



**SINGLE TENDER ENQUIRY**

**Department: Student Activity Centre**

**Enquiry No: NITR/PW/SA/2018/24**

**Date: 08.05.2018**

**Important Dates**

<b>Event</b>	<b>Date</b>	<b>Time</b>
Pre-bid Conference	NA	NA
Last Date of submission of bid	15.05.2018	11:00 HRS
Date of Opening of techno commercial & financial bid	16.05.2018	11:00 HRS

To,  
**Jagannath Printers and Publisher,  
Sector-1, G Block, Near Vivekananda  
Sikhya Sadan, Rourkela-769008,  
Sundergarh, Odisha**

through  
**CPP Portal  
(E-procurement)**

Dear Sir,

We intend to purchase the commodities specified below and invite quotations in accordance with the terms and conditions detailed in the bid document. If you are interested, kindly send your offer with prices and complete terms within the time mentioned above.

Please submit your bid as per Tender document.

For any technical Query contact to:

The President, Student Activity Centre  
Attention: Prof. Snehasish Charaverty  
NATIONAL INSTITUTE OF TECHNOLOGY  
ROURKELA – 769008, Odisha  
Phone: 0661 – 2462160  
E-mail: [presidentsac@nitrkl.ac.in](mailto:presidentsac@nitrkl.ac.in)

You're sincerely

\_\_\_\_\_  
Name: Prof. Snehasish Chakraverty  
President, SAC

Encl:

- 1) Schedule of requirement, specifications, dates etc.
- 2) Bid document containing detail terms and conditions.

## 1. Schedule of requirements

Sl. No.	Description of Goods/Service	Quantity
1 (A)	<b>UG Souvenir Printing</b> Size: Demi ¼ No. of Pages: 380 Inner Pages: 120 GSM Glossy Coated Cover: 250 GSM Art Paper Matte Lamination, Gum Binding	910
1 (B)	<b>PG Souvenir Printing</b> Size: Demi ¼ No. of Pages: 340 Inner Pages: 120 GSM Glossy Coated Cover: 250 GSM Art Paper Matte Lamination, Gum Binding	610

## 2. Format of Quotation (tick appropriate box)

It is a single bid; please give all technical specifications and price bid in one cover.

- The Bid should be submitted through <https://eprocure.gov.in/eprocure/app>
- Quotations should be valid for a period of **30 days** from the closing date of the bid.

## 5. Some important dates:

I.	Pre-bid Conference:	Date: NA	Time: NA
ii.	Last date for receipt of quotation:	Date: 15.05.2018	Time: 11:00 HRS
iii.	Opening of techno-commercial bid & Financial bid:	Date: 16.05.2018	Time: 11:00 HRS

- Warranty:** Warranty must be clearly mentioned along with the quotation, if applicable
- (a). If the price quoted in foreign value, the prize should be CIF/CIP up to Kolkata airport.  
(b) **GST: GST should be charge according to applicable rates (if applicable).**
- Bid Security: Not Applicable**
- Performance Security: Not Applicable.**
- Please go through the enclosed “bid document” carefully for other bidding instructions.
- Please send your quotation through <https://eprocure.gov.in/eprocure/app>

For technical details, you may contact

**Prof. Snehasish Chakraverty**

Student Activity Centre

National Institute of Technology, Rourkela – 769 008

Phone: 0661 – 2462160, E-mail: [presidentsac@nitrrkl.ac.in](mailto:presidentsac@nitrrkl.ac.in)



**BID DOCUMENT**

**1. Instructions to the bidders**

- 1.1 Bids are invited on behalf of the Director, National Institute of Technology (NIT), Rourkela – 769 008, Odisha, from the intending bidders for supply of the goods/stores/equipments/services for the Institute as detailed in the enquiry letter.
- 1.2 The bidders should quote their offer/rates in BOQ in clear terms without ambiguity.
- 1.3 In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
- 1.4 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.
- 1.5 The Bid should be uploaded in <https://eprocure.gov.in/eprocure/app>. Please follow the guideline of the site.
- 1.6 If a prospective bidder requires any clarification in regard to the bidding documents, he may make a request the concerned officer or faculty member at least 15 days before the deadline for receipt of bids.
- 1.7 Bids received after the deadline of receipt indicated in Para 1.4above shall not be taken in to consideration.
- 1.8 Each bidder shall submit only one bid. A bidder, who submits more than one bid, shall be disqualified and considered nonresponsive.
- 1.9 (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.
- 1.10 The bidder has to sign in full at all pages of the scanned part of the bidding document. No over-writing in those pages is acceptable.

**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 Ad Valorem rate must be specified. Packing, forwarding, freight etc., when quotes separately are reimbursable at actual. If external agencies are employed, their receipts must be enclosed with the invoice.
- 2.2 Duties and Taxes are to be quoted separately. Ad Valorem rates thereof should be clearly indicated with reference to the relevant Acts and Rules.

**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/RGCD (227)/2011, dated 10.10.2011]. The Institute is not authorized to issue C or D forms. GST 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 reached 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 **30 days** from the date of opening. In case your offer has a different validity period that should be clearly mentioned in the quotation.
- 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-I**.
- 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 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.
- 2.10 The successful bidder may be required to execute a contract, where applicable.
- 2.11 The bidder has to furnish up to date GST and Income Tax Clearance Certificate along with the bid.
- 2.12 Payment (*100 percent*) will be made by Account Payee Cheque/Bank Draft, within 30 days from the date of receipt of the goods in good condition or receipt of the bill, commissioning of the equipment, where applicable, whichever is later/latest.
- 2.13 In case of Advance payment, the payment will be made on either in Foreign Demand Draft or Wire Transfer only. The proforma invoice copy need to be sent for advance payment.
- 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.
- 2.15 The bid document/resultant contract will be interpreted under Indian Laws.

<b>TECHNICAL SPECIFICATION FOR SOUVENIR PRINTING FOR THE YEAR 2018</b>	
<b>DESCRIPTION</b>	<b>SPECIFICATION</b>
<b>UG Souvenir (Qty: 910 no's)</b>	Size: Demi ¼ No. of Pages: 380 Inner Pages: 120 GSM Glossy Coated Cover: 250 GSM Art Paper Matte Lamination, Gum Binding
<b>PG Souvenir (Qty: 610 no's)</b>	Size: Demi ¼ No. of Pages: 340 Inner Pages: 120 GSM Glossy Coated Cover: 250 GSM Art Paper Matte Lamination, Gum Binding

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