown separately and the Challan should bear Security entry stamp of NIT Main Gate. The Challan should clearly state the make/manufacturer, model, specifications, quantity etc. of the items supplied.
13. **Genuine Pricing:** The bidder has to ensure that the quoted price for NITD is not more than the Price Offered to any other customer in India to whom this particular item has been sold, particularly to Indian Institute of Technology, National Institute of Technology, State/ Central or Deemed Universities, Defense Organizations, Research Establishments or any other Government Institutions. For this purpose the vendor has furnish a price reasonability certificate in the page 02 of Form -A of the Technical Bid. Name and contact details of the premier educational institutes/ government organizations where the quoted item/ equipment has been supplied/ installed during the last three years should be attached with the Proforma for Technical Bid.
14. **Black listing:** The bidder should not have been blacklisted or debarred from participating in tenders in any State/ Central Government agencies or autonomous bodies or Universities / Educational Institutions or PSUs.
15. NIT Durgapur is entitled to excise and customs duty exemptions, if applicable please mention.
16. The bidders may represent themselves personally or through their authorized representative, if any, at the time of opening of bids.
17. In case the time is insufficient to open the Price Bids after opening the Technical Bids, the Price Bids will be opened on a subsequent date which will be intimated at the time of opening the Technical Bids.
18. Changes, if any, to this Tender Notice will be intimated as corrigendum/addendum to the same on the Institute website (www.nitdgp.ac.in), so bidders are requested to check the Institute website regularly.
19. If the date of tender opening/last date of tender submission happens to be a holiday or the Institute remains closed due to any reason, the date for the same will be shifted to the next working day at the same time and venue.

Yours sincerely,


Dy. Registrar (P & S)

Copy to: 1. Registrar Secretariat, 2. Notice Board: a)Purchase & Stores Section, b) Admin Building, c) Academic Building, 3. Institute Website



NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR – 713209 (WEST BENGAL), INDIA

ANNEXURE-1 TO TENDER NOTICE NO. NITD/ 07/P&S/ 117/2016-17 dated 19/ 09/ 2016

FORM-A

Sl. No.	PARTICULARS	
1	Name of the Supplier/Vendor/Firm/Distributor:	
2	Name of the Contact person/Proprietor:	
3	Registered /Contact Address of the Supplier/Vendor/Firm/Distributor	
4	Contact no.:(Mobile no./Telephone no.)	
5	Email address:	
6	PAN / GIR No. (Attach self attested copy)	
7	VAT & Service Tax Reg. No. for the specified item (Attach self attested copy)	
8	Valid Trade License No. (Attach self attested copy)	
9	Whether rates are quoted as per format mentioned in the Bidding Document or not.	
10	Whether Form-B is enclosed.	
11	Whether the minimum specifications mentioned in the Tender Notice are fulfilled by all the products whose price has been quoted.	
12	Whether rates quoted are inclusive of all taxes or not.	
13	Whether EMD of ₹5000/- in form of DD has been enclosed in case of non-enlisted vendor? Write DD no. & date and Bank Name & Branch. Enlisted vendor to enclose proof of depositing enlistment money.	

(Signatures of the authorized signatory with seal of tendering firm)

Name:

Contact no.:

Date:

FORM-A (Contd...)

PRICE REASONABILITY CERTIFICATE

It is certified that the RATE quoted against the NITD's tender number _____ dated _____ for the supply/installation/commissioning of _____, is not more than the rates charged to other NIT's / IIT's / Central or State Government Organizations / Research Laboratories / Defense establishments/Autonomous Bodies/PSUs, for similar supplies made by our firm, in the recent past. If at any stage, it has been found that the quoted rate to NITD is higher than the rates charged to above mentioned Institutions, then in such a situation / condition, NITD shall have the right to take legal action against us, for recovery of excess rates. NITD reserves the right to cancel the tender or reject the bid.

Yours faithfully,

 Authorized signatory of Bidder with Seal

Name.....

Designation.....

Date:



NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR – 713209 (WEST BENGAL), INDIA

ANNEXURE-2 TO TENDER NOTICE NO. NITD / 07 /P&S/ 117/2016-17, dated 19.09.2016

FORM-B

Sl. No.	Particulars	Tentative Quantity	MRP (inclusion of all Taxes) (₹) per unit/ Where MRP not available, price prevalent in the market (₹)	Price offered per unit (₹)	Tax (State type % & amount of Tax)		Total Price (inclusive of all taxes) State in number as well as words ₹
					Type & % of Tax	Amount of Tax (₹)	
1.	Two Fold Folder File Duplex Board. Size: 14"x 10". Eyelet: 02 nos, good quality. Printing in English & Hindi on 02 sides as per our sample. Colours to be intimated later.	8000 nos.					
2.	Four Fold File Duplex Greyboard, Size: 14"x10", Printing in English & Hindi as per our sample. Colours to be intimated later.	4000 nos.					

For quality, printing material, colours etc. bidders are requested to see the sample at Purchase & Stores Section, NITD on 03/10/2016 during working hours, before quoting their rates.

[Signature]
19/09/16