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

Tender No. NITD/ 09 /P&S/117/2016-17

Date: 11 /02/ 2017

**TENDER NOTICE**

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

**SUPPLY OF XEROX PAPER & OTHER STATIONERY ITEMS FOR NIT DURGAPUR**

Last date of submission of bids: 06/03 /2017 at 03.00 p.m.

Date of opening bids: 06/03 /2017 at 03.30 p.m.

Quotations are invited from all prospective bidders including enlisted vendors for the printing, supply and delivery of **Xerox Paper & Other Stationery Items** 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.

Sl. No.	Particulars	Description & Tentative Qty.
1.	<b>Xerox Paper &amp; Other Stationery Items</b>	See Annexure-2 (Form-B) to this tender Notice for detailed list of items.

**General Terms & Conditions (PLEASE READ THE INSTRUCTIONS CAREFULLY):**

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

**i) Technical Bid:** This includes:

- Signed and stamped copy of the Tender Notice**
- Completely filled and signed Form-A (Annexure-1 to this Tender Notice).**
- EMD of ₹5000/- (Rupees Five Thousand)** is to be deposited (by the vendors who are not enlisted with NITD) in the form of Demand Draft of any commercial 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 completion of delivery.
- Self attested copy of Valid VAT certificate, Sales Tax Registration certificate (if CST is applicable), 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.**
- All pages of the bids and tender documents should be duly signed and stamped with date.**

**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:

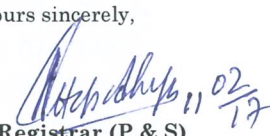
- FIRST envelope should contain the Technical Bid along with enclosures desired in the Tender document. This envelope should be sealed and super scribed as "TECHNICAL BID" Cover. It should also state Tender no. , date and name & address of the bidder.**
- SECOND envelope should contain the Price Bid. 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.**
- 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. 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/ CPPP.**

- 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 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.

3. All price quoted must remain open for acceptance for 90 days from the date of opening of the price bid.
4. **Prices are for delivery.** Free delivery to N.I.T., Durgapur-9, as per conditions mentioned in Purchase Order.
5. 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. L.D. clause of 0.5% per week of delay is applicable. The Institute reserves the right to cancel the order in case L.D. charge accumulates to 10%. Goods are required to be consigned to the Director, NIT Durgapur unless otherwise instructed.
6. 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. Bidders/suppliers may be requested to provide sample, if it is deemed necessary by the Committee. For deciding the L-1 bidder, other than price, the variant/model/make to be purchased as per the preference of the end user etc. may be given due weightage.
7. **Purchasers' Right:** Notwithstanding anything specified in this tender document, the Institute unconditionally and without assigning any reasons, reserve the right to : (a) 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) accept any tender in full or in part; (c) reject the tender offer not confirming to the tender terms; (d) give purchase preference to Public Sector Undertaking wherever applicable as per Govt. Policy/ Guidelines.
8. All supplies are to be guaranteed against manufacturing defects and must be replaced at suppliers' cost. 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, if the bills and documents are in order and after due inspection of the item supplied.
9. 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.
10. **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 to furnish a price reasonability certificate in the page 02 of Form -A of the Technical Bid.
11. **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.
12. NIT Durgapur is entitled to *excise and customs duty exemptions for research activities, if applicable please mention.*
13. The bidders may represent themselves personally or through their authorized representative, if any, at the time of opening of bids.
14. 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. 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.
15. Changes, if any, to this Tender Notice will be intimated as corrigendum/addendum to the same on the Institute website ([www.nitdgp.ac.in/](http://www.nitdgp.ac.in/)) CPPP portal, so bidders are requested to check the same regularly.

Yours sincerely,

  
Dy. Registrar (P & S) 11/02/17

Copy to: 1. Registrar Secretariat, 2. Notice Board: a) Purchase & Stores Section, b) Admin Building, c) Academic Building, 3. Institute Website, 4. Central Public Procurement Portal.





