



**NATIONAL INSTITUTE OF TECHNOLOGY,
ROURKELA-769008, ODISHA**
(An Institute of national importance under MHRD, Govt. of India)

OPEN TENDER NOTICE

Tender Ref.: NITR/PW/2018/81

Date: 16/11/2018

Subject: e-Tender Notice for printing of Annual Report of the National Institute of Technology, Rourkela for the year 2017-18.

National Institute of Technology Rourkela (NITR) invites online quotation from reputed and experienced printers through e-Procurement module of CPPP (<https://eprocure.gov.in/eprocure/app>) for printing of Annual Report of the Institute for the year 2017-18 who can deliver the material in short period.

The details of tender and time limit for submission and opening of technical bids are as under:-

Bid submission Last Date & Time	07-12-2018	03:00 A.M.
Date and Time of opening of Technical bid	10-12-2018	03:00 P.M.

Financial bid will be opened of successfully qualified bidders in technical credentials.

2. The following are the technical documents needed for consideration of the Tender:
 - a. Photocopy of PAN card along with Income Tax Return for last three years (i.e. for Financial Year 2015-16, 2016-17 & 2017-18);
 - b. Photocopy of GST Registration Certificate/Number & ISO Certificate (preferable).
 - c. Photocopy of Audited Balance Sheet and Profit & Loss A/c of last 3 years (i.e. for Financial Year 2015-16, 2016-17 & 2017-18);
 - d. Firm should have at-least turnover of Rs. 50 Lac during FY 2017-18.
 - e. Copy of the documents showing experience in printing of Annual Reports / Books for any of the Governments Institutions / CFIs./ PSUs / Government during last 3 years;

- r. Duly signed Acceptance of Terms & Conditions as per **Annexure-IV**;
 - g. Location of press/workshop: The press/workshop of the bidder should be in Odisha/Kolkata/Ranchi so that vendor is available whenever required in NIT Rourkela on an urgent basis or staff of NITR may visit the workshop whenever required.
3. The rates quoted would be valid for 90 days.
 4. The Annual Reports are to be printed in English and Hindi Language. The Institute shall provide the data of the Annual Report in English version. The contractor has to prepare the Hindi version report after due translation.
 5. The detailed specification of printing job is at **Annexure-I**, Other Terms and Conditions of bidding is at **Annexure II** and General Terms and Conditions of the contract is at **Annexure-III**. The design, layout and printing of the document have to be of high standard as this publication is targeted to be put-up in the Parliament and for circulation to other important places. Format of self-certification for availability of printing infrastructure is at **Annexure-IV**.
 6. Intending eligible bidders may download Tender Notice from our website www.nitrkl.ac.in (for reference only) as well as CPPP website <http://eprocure.gov.in/eprocure/aap> (for bidding prospective). Scanned copy of bid documents etc. has to be submitted online only at <http://eprocure.gov.in/eprocure/app> along with the Technical & Financial bid and scanned copy of EMD of Rs. 25,000/- in favour of the Director, National Institute of Technology, Rourkela payable at Rourkela should be uploaded latest by date and **time**. Bid documents submitted in any other mode will be rejected.
 7. **Bid Security (EMD)** in shape of DD (Demand Draft) for **INR 25,000/- (Rupees Twenty Five thousand only)** and **Tender Cost (Non- refundable)** in the form of DD for **INR 500/- (Rupees Five Hundred Only)** in favor of **Director, NIT Rourkela** Payable at Rourkela from any Scheduled Commercial Bank except Co-operative and Gramin bank. And DD for the Bid-Security should remain valid for a period of 45 days beyond the bid validity period from the date of opening of bids. Bid security of unsuccessful bidders should be return to them at the earliest and latest on or before the 30th days after the award of the contract. And EMD (Earnest Money deposit) and Tender Cost should reach physically(in original) through speed post/ register post/courier, containing in an envelope & superscripted with subject, tender reference number addressing to **Registrar, NIT Rourkela- 769008, Odisha**; Attention: Deputy Registrar(PW) **on or before 10/12/2018 by 03:00 PM**

8. The Institute reserves the rights to reject any or all of the tenders without assigning any reason thereof and is not liable to accept the lowest tender and would not be responsible for any postal delay.
9. All may also kindly note that the quotation should be inclusive of all taxes and other charges except GST. GST should be shown separately.
10. Soft copies of each of the corrected final version Annual Report for the year 2017-18 have to be provided by the tenderer to the Institute in both Microsoft word and PDF version.
11. For any further clarification, please contact Mr. P.K.Panda, Dy. Registrar (Purchase & Works), Tel: 0661-2462051.

Sd/-
Registrar
NIT Rourkela
Tele: 2462021

Specification about printing of Annual Reports 2017-18

Quantity	English -200 may be increased, if required. Hindi -50
No. of pages (Approx.)	English 440 + cover page (+/- 5-6 pages) Hindi 440 + cover page (+/-5-6 pages)
Size of book	8.25 x 11.8
Designing	Designing of the cover page to be done by professional designer engaged by the contractor separately for Hindi and English versions with due discussion with the Institute authorities.
Cover	Cover to be set up & scanned as per design & colour schemes in 4 or 5 colours.
No. of coloured inside pages	60
Printing	Multicolour.
Printing Type	Offset (For English version) Digital (For Hindi version)
Binding & Pasting	Perfect with section sewing .
Paper type (inside)	130 GSM Imported Matt Art Paper.(English) 130 GSM Cedar Paper (Hindi)
Paper type (cover)	300 GSM Imported Matt Art Board (English) 300 GSM Imported Glossy Art Board.(Hindi)
Photographs/graph	Colored photographs if any to be provided.
Proofing	Proofs are required to be shown to indenter in colour. All proofs with colour photographs, if any in the layout of chapters of the Annual Report will be shown to the indenter.
Pen drive	Pen drive containing the complete Annual Report material in English and Hindi to be provided both in Microsoft word version and PDF version.

