



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

ADVERTISED TENDER ENQUIRY

Department: Academic Section

Tender Notice No: NITR/PW/AC/2019/144

Date: 13/09/2019

To

Important Date

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

Event	Date	Time
Pre-bid Conference	NA	NA
Last Date of Submission of bid	14/10/2019	12:00 PM
Date of Opening of Techno-commercial bid	15/10/2019	12:00 PM

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.

For any technical query contact to:

Attention: Mr. Ashis Kumar Behera
Assistant Registrar, Academic Section UG-PG, 1st Floor
National Institute of Technology
Rourkela – 769 008, Odisha
Phone: 0661 – 2462037
Email: acad.ugpg@nitrkl.ac.in

Yours sincerely,

Name: Mr. Ashis Kumar Behera, AR (AC)

Enclosure:

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

1. Schedule of requirements

SI.No	Item Description:-	Quantity
1	Printing of Main Answer Book	300000
2	Printing of Additional Answer Books	200000

Sl. No.	Description of Goods/Service	Quantity
1	Main Answer Book: a) Four Full scape sheets (ITC 65 gsm) centre folded and centre stapled (three stapling of appropriate size) and trimmed to 325mm X 210mm. (Total 16 pages per book). b) Printing on the front cover and front inner cover pages as per supplied layout. c) Punching Hole at Left Top Corner for Tying. d) Punching of "NITR" by a series of small holes at Top Left Corner. e) Serial Numbering at the Top Right Corner on Front Page. f) 30mm Top Double Line Margin and 30mm Left Double line margin on all pages except front page and front inner page. g) Faint Rolling of 35 Horizontal lines per page. h) Page Numbering 1 to 9 except Front Page and Front inner page at Top right Corner. i) The Last Page to be printed as per the supplied Layout.	300000
2	Additional Answer Books: a) Two full scape sheets (ITC 65gsm) centre folds and centre stapled (three stapling of appropriate size) and trimmed to 325mm X 210mm. (Total 8 Pages per book). b) Printing on the Front Cover page (as per supplied Layout) c) Punching hole at Left Top Corner for Tying. d) Punching of "NITR" by a series of small holes at Top Left Corner. e) 30mm Top Double Line Margin and 30mm Left Double Line margin. f) Faint Rulling of 35 Horizontal Lines per page. g) Page Numbering from S1 to S4 at Top Right Corner with SI.No. h) Page Numbering on Top Right Corner.	200000

2. Specifications and allied Technical Details

For detailed specification see **Annexure I**
Please submit list of users along with the quotation.

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 date of opening of financial bid.
6. **Some important dates:**

i.	Pre-bid Conference:	Date: NA	Time: NA
ii.	Last date for submission of bid	Date: 14/10/2019	Time: 12:00 PM
iii.	Date of opening of techno-commercial bid	Date: 15/10/2019	Time: 12:00 PM

7. **Warranty:** Not Applicable.

8. **Techno-commercial Bid Evaluation Criteria:**

- 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 Main & Additional Answer Books of the Government Educational Institutions / CFIs./ PSUs / Government during last 5 years;
- f) Location of press/workshop: The press/workshop of the bidder should be in Odisha/West Bengal/Jharkhand so that vendor is available whenever required in NIT Rourkela on an urgent basis or staff of NITR may visit the workshop whenever required.
- g) Duly signed Acceptance of Terms & Conditions as per **Annexure-II**;

9. **Financial Bid Evaluation Criteria:**

- a) The award of contract will be made for the award of the contract on overall price comparison basis and not item wise.

10. **GST** should be charge as per the applicable rates.