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

**ANNEXURE-1 TO TENDER NOTICE NO. NITD/ 09 /P&S/ 117/2016-17 dated 11 /02/ 2017**

**FORM-A**

S. 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. ( <b>Attach self attested copy</b> )	
7	VAT/ST Reg. No. for the specified item ( <b>Attach self attested copy</b> )	
8	Valid Trade License No. ( <b>Attach self attested copy</b> )	
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 the Supplier/Vendor/Firm/Distributor has been ever blacklisted in any State/ Central Government agencies or autonomous bodies or Universities / Educational Institutions or PSUs? If so, if such blacklisting has been revoked.	
14	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:



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4	Contact no.:( Mobile no./Telephone no.)	
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6	PAN / GIR No. ( <b>Attach self attested copy</b> )	
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(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: .....

S.No.	Name of item	Company/ make	Product Description/ Specification	Tentative Qty. to be purchased (A)	MRP (incl. of all taxes) per unit (₹)/Price prevailing in the market in case MRP is not available (B)	Price offered per unit (₹) (C)	Total Cost (₹) (D) [A x B] OR [A x C] tick the appropriate option	VAT/Sales Tax (E) on (D)		Total Cost (incl. of all taxes) State in numbers as well as words (₹) (F)
								% & Type of Tax	Amt. Of Tax (₹)	
3	Demy paper (sample to be provided by supplier)	J.K. Copier  Bilt  Century  Equivalent (State make)	Size : A4 (21 x 29.7cm), GSM- 80, Colour- Tropical Green	10 reams						
4	Bond paper (sample to be provided by supplier)	J.K. Copier  Bilt  Century  Equivalent (State make)	Size : A4 (21 x 29.7cm), GSM- 85 Colour- Blush Pink	10 packets (Mention no. of sheets in each packet)						
5	Bond paper (sample to be provided by supplier)	J.K. Copier  Bilt  Century  Equivalent (State make)	Size : A4 (21 x 29.7cm), GSM- 85 Colour- White	10 packets (Mention no. of sheets in each packet)						





**NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR**  
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ANNEXURE-2 TO TENDER NOTICE NO. NITD/09/P&S/117/2016-17, dated 11/02/2017

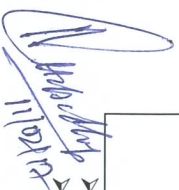
**FORM-B**

S.No.	Name of item	Company/ make	Product Description/ Specification	Tentative Qty. to be purchased (A)	MRP (incl. of all taxes) per unit (₹)/Price prevailing in the market in case MRP is not available (B)	Price offered per unit (₹) (C)	Total Cost (₹) (D) [A x B] OR [A x C] tick the appropriate option	VAT/Sales Tax (E) on (D)		Total Cost (incl. of all taxes) State in numbers as well as words (₹) (F)
								% & Type of Tax	Amt. Of Tax (₹)	
1	Xerox Paper (sample to be provided by supplier)	J.K. Copier	A4 Size (21 x 29.7 cm), GSM- 75, Colour: White	1500 reams						
		Bilt								
		Century								
		Equivalent (State make)								
2	Carbon Paper	Kores	Blue carbon paper (210 x 330 mm)	15 packets (100 sheets in each packet)						
		Munix								
		Camilin								
		Equivalent (State make)								

11/02/17

S.No.	Name of item	Company/ make	Product Description/ Specification	Tentative Qty. to be purchased (A)	MRP (incl. of all taxes) per unit (₹)/Price prevailing in the market in case MRP is not available (B)	Price offered per unit (₹) (C)	Total Cost (₹) (D) [A x B] OR [A x C] tick the appropriate option	VAT/Sales Tax (E) on (D)		Total Cost (incl. of all taxes) State in numbers as well as words (₹) (F)
								% & Type of Tax	Amt. Of Tax (₹)	
6	Envelope	Printing & quality as per specimen provided by Institute.	Size: 11"x5", Colour: Brown	5000 nos.						
7	Cloth Envelop	Printing & quality as per specimen provided by Institute.	Size: 33 cm x 25.5 cm, Colour: Green	1000 nos.						
8	Envelope	Printing & quality as per specimen provided by Institute.	Size: 9"x4" Colour: Brown	5000 nos.						
9	PVC binding cover sheet	(sample to be provided by supplier)	A4 size, Colour: Blue	200 sheets						
10	Channel File	State make	Translucent Back & Front Cover; Size: 30 cm x 21 cm	100 nos.						
11	Arch File	State colour & make	(sample to be provided by supplier)	200 nos.						

The rates should be quoted clearly in numbers as well as words without any overwriting/cutting.  
Extra charges (if any) are to be specifically mentioned 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.

  
11/02/17