

NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

SILCHAR - 788 010 (ASSAM)

No: NITS/PS-391/Printing/Annual_Report /16

Date : 06.06.2016



NOTICE INVITING TENDER

FOR PRINTING OF ANNUAL REPORT 2015 - 16

LAST DATE & TIME OF SUBMISSION : 20.06.2016 by 1430 hours

DATE & TIME OF OPENING : 20.06.2016 by 1530 hours



राष्ट्रीय प्रौद्योगिकी संस्थान, सिलचर

सिलचर, कछार, असम - ७८८०१०

दूरभाष (निर्देशक): (03842) 224879

फैक्स: (03842) 224797

NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

SILCHAR, CACHAR, ASSAM – 788 010

Tel.No. (Director) : (03842) 224879

FAX: (03842) 224797

NOTICE INVITING TENDER

No: NITS/PS-391/Printing/Annual_Report /16

Date : 06.06.2016

Sealed tenders are invited in two parts bid for the following work in National Institute of Technology Silchar, Silchar, Assam – 788 010

NAME OF THE WORK	: PRINTING OF ANNUAL REPORT 2015 – 16
TENDER NO.	: NITS/PS-391/Printing/Annual_Report /16
PERIOD OF DELIVERY	: 1 (one) months from the date of issue of Supply Order
EARNEST MONEY	: 3 % of the total Bid Value

DATE OF SUBMISSION AND OPENNING OF TENDER

Last date for submission of sealed tender at NIT Silchar, Cachar, Assam – 10	: 20.06.2016 by 1430 hours
Date of opening of Tender	: 20.06.2016 by 1530 hours
Venue of opening of Tender	: Purchase Office, NIT Silchar

The sealed tender may be sent either by registered post or by hand to Purchase Section, National Institute of Technology Silchar, Cachar, Assam – 788 010 between 0900 hours to 1730 hours on any working day till the due date and time. This tender document can also be downloaded from the web site www.nits.ac.in.

Sd/-

REGISTRAR

SPECIFICATION OF JOB

1	Description	:	Printing of Annual Report 2015 – 16 in English & Hindi		
2	Approximate No. of copies	:	English : 300	Hindi :	100
3	Size	:	297 × 210 mm ²		
4	Type Area	:	247 × 170 mm ²		
5	No. of Pages	:	Approx. 300 pages each in English & Hindi (Number of pages can increase or decrease)		
6	Method of Production	:	Multi – Color Offset printing		
7	Art work and Design	:	I. to be prepared by the Printer under guidance of this office II. Artwork for various charts and graphs will be prepared by the Printer		
8	Paper Quality	:	Inside Page :	Art Paper 130 GSM	
			Front & Back Covers :	Art Card of 280 GSM with lamination	

SPECIAL INSTRUCTION

1. Specimen / demo copy of the document prepared is to be submitted for inspection before final printing.
2. Printed copies are required to be delivered within 7-10 days or earlier after the date of receipt of corrected proof pages.
3. A very high quality of printing is required. The work done in slipshod manner will not be accepted.
4. The report is required to be printed as per the specimen to be provided by the institute.
5. **Softcopy in PDF & Word (.docx) / Page Maker (.pmd) format (both in English & Hindi) of the full report capable of being uploaded in our Website are to be provided, without any extra cost, along with the printed copies for putting the Report on the Website of the Institute. Any delay in providing the CD would attract penalty @ Rs.500/- (Rupees five hundred only) per day of delay.**

TERMS AND CONDITIONS

QUALIFYING CRITERIA FOR PARTICIPATING IN THE TENDER

1. Experience of at least two years in the relevant field for printing in the Govt. Ministries/Department/Govt. organizations/PSUs Corporate Sector etc.
2. The total annual turnover of the bidder must be INR 5.00 lakhs for the last two financial years.
3. While submitting the tender, the intending tenderer shall have to furnish to this Department, the proof of pre-qualification (experience /financial standing / turnover etc.) as specified.
4. Tenders must be accompanied with earnest money as specified in Notice Inviting Tender.
5. Tender document(s), in original, duly filled in and signed by the tenderer or his authorised representative along with seal on each page

SETTLEMENT OF DISPUTES

In the event of any dispute arising between the parties hereafter referred as NIT Silchar and contractor in respect of Terms & conditions of tender, then the decision of Director, NIT Silchar shall be final and binding on both the parties.

BRIEF TERMS AND CONDITIONS

1. EMD @ 3 % of the total Bid Value only in the form of Pay Order or Demand Draft in favour of Director, NIT Silchar payable at SBI, NIT Silchar Branch must be submitted in a separate envelope. **Tender not accompanied with EMD/ EMD submitted in any forms other than PO & DD will not be accepted.**
2. The EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender.
3. EMD of all the unsuccessful tenderers will be returned to them without interest whatsoever, at the earliest.
4. The rate must be quoted on comprehensive basis of all items.
5. TDS and other taxes as applicable will be deducted from each bill.
6. Any deviation will be considered as breach of work and will be dealt accordingly. Any delay in execution of the contract will entail a penalty to be decided by the Institute. The decision of the Institute will be final in such cases.
7. The Institute has all right to reject/accept any/all the tender(s) without assigning any reason.
8. Applications received without complete documents/information shall not be considered.
9. No negotiation will be undertaken with any tenderer.
10. The printed copies of Annual Report 2015-16 if found defective will be replaced/ redone by the supplier on free of cost basis.
11. Failure by the contractor/firm to comply with any statutory requirements and terms of agreement during the period of work shall result in termination of work awarded.
12. The bill shall be raised on in the name of **Director, NIT Silchar**.
13. No party shall be permitted to tender for work in NIT Silchar in which any of their near relatives is an employee connected with the award and execution of the contract.

