



**NATIONAL INSTITUTE OF TECHNOLOGY  
ROURKELA – 769 008, ORISSA**

(Form to be used for purchases below Rs.1.0 lakh; to be sent to at least six firms)

**Department : Student Activity Centre**

Enquiry No: NITR/VP(Cul.)/2011/L/624

Date: 22.12.2011

|                           |
|---------------------------|
| To<br><br>Concerned party |
|---------------------------|

LAST DATE FOR SUBMISSION  
On 16.01.12 BY 3:30 PM  
TIME AND DATE FOR OPENING  
On 16.01.12 AT 5.00 PM

Dear Sir,

We intend to purchase the commodities specified in a separate sheet and invite quotations in accordance with the terms and conditions detailed overleaf. If you are interested, kindly send your offer with unit price and complete terms and conditions within the time mentioned above.

Please send your quotation to:

|  |
|--|
| President, Student Activity Centre<br><br>Attn.: Prof. Anindya Basu<br>Vice President, Literary & Cultural Society<br>NATIONAL INSTITUTE OF TECHNOLOGY<br>ROURKELA – 769 008, ORISSA |
|--|

Yours sincerely,

Prof. A. Basu  
Vice President,  
Lit. & Cul. Society

| Item No. | Item No.               | Unit | Quantity |
|----------|------------------------|------|----------|
|          | Separate List attached |      |          |

\* For Terms and Conditions for submission of quotation, please see overleaf.

## TERMS & CONDITIONS FOR SUBMISSION OF QUOTATION FOR SUPPLY OF STORES ORDERED

- 1(a) **Rate:** The rate quoted must be net inclusive of packing, forwarding, freight, and all other incidental charges. The stores are required to be dispatched by passenger train for Rourkela or by road transport or delivered at this Institute under the supplier's own arrangement free of additional charges. The risk of damage or loss in transit if any will be the suppliers. In case the aforesaid terms are not considered, acceptable charge payable will be required to be specified clearly at ad variorum or lump sum rate. Manufacturers price list wherever applicable, should be submitted. Packing, forwarding, freight, entry tax etc., when not included in the price, are reimbursable at actuals. If external agencies are employed, their receipts must be enclosed with the invoice.
- 1(b) **Excise Duty & VAT:** Excise Duty and VAT should be quoted as separate items. The ad valorem payable should be clearly cited in accordance with the provisions of the relevant Acts & Run. It may be noted that the Institute is exempt from paying excise duty. An appropriate certificate in prescribed format will be provided with the Purchase Order.
- The Institute is not authorized to issue C or D forms. CST and VAT may be charged at appropriate rates. Concession Certificate for Educational Institution will be provided, if admissible.
- 1(c) **Entry Tax:** The State of Orissa charges entry tax on all goods entering the State from outside. This tax must be paid by the vendor and included in the quotation.
2. **Warranty:** The quotation must contain the terms of warranty, and extended warranty, if available.
3. **Delivery Period:** The stores are required to be delivered/dispatched within 02.02.2012. All offers of delivery should be made ex-stock, and a clear note should be inserted in case ex-stock delivery is not possible.
4. **Quality & Specification of Stores:** The stores offered should be of the best quality available, unless otherwise specified confirming strictly to the specifications cited. The Institute reserves the right to reject the stores as found unacceptable on these grounds.
5. **Liquidated Damages:** If a firm accepts an order and fails to execute the order in full or part as per the terms and conditions stipulated therein, it will be open to this Institute to recover liquidated damages from the firm at the rate 1% of the value of the undelivered stores per month or part thereof, subject to a maximum of 5% of the value of the undelivered stores. It will also be open to this Institute alternatively, to arrange procurement of the required stores from any other source at the risk and expense of the firm, which accepted the order but failed to execute the order.
6. **Submission of Quotation:** All quotations must be forwarded in sealed cover addressed to the authority mentioned pre-page, so as to reach within the specified period. The reference to the Enquiry No. and the last date for submission must clearly be super-scribed on the sealed envelope.
- To ensure receipt of quotations in time intending suppliers are advised to mail them 7 clear days in advance. If no counter offer is made in the quotation, it will be taken for granted that the offer is strictly in accordance with the specification and term and conditions laid down in the tender notice. Quotations may be sent by registered post or courier, or delivered in person. There is no provision for giving a receipt if the quotation is delivered in person.
7. **Opening of Quotation:** Every quotation will be opened at the office of the concerned Department/Centre, NIT, Rourkela at the time on the tender form. A firm may send its accredited representative to witness the opening if it so desires.
8. **Period of Validity:** A quotation shall remain valid for acceptance at least for a period of 45 days from the date of opening.
9. **VAT & Income Tax Clearance:** In case an intending supplier has not furnished this Institute earlier its VAT and Income Tax Clearance Certificate (up-to-date) or corresponding Registration Numbers the same may furnish it with present quotation.
10. **Payment:** Payment will be made by a crossed account payee cheque drawn on SBI, NIT Campus, Rourkela normally within 30 days from the date of receipt of the stores in good order and condition, and the invoice.
11. **Rejection of Offers:** The Institute reserves the right to ignore or reject any offer including the lowest one without assigning any reason.
12. **For technical details, please contact:** Prof.Anindya Basu, Vice President, Literary & Cultural Society  
Phone: 0661-2462553

## DESCRIPTION FLEX PRINTING FOR NITRUTSAV 2012

### Technical specification:

- Flex: minimum 260 GSM
- Multi colour printing: minimum 720 dpi

### Quote per square feet

Details of size of flex and total size to be printed are as below (only for information, individual rate is not required):

| <b>Sl.</b>            | <b>Size(A)</b> | <b>No.(B)</b> | <b>Total size (AxB)</b> |
|-----------------------|----------------|---------------|-------------------------|
| 1.                    | 10 ft x 10 ft  | 1             | 100 sq ft               |
| 2.                    | 16 ft x 5 ft   | 2             | 160 sq ft               |
| 3.                    | 16 ft x 10 ft  | 4             | 640 sq ft               |
| 4.                    | 8 ft x 4 ft    | 4             | 128 sq ft               |
| 5.                    | 20 ft x 10 ft  | 3             | 600 sq ft               |
| 6.                    | 13 ft x 10 ft  | 1             | 130 sq ft               |
| 7.                    | 10 ft x 5 ft   | 2             | 100 sq ft               |
| 8.                    | 3 ft x 2.5 ft  | 20            | 65 sq ft                |
| Grand Total area/size |                |               | <b>1923 sq ft</b>       |