Other Terms and Conditions of Bidding:

1. The rate per copy/ book including cover pages may be quoted separately for Hindi and English. These rates should be inclusive of freight charges, printing, Blinding, lamination, scanning , designing cutting ,pressing , colour photographs/graphs, two proof reading charges, etc for both English & Hindi. The rates should not have any ambiguities. Incomplete or ambiguous offers would be rejected. Charges for providing additional copies will remain same. The no of pages mentioned above are tentative which may vary at the time of actual printing. **If the number of pages of the Report exceeds or short of said number of pages mentioned above, the payment would be made in pro-rata basis. For dummy sets/ digital copies in colour prints, no separate rates should be quoted.**

2. Delivery period:

The following schedule would be adhered to:

(i)	Design/layout/ translation to Hindi version and first proofs of design and text for design selection/correction	Within fifteen days of order placement/ handling over of pen drive or hard copies
(ii)	Second proof/final proof	Within five days after first proof. If complete corrections have not been carried out in first proof, next proof would be submitted urgently.
(iii)	Printed product delivery at NIT, Rourkela	Within five days after final proof is confirmed.

In case of delay in the printing and delivery of publications within the specified period, penalty at the rate of 2.5% of the total value of the order per one week subject to maximum of 10% may be imposed and after one month the contract may be terminated and EMD will be forfeited.

3. The Institute reserves the right to reject any publication / printing which is not up to the specifications and within the time limit.

4. Rate would be exclusive of GST . .

General Terms and Conditions

1. Parties

The parties to the contract are the printer/contractor (the tender to whom the work have been awarded) and National Institute of Technology Rourkela (NITR) through its Registrar.

2. Validity of the bids:

The bids shall be valid for a period of 90 days from the date of opening of the e-tender. This has to be so specified by the tenderer in the commercial bid.

3. Right of acceptance:

NITR reserves the right to accept or reject any or all tender/ quotations without assigning any reason thereof and also does not bind itself to accept the lowest quotation or any tender. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation or any tender.

4. NITR reserves the right to reject any publication /printing which is not up to the specifications and within the time limit.

5. The payment clause:

The bill in triplicate may be sent to the Registrar, NIT Rourkela for settlement after delivery of the materials satisfactorily. The bill should have full particulars of the item(s), Rates and GST component.

6. Communication of Acceptance / Right of Acceptance:

NITR reserves all right to reject any tender including of those tenders who fails to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of the Institute in this regard will be final and binding.

7. Performance security:

The EMD of the successful tenderer will be converted to Performance Security which shall be retained with the institute till three months after the contractual obligation of the contractor is over.

The Performance Security can be forfeited by the Institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance.

8. Arbitration:

The finalized contract shall be interpreted under Indian Laws. In case of dispute of any kind, the firm shall abide by the decision of the Competent Authority, NIT Rourkela. In case the dispute is required to be referred to Arbitration, it shall be referred to sole arbitrator under **Arbitration and Conciliation Act 1996**. The place of settlement of dispute shall be Rourkela. In the case of settlement of dispute is in the court, it will be in the jurisdiction of courts at Rourkela, Odisha.

9. Terms of payment:

No payment shall be made in advance, no loan from any bank or financial institutions shall be recommended on the basis of the order of award of work.

The contractor shall submit the bill only after supply of the material to the satisfaction of the Institute. On the receipt of the Bill / Invoice and copy of the Delivery Challan from the Contractor, the process for payment will be initiated. No payment will be made for goods rejected. All payment shall be made by NEFT / RTGS / PFMS only. Therefore, the contractor has to provide its bank details to the Institute while submitting the Bill for payment.

11. Selection criteria:

The selection would be based on the total price quoted in the Price Bid. However, the Institute is not bound to accept the lowest rates of the particular firm and may recommend some other bid for selection as deemed fit by the Tender Evaluation committee of the Institute.

(Letter head of tenderer)

Ref No: _____

Date: _____

LETTER OF UNDERTAKING AND DECLARATION

To

The Registrar

National Institute of Technology

Rourkela – 769008

Ref: Invitation for Tender No. _____ dated _____

We, the undersigned, declare that:

1. We have examined the tender document and its terms and conditions and understood the details.
2. We are ready to execute the work in conformity with the tender document in case we are found successful as a tenderer.
3. Our bid shall be valid for a period of 90 days from the date of opening of price bid and we shall not revoke the same.
4. If our bid is accepted, we undertake to comply all other formalities as per tender document and work order.
5. We also declare that neither our firm/company/proprietorship concerned was blacklisted in past nor any of our office bearer was convicted in any court of law.
6. We accept all the terms and conditions of this Tender document and undertake to abide by them including the condition that you are not bound to accept highest ranked bid/lowest bid or any other bid you may receive.
7. The detailed particulars of the tenderer is mentioned & attached separately as per the document requirements mentioned at Para-2 of e-Tender Notice.

Yours sincerely

Authorized signatory of the Tenderer

(Authorized person shall attach a copy of the authorization for signing on behalf of the Bidding Company)

Full name and Designation