

Tender for binding of library reading materials and empanelment of vendor for binding at NIT Rourkela



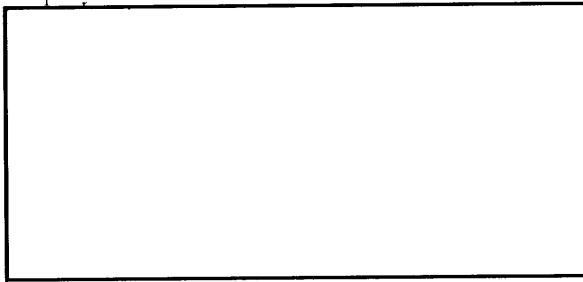
राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला
National Institute of Technology, Rourkela
Odisha – 769008

Advertised / Limited Tender Enquiry

Department: Biju Patnaik Central Library

Enquiry No. NITR/BPCL/HOD/2016/I./

Date: 02-09-2016



Important Dates

Event	Date	Time
Last date of submission of quotation	26/09/2016	04:00 PM
Quotation of opening time	28/09/2016	05:30 PM

Dear Sir/Madam.

Biju Patnaik Central Library (BPCL), NIT Rourkela is willing to bind/repair the damaged reading materials (Books and Journals) and loose issues of journals (both approx 7000). **Binding will be done within the BP Central Library for which cutting machine is available in the library. Participants may visit the library for checking the condition of available machine. The shortlisted binder will be empaneled for the period of 3 years from the date of approval.**


Hence, interested parties may submit their sealed bids within the time mentioned above under Two-cover system as below:

- (i) *Technical bid* - with all Technical Specifications **(along with a sample of items to be supplied/used for binding)** given at Annexure and General Terms & Conditions.
- (ii) *Financial bid* - with all price details as per our terms and conditions (Duties and Taxes are to be quoted separately)

Please send your quotation to:

**Head,
Biju Patnaik Central Library
National Institute of Technology Rourkela
Rourkela – 769008, Odisha**

Yours sincerely,


HOD, BPCL
NIT Rourkela

Enclosures:

1. Annexure I-III
2. Schedule of requirement, specifications, dates etc.
3. Bid document containing detail terms and conditions



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1. Schedule of Requirements

SN	Description of Good / Service	Quantity
1.	Book binding	Approx 6000/-
2.	Journals binding	Approx 1000/-

2. Specifications and allied technical details

[As per enclosed details

3. Format of Quotation (tick appropriate box)

- It is a single bid: please give all technical specifications and price bid in one envelope.
- It is a two-part bid with separate techno-commercial and price bids. Please see item 1.12 of instructions for method of bidding.

4. The bid-envelope should be super-scribed with

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As per enclosed vide Enquiry No. NITR/BPCL/HOD/2016/L/
Dated:

5. Quotation should be valid for a period of 60 days from the closing date of bid.
6. Warranty. As per the Annexure
7. (a) Excise Duty: The Institute is exempted from Excise Duty. Please state applicable excise duty as a separate item.
8. (b) VAT/CST: The Institute is not authorized to give C or D form. CST or VAT should be charged according to applicable rates.
8. (c) Entry Tax: The State of Orissa charges entry tax on all goods entering the State. Please include it in your quotation as a separate item. Entry Tax will be reimbursed on production of original receipt.
9. Bid Security: NIL.
10. Performance Security (See Item 2.9 of instructions): 5%
11. Please go through the enclosed "**bid document**" carefully for other bidding instructions.
12. (a) Please send your quotations by Registered/Speed Post/Courier Service to:
OR
(b) Drop the quotation in the Tender Box kept in the office of the Department during the normal working hours of the Institute. Please do not hand over the quotation to any person by hand.

For technical details, you may contact

Head,
Biju Patnaik Central Library
National Institute of Technology Rourkela
Rourkela – 769008, Odisha
E-mail: library@nitrkl.ac.in
Phone: 0661-2462101

[Handwritten signature]
02/09/16



राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला
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BID DOCUMENT

1. Instructions to the bidders
 - 1.1 Sealed bids are invited on behalf of the Director, National Institute of Technology Rourkela 769 008, Odisha, from the intending bidders for supply of the goods/stores/equipment's for the Institute as detailed in the enquiry letter.
 - 1.2 The bidders should quote their offer/rates in clear terms without ambiguity.
 - 1.3 The rates should be quoted both in figures and words and legibly written without any over-writings. In case of any correction, the same must be attested by the bidder with full signature. However, no over-writing is permissible. Manufacturer's price-list, where applicable, should be submitted along with the bid.
 - 1.4 In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
 - 1.5 The last date for receipt of the bid is marked in the enquiry. In case the above date is declared a holiday for NIT Rourkela, and the bids will be received up to the appointed time on the next working day.
 - 1.6 The financial bids will be evaluated based on the recurring charges for 1 year and fixed charge which includes equipment cost and installation charges. Bidders are advised to take into account the market scenario and cost variation for the service in International market.
 - 1.7 The bids may be sent by registered or speed post or by courier service, so as to reach the concerned department before the last date of receipt, or alternatively, be dropped in the tender box kept at the Department office. The name of the Department is mentioned in the Enquiry.
 - 1.8 The bidder may modify his bids before the last date appointed for receipt of the bids by sending an amendment to the bid. No bid shall be modified after the deadline for receipt of the bids.
 - 1.9 If a prospective bidder requires any clarification in regard to the bidding documents, he may make a request the concerned officer at least 15 days before the deadline for receipt of bids.
 - 1.10 Bids received after the deadline of receipt indicated in para 1.5 above, shall not be taken in to consideration.
 - 1.11 Each bidder shall submit only one bid. A bidder, who submits more than one bid, shall be disqualified and considered non-responsive.
 - 1.12 (In respect of high value plant, machinery etc. of a complex and technical nature). The bids may be submitted in two parts, viz., technical bid and financial bid. The above

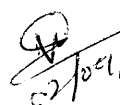
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two bids may be sealed by the bidder in separate cover duly super-scribed and both these sealed covers are to be put in a bigger cover which should also be sealed any duly super-scribed. The bidding format is specified in the quotation enquiry.

- 1.13 The cover containing the bid must be sealed and super-scribed **“Bid for Rate Contract for binding of library materials and empanelment of vendor for binding at NIT Rourkela”** No. NITR/BPCI/HOD/2016/I./ **Dated:** as given under item 4 of the enquiry.
- 1.14 The bids shall be opened in the Departmental office at the date and time given on the top of the document. The bidders may send their authorized representatives to attend the bid opening, if they so desire. In the event of the above bid opening date being declared holiday for the NIT Rourkela, and the bids will be opened at the appointed time and place on the next working day.
- 1.15 The bidder has to sign in full at all pages of the bidding document.
- 1.16 Detail specification of model quoted and the printed specification sheet of OEM should be enclosed.
- 1.17 BINDING WILL BE DONE WITHIN THE BP CENTRAL LIBRARY, NIT ROURKELA FOR WHICH CUTTING MACHINE IS AVAILABLE IN THE LIBRARY. PARTICIPANTS MAY VISIT THE LIBRARY FOR CHECKING THE CONDITION OF MACHINE.**

2. Conditions of the bid

- 2.1 The rates quoted should preferably be net, inclusive of all taxes and duties, packing, forwarding, freight, insurance and all other incidental charges. In case these charges are quoted extra in addition to the quoted rates, the amount thereof or advalorem rate must be specified. Packing, forwarding, freight, entry tax etc., when quotes separately are reimbursable at actuals. If external agencies are employed, their receipts must be enclosed with the invoice.
- 2.2 Duties and Taxes are to be quoted separately. Advalorem rates thereof should be clearly indicated with reference to the relevant Acts and Rules. Entry Tax, if any paid, shall be reimbursed on production of proof. Entry Tax should be shown as a separate component.
- It may be noted that the Institute is exempt from paying Excise Duty vide Government Notification No. 10/97 dated: 01.03.1997 [Registration No.: TU/V/RG-CD (227)/2001, dated 10.12.2001]. The Institute is not authorized to issue C or D forms. CST and VAT may be charged at applicable rates.**
- 2.3 The goods are required to be delivered at the indenting Department of NIT Rourkela, and must be dispatched within 30 days from the date of placement of the supply of order under the risk and arrangement of the bidder and offers with delivery beyond the above period shall be treated as unresponsive. In case the delivery time is higher, the same must be mentioned clearly in the quotation.
- 2.4 The bid should remain valid for a period of 60 days from the date of opening. In case your offer has a different validity period that should be clearly mentioned in the quotation. Tender for binding of library reading materials and empanelment of vendor for binding at NIT Rourkela.


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- 2.5 Conditional discount, if any, offered by the bidder shall not be considered at the time of evaluation.
- 2.6 The goods offered should strictly conform to the specification and technical details mentioned in annexure 1.
- 2.7 The Institute may like to conduct pre-dispatch inspection of goods, where applicable.
- 2.8 Period of guarantee/warranty, where applicable, should be specified in the bid.
- 2.9 A sum of 5% will be deducted from the bill and kept in the Institute as Performance Security for the cost of the stores as stated in the enquiry may be retained by the Institute in its Maintenance Fund towards performance security, which will be released six months after the completion of warranty period.
- 2.10 If the successful bidder, on receipt of the supply order, fails to execute the order within the stipulated period, in full or part, it will be open to the Director, NIT, Rourkela to recover liquidated damage from the firm at the rate of 1 percent of the value of undelivered goods per month or part thereof, subject to a maximum of 5 percent of the value of undelivered goods. Alternatively, it will also be opened to the Director, to arrange procurement of the required goods from any other source at the risk and expenses of the bidder.
- 2.11 The successful bidder may be required to execute a contract, where applicable.
- 2.12 The bidder has to furnish up to date VAT and Income Tax Clearance Certificate along with the bid.
- 2.13 Payment (100 percent) will be made by Account Payee Cheque/Bank Draft, within 60 days from the date of receipt of the goods in good condition, after installation & training and receipt of the bill, commissioning of the equipment, where applicable, whichever is later/latest.
- 2.14 In the event of any dispute arising out of the bid or from the resultant contract, the decision of the Director, NIT, Rourkela shall be final.

A handwritten signature and the date '22/11/16' are present in the bottom right corner of the page.

**Technical specifications for binding of library reading materials and
empanelment of vendor for binding at NIT Rourkela**

Item	Technical specifications	Quantity
Books	<ul style="list-style-type: none"> ➤ Half leather binding with superior quality leather. Rexine Board (black) and gold lettering of Title of the book, Author, Vol/Part, college name, accession number. ➤ 2.5 lb (Pound) whiteboard ➤ 90GSM thick (First and last two pages) ➤ White page cover with corner and spine pure leather top and backside cloth rexine swinging with cloth part by part lock lepata swinging 	Approx 6000/-
Journals	<ul style="list-style-type: none"> ➤ Half leather binding with superior quality leather. Rexine Board (black) and gold lettering of Title of the book, Author, Vol/Part, college name, accession number. ➤ 3 lb(Pound) whiteboard ➤ 90GSM thick (First and last two pages) ➤ White page cover with corner and spine pure leather top and backside cloth rexine swinging with cloth part by part lock lepata swinging 	Approx 1000/-

NOTE: BINDING WILL BE DONE WITHIN THE BP CENTRAL LIBRARY, NIT ROURKELA FOR WHICH CUTTING MACHINE IS AVAILABLE IN THE LIBRARY. PARTICIPANTS MAY VISIT THE LIBRARY FOR CHECKING THE CONDITION OF MACHINE.

[Signature]
22/09/16

DECLARATION

1. I -----Son/Daughter of Shri -----
-----Proprietor/Partner/CEO/MD/Director/Authorized
Signatory of M/s. ----- am competent to sign this
declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby
convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true and
authentic to the best of my knowledge and belief.
4. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated
document would lead to rejection of my tender at any stage besides liabilities towards
prosecution under appropriate law.
5. Each page of the tender document and papers submitted by my Company is
authenticated, sealed and signed, and I take full responsibility for the entire documents
submitted.

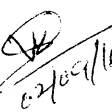
Signature of the Authorized Person

Date:

Full Name:

Place:

Company Seal:

Handwritten signature and date in the bottom right corner.