



# NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

Mahatma Gandhi Avenue, Durgapur – 713209,  
INDIA

**BID REFERENCE:** NITD/IDC/2016-17-18/

Date: March 11, 2016

To,

All Eligible, Competent, Resourceful Bidders, (having experience of similar nature of job with regard to printing and supply of Identity cards for students of University / Central University/ Institute of National Importance).

Dear Sir/Madam,

**SUB: Printing and Supply of Identity – Cards for students (UG, PG and Ph.D) of the Institute with provisions of preparing information / data base under the Rate Contract System for a period of three academic years (2016 - 2017 and 2017 – 2018 and 2018 - 2019).**

1. You are invited to submit your most competitive quotation for the listed items as per **Annexure – II**. Price bid form as per **Annexure – I** must be filled with complete numerical values duly signed and stamped / sealed.
2. **Bid Price (Annexure – I)**
  - A. The contract shall be for the full quantity/quantity as required as described. Corrections, if any, shall be made by crossing out, initialling, dating and rewriting with stamping.
  - B. All duties, taxes and other levies payable by the bidder under the contract shall be included in the total price **F.O.R. NIT Durgapur**.
  - C. The rates quoted by the bidder shall not be subject to adjustment on any account.
  - D. The bid price must be quoted in **Indian Rupees**. Price must be quoted for each block year separately.
3. Each bidder shall submit only one quotation for each item.
4. The bid submitted by the bidder must comprise of the following:
  - A. Detailed technical specifications, conforming to the given specifications/scope of work (vide Annexure – II), and literature/drawings/manuals of the Items/services to be supplied,
  - B. Warranty period,
  - C. Firm Registration Certificate,
  - D. Valid Sales-tax / VAT clearance certificate,
  - E. Valid Labour Licence,
  - F. Price bid as per Annexure – I,
  - G. Credentials as given above.

**5. Validity of Quotation**

Quotation shall remain valid for a period not less than 90 days after the date specified for the submission.



## 6. Evaluation of Quotations

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

- i. Which are properly signed and
- ii. Conform to the term and conditions, and specifications.
- iii. Evaluation will be based on total price quoted for three years (2016-2017, 2017-2018, 2018-2019) for approximate Two thousand of ID cards per year.

## 7. Award of contract / work

- A. The Institute will award the contract to the bidder whose quotations has been determined to be substantially responsive, technically acceptable and who has offered the lowest evaluated quotation price. The award of contract / work will be given for each block year separately which will also be based on the performance compliance of the previous year other than the first block year.
- B. Notwithstanding the above, 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 of the award of contract by the Purchaser prior to expiry of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
8. Delivery shall be made at **The Academic Section, NIT Durgapur.**
9. Payment shall be made within 30 days after satisfactory delivery, supply and use and acceptance of the item.
10. Comprehensive onsite warranty shall be applicable to the supplied Items for a period of **60 months** from the date of delivery of the goods.
11. The successful bidder must submit before the release of payment a **valid bank guarantee on any nationalized bank of 5% of order value towards Performance Security** during the warranty period. Else **95% of the payment will be released retaining 5% of the order value toward Performance Security during the warranty period.** An amount of Rupees Two thousand five hundred has to be deposited as **Earnest Money Deposit (EMD)** in the form of Bank Draft in favour of NIT Durgapur.
12. **Liquidated Damage** will be applicable at the rate of 0.5% per week. The Institute has the right to cancel the purchase / work order (from the data of collection of data) when LD accumulates to 10%.
13. Settlement of any dispute will be made under the jurisdiction of Durgapur Court.
14. You are requested to provide your offer latest by **16.00 hrs on April 05, 2016**
15. The bid document must be signed and sealed and enclosed with the bid as a token of acceptance of all terms and conditions in the bid document by the bidder.
16. The items must be delivered within **48 hours** separately for UG, PG and Ph.D students (from the date of admission of the student) to the respective section / cell (Academic Section). An information-cum-facilitation desk of ID card manned with a person, having requisite technical knowledge, will be made operational by the bidder during the time of admission of UG, PG and Ph.D students and will provide manpower for printing / supply of ID cards throughout the academic years. Sufficient manpower will have to be provided separately for UG, PG and Ph.D students during admission session.
17. Pre Bid conference to be held on **March 29, 2016 at 15.00 hrs** at the meeting room of Academic section.
18. **Bid opening date: April 05, 2016 at 16.30 hrs** at the meeting room of Academic Section



19. All other terms and conditions of GFR 2005 of the Government of India will be applicable.

We look forward for receiving your quotations,

The bid must be addressed to:

Prof. P. Kumbhakar

Chairman, ID Card Committee

Department of Physics

NIT Durgapur, M.G Avenue, Durgapur – 713209, W.B, India.

**Annexure – I**

**Sub Printing and Supply of Identity – Cards for students (UG, PG and Ph.D) of the Institute with provisions of preparing information / data base under the Rate Contract System for a period of three academic years (2016 - 2017 and 2017 – 2018 and 2018 - 2019).**

**PRICE BID**

Sl. No.	Description of items in details	Unit rate of Item	Taxes (if any)	Amount (Rs.)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				



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INDIA**

**Annexure – II**

**Sub: Printing and Supply of Identity – Cards for students (UG, PG and Ph.D) of the Institute with provisions of preparing information / data base under the Rate Contract System for a period of three academic years (2016 - 2017 and 2017 – 2018 and 2018 - 2019).**

**LIST OF ITEMS**

Sl. No.	Brief Description of the Items and quantity	Minimum Specifications
1.	Identity Card	8.5 cms X 5.5 cms size 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	Navy blue colour with NIT Durgapur Embossing of suitable length.
4.	Printing of Identity card	Legible printing, visible from distance in the prescribed format as supplied
5.	Collection and Entering / Feeding of information / data	<p>(i) The format will be supplied by executing committee for printing and publishing of Identity card. Data/Information has to be collected from the institute on spot during the time of admission of UG and PG students. However, during the period i.e. between October to next June and during the admission of Ph.D students's, data/ Information has to be collected from the Institute on daily basis or as required. Manning at the facilitation cum Information counter will be separately managed for UG, PG and Ph.D students.</p> <p>(ii) The items must be delivered within 48 hours from the date of admission of the student to the programme.</p> <p>(iii) Data entered / collected for the said purpose will be the property of the Institute and the same (soft copy) must be supplied separately for UG, PG, PhD students to the institute within the 07 days from the date of admission.</p> <p>(iv) Final draft copy of data for the ID card of every individual student should be checked /verified by the concerned Dealing Assistant.</p>

Approximate quantity: Two thousand seven hundred and fifty only.

N.B Party/Bidder may collect the sample / prescribed format during the pre-bid meeting.