11. **Bid Security/EMD and Tender Cost:** - Bid security/EMD in shape of DD (Demand Draft) for **INR 37000/- (Rupees Thirty-Seven 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. And DD for the Bid security/EMD should remain valid for a period of 45 days beyond the bid validity period from the date of opening of bids. Bid security/EMD of unsuccessful bidders should be return to them at the earliest and latest on or before the 30th day after the award of the contract. Bid security and Tender Cost should reach physically through speed post/ register post/courier, containing in an envelope & super scribed with subject, tender reference number addressing to **Registrar, NIT Rourkela - 769008, Odisha; on or before 15/10/2019 at 12:00 PM.**

12. **Performance Security: Rs. 92000/- (Rupees Ninety-Two Thousand Only)** in shape of Bank Guarantee/Demand Draft (DD) in favor of Director, NIT Rourkela payable at Rourkela from any Scheduled Commercial Bank except Co-operative and Gramin bank. Performance security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the supplier including warranty obligation. And EMD (Earnest Money deposit) amount of successful bidder will be returned after the receipt of performance security in case of award of contract to successful bidder.
13. Please go through the enclosed "bid document" carefully for other bidding instructions. Please send your quotations through <https://eprocure.gov.in/eprocure/app>.
14. 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.
15. For technical details, you may contact

<p>Mr. Ashis Kumar Behera Assistant Registrar, Academic Section UG-PG, 1st Floor National Institute of Technology Rourkela – 769 008, Odisha Phone: 0661 – 2462037 Email: acad.ugpg@nitrkl.ac.in</p>
--

OTHER TERMS AND CONDITIONS OF BIDDING

1. The rate per copy/ book including cover pages may be quoted separately for Main Answer Book and Additional Answer books. These rates should be inclusive of freight charges, printing, designing cutting, proof reading charges etc. for both. The rates should not have any ambiguities. Incomplete or ambiguous offers would be rejected. Charges for providing additional copies will remain same. The numbers of pages mentioned above are tentative which may vary at the time of actual printing.

2. Delivery period:

The following schedule would be adhered to:

(i)	Design/layout of 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.

3. 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.
4. The Institute reserves the right to reject any publication / printing which is not up to the specifications and within the time limit.
5. Rate would be exclusive of GST.

GENERAL TERMS AND CONDITIONS

a. 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.

b. 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.

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

c. 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.

d. 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.

e. 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.



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

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 tender document.
- 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 Para1.4 above 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., techno-commercial 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.
- 1.11 If any bidder does not fulfil technical specification, his/her eligibility will be cancelled even if his/her price got L1 status.

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 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 **90 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 of financial bid. 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 2.5 percent of the value of undelivered goods per week or part thereof, subject to a maximum of 10 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 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.
- 2.16 Duly signed Acceptance of Terms & Conditions as per Annexure-IV.

1. Printing of Main Answer Book:

- a) Four Full scape sheets (ITC 65 gsm) centre folded and centre stapled (three stapling of appropriate size) and trimmed to 325mm X 210mm. (Total 16 pages per book).
- b) Printing on the front cover and front inner cover pages as per supplied layout.
- c) Punching Hole at Left Top Corner for Tying.
- d) Punching of ""NITR"" by a series of small holes at Top Left Corner.
- e) Serial Numbering at the Top Right Corner on Front Page.
- f) 30mm Top Double Line Margin and 30mm Left Double line margin on all pages except front page and front inner page.
- g) Faint Rolling of 35 Horizontal lines per page.
- h) Page Numbering 1 to 9 except Front Page and Front inner page at Top right Corner.
- i) The Last Page to be printed as per the supplied Layout."

2. Printing of Additional Answer Books:

- a) Two full scape sheets (ITC 65gsm) centre folds and centre stapled (three stapling of appropriate size) and trimmed to 325mm X 210mm. (Total 8 Pages per book).
- b) Printing on the Front Cover page (as per supplied Layout)
- c) Punching hole at Left Top Corner for Tying.
- d) Punching of "NITR" by a series of small holes at Top Left Corner.
- e) 30mm Top Double Line Margin and 30mm Left Double Line margin.
- f) Faint Rulling of 35 Horizontal Lines per page.
- g) Page Numbering from S1 to S4 at Top Right Corner with Sl.No.
- h) Page Numbering on Top Right Corner.

(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