



भारतीय सूचना प्रौद्योगिकी संस्थान, नागपूर

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, NAGPUR

C/o Regional Telecom Training Centre (RTTC) BSNL, Seminary Hills, Nagpur-440006

091-0712-2801369, Email: registrar@iiitn.ac.in

Camp Office: 1st Floor, Old Library Building, VNIT Nagpur, S.A. Road, Nagpur – 440010 (MS)

(Please quote "LTE No." for reference in all documents)

LIMITED TENDER ENQUIRY

LTE No.: IIITN/STR/LTE/2017-18/13(2nd call)

DATE: 15.11.2017

Date & Timing of issuing the tender : Time 9.30 A.M. Date: 15/11/2017
Last Date & Timing of Submission the Tender dd : Time 3.00 P.M. Date: 22/11/2017
Date & Timing of opening the tender : Time 3.30 P.M. Date: 22/11/2017
EMD (Rs.) : Rs. 6500/-

You are requested to quote for the following items sealed in single cover:-

Sub.: Printing and Supply of calendar and Diary at IIIT Nagpur Nagpur

SI No	Item with Technical specification	Qty
1	Calendar : Printing of Institute calendar 2018 on 210 gsm spl.art Paper with designing Scanning wirebinding etc.with Both side printing (Six Sheeter). Size -15"*20" fully multi colour offset printing with cover page .	200
2	Diary : Printing and binding of Institute Diary 2018 with Multi colour designing Size 1/8 . One date one page separator (with 10 pages Institute Information)	200

Note: -

You are requested to kindly go through the detailed terms & conditions/instructions mentioned below