TENDERING PROCESS

1. The tender is required to be submitted complete in all respects addressed to the **Purchase Officer, Purchase Section, NIT Silchar, Cachar, Assam – 788 010** or to be dropped in the tender box placed in **Purchase Section, NIT Silchar, Cachar, Assam – 788 010** by **1430 hours on 20.06.2016**. Incomplete bid document will not be accepted. The technical bids will be scrutinized by the Institute to shortlist the eligible bidders. The rates of only the technically qualified bidders will be taken for consideration & further evaluation of the tender. Late submission of tenders will not be accepted. The Department reserves the right to reject any or all the bids.
2. **The bidders must submit their tenders in three separate sealed envelopes prominently super scribed as 'EMD Deposit', 'Technical Bid' and 'Price Bid', the Tender No. & due date on each of the envelopes. These three separate envelopes shall together be kept in fourth envelop super scribed with name of work, NIT No. & due date.**

EVALUATION OF TENDERS

Financial bids of technically acceptable offers will only be opened for further evaluation and processing for placement of contract.

- a) If there is a discrepancy between unit price and total price the unit price shall prevail and total price will be corrected accordingly.
- b) If there is a discrepancy between words and figures, the amount in words shall prevail.
- c) The bid which has quoted lowest rate will be accepted

NOTE:

- i. The tenderer should sign and stamp each page of this tender document as a token of having read and understood the terms and conditions contained therein and submit the same along with the bid. No photocopies of this tender document would be accepted. The tenderer would fill up the information in the Annexure I & II enclosed at the end of this document in clear and legible terms. Wherever the prices are to be quoted this should be written in figures and words as well. The quoted prices should also include the impact of all over-heads. Annexure will also have to be signed and stamped by the firm through its authorized signatory.
- ii. All tender should be properly sealed with sealing wax and marked.
- iii. The checklist at Annexure- IV must be completed and duly signed by the tenderer.

Sd/-
REGISTRAR
NIT SILCHAR

TECHNICAL BID

- | | | |
|----|--|--|
| 1 | Name of the Proprietor in case of Proprietary Company/firm | |
| 2 | Address (with Tele No. & E-mail) | |
| 3 | Contact person | |
| 4 | The number of years of experience for Printing work in Govt. Departments (enclose list of customers) | |
| 5 | Annual Turnover for the year 2011-12 & 12-13 (With proof). Along-with balance sheet for the Last year, if any | |
| 6 | Address of work place with area of premises | |
| 7 | Whether owned/rented | |
| 8 | Name of the Banker | |
| 9 | Details of EMD | |
| 10 | Has the company been cleared by Income Tax/Service Tax for the last two years (proof to be enclosed) | |
| 11 | Whether the firm has any legal suit/criminal case pending against its proprietor or any of its Directors (in the case of Pvt. Ltd Co.) or having been earlier convicted on the ground of moral turpitude or for violation of PF/ESI/Minimum wages Act or any other laws? Give details. | |
| 12 | The following certificates may be enclosed:- Requisite certificate regarding proof of | |
| | a. Experience | |
| | b. Financial standing turnover | |
| | c. Service Tax/Sales Tax | |
| | d. Income Tax | |
| | e. PAN No | |
| | f. Any othe | |

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of our/my knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not be allowed to have any dealing with the Ministry in future.

Signature of authorized signatory

FINANCIAL BID

1 Name of the Company / Firm

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2 Address

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3 Contact No.

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PRICE SCHEDULE

S. No	Description	Rate (INR)
1	Paper cost of text pages (Art paper of 130 GSM) (for 400 copies)	
2	Paper cost for front & back covers (Art Card of 280 GSM with lamination (for 400 copies)	
3	Printing cost for text pages. Approx. 300 pages for 400 copies. including photocomposing, processing, scanning, designing, plate making.	
4	Printing cost for front & back covers (for 400 copies) inclusive of lamination charges (including photocomposing, processing, scanning, designing, plate making. No separate designing charges for Hindi version of Annual Report will be admissible)	
5	Binding charges for 400 Copies	
6	Local delivery charges (Copies of Annual Report in bundles of 50 copies each with thick brown wrapping paper at top & bottom & tied, are to be delivered to NIT Silchar).	
7	Sales Tax / VAT, if any, (on cost of paper only).	
8	Total cost of entire work.	

Signature of authorized signatory along with Seal

Place:

Date:

CHECK LIST

S. No	Description of Requirement	Yes / No / NA	Page No.
1.	EMD @ 3 % of the total Bid Value in the form of Pay order or Demand Draft in favour of “Director, NIT Silchar” in a separate envelope		
2.	Turn over certificate for the last two financial years in form of balance sheet		
3.	Certificate regarding having the office in Silchar		
4.	Certificates for proof of experience		
5.	Certificates for proof of financial standing.		
6.	Certificates for proof of turnover		
7.	Certificates for proof of service tax/ sales tax		
8.	Certificates for proof of income tax		
9.	No relative certificate		
10.	Any other		

Bidders to ensure:

- A. That all pages have been stamped and signed by the authorized Person(s).
- B. That all the pages have been numbered.
- C. That all the documents are legible (Clearly readable)

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Sub: Authorization for attending bid opening on _____ (date) the tender of _____.

Following persons are hereby authorised to attend the bid opening for the tender mentioned above on behalf of _____ (Bidder) in order of preference given below.

Order of Preference	Name	Specimen signature
I		
II		

Signature of authorized signatory along with Seal

Place:

Date:

NOTE: -

- 1 Maximum of two representatives will be permitted to attend bid opening. In case where it is restricted to one, first preference will be allowed.
- 2 Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.