



**NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA-769008, ORISSA**

Advertised Tender Enquiry

Department: SAC, NIT Rourkela

Tender Notice No.: NITR/PW/SAC/2019/112

Date: 11/04/2019

To,

**Through
CPP Portal
(e-procurement)**

Important Dates

Event	Date	Time
Pre-bid conference	NA	NA
Last Date of Submission of bid	03/05/2019	05:00 PM
Date of opening of techno-commercial bid	06/05/2019	11:00 AM

Dear Sir,

We intended to get the copies of Souvenir for UG/PG printed for year 2019. If you are interested, kindly send your offer in 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, SAC
Attention: Prof. Rohan Dhiman
Vice-President (Literary Society), SAC
National Institute of Technology
Rourkela-769 008, Odisha.
Phone: 9337416293; 06612462780
Email: dhimanr@nitrkl.ac.in

Yours sincerely,

Prof Rohan Dhiman
Vice President (Literary Society), SAC

Encl:

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

1. **Schedule of requirements**

Sl. No.	Description of Goods/Service	Quantity
01	Printing of Souvenir for UG - 2019	950 pieces
02	Printing of Souvenir for PG - 2019	650 pieces

2. **Specifications and allied Technical Details**

- i) *GST and any other Taxes should be Clearly mentioned in the quotation*
ii) *Technical specification: same as Sl. No. 1 (1 & 2) above.*
iii) *Clearly mentioned term & Conditions, if any*
iv) **Attached PHOTOGRAPHS of previous orders, if available**

3. **Format of Quotation**

It is a two-part bid with separate techno-commercial and price bids.

4. The bid should be submitted through <https://eprocure.gov.in/eprocure/app>

5. Quotations should be valid for a period of **90 days** from the opening of techno-commercial bid.

6. **Some important dates:**

i.	Pre-bid Conference:	NA	NA
ii.	Last date for submission of bid:	Date: 03/05/2019	Time: 05:00 PM
iii.	Date of opening of techno-commercial bid:	Date: 06/05/2019	Time: 11:00 AM

7. **Warranty** of 01 year must be provided, if any

8. **GST:** GST should be charge according to applicable rates (if applicable).

9. **Bid Security and Tender Cost:** Bid Security 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 favour of **Director, NIT Rourkela Payable at Rourkela** from any Scheduled Commercial Bank except Co-operative and Gramin bank. Demand Draft for the Bid-Security should remain valid for a period of 45 days beyond the bid validity period. Bid security of unsuccessful bidders should be returned to them at the earliest and latest on or before the **30th days** after the award of the contract. **EMD (Earnest Money Deposit) and Tender Cost** should reach physically through speed post/ register post/courier, containing in an envelope & superscripted with subject, tender reference number addressing to **Registrar, NIT Rourkela- 769008, Odisha; Attention The President(SAC) on or before 06/05/2019 at 11:00 AM.**

10. **Performance Security: Not applicable**

11. Please go through the enclosed "bid document" carefully for other bidding instructions.

12. Please send your quotations through: <https://eprocure.gov.in/eprocure/app>

13. For technical details, you may contact

Prof. Rohan Dhiman
Vice-President (Literary Society), SAC
National Institute of Technology
Rourkela-769 008, Odisha.
Phone: 06612462780; 9337416293
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NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA – 769 008, ORISSA

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/ equipment 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.
- 1.5 The bids should be uploaded in <https://eprocure.gov.in/eprocure/app> . Please follow the guidelines of the site.
- 1.6 If a prospective bidder requires any clarification in regard to the bidding documents, s/he may make a request the concerned officer or faculty member at least 15 days before the deadline for receipt of bids.
- 1.7 Each bidder shall submit only one bid. A bidder, who submits more than one bid, shall be disqualified and considered non-responsive.
- 1.8 (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.
- 1.9 The bidder has to sign in full at all pages of the scanned part of the bidding document. No over-writing in those pages are acceptable.
- 1.10 The Tender will be awarded on the basis of the individual price (item wise) quoted by the bidder in their price bid only.

2. Conditions of the bid

- 2.1 The rates quoted should preferably be net, inclusive of packing, forwarding, freight, Insurance and all other incidental charges excluding taxes. 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 actuals. 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 availing custom duty exemption in terms of notification no 51/96- Customs dt. 23.07.1996, Notification no.- 47/2017- Integrated Tax (Rate) dt. 14.11.2017 and Notification No. - 45/2017- Central Tax (Rate) dt. 14.11.2017 [vid Registration No.: TU/V/RG-CDE (227)/2016, dated: 13.11.2018]

- 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 **90 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 as mentioned in **schedule of requirements and 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 last one year Certificate along with the bid.**
- 2.12 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.
- 2.13 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.
- 2.14 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.

Printing of Souvenir for UG/PG - 2019

Work Description

Fully formatted separate UG and PG souvenir would be provided for printing in a soft copy of proper format by Student Activity Centre, NIT Rourkela. One printed copy of each UG and PG souvenir would be provided by the printing agency to Student Activity Center, NIT Rourkela for final verification of the printing quality. Upon satisfaction of the printing quality, respective agency will be intimated to print and supply all the required number of UG and PG Souvenir at Student Activity Centre, NIT Rourkela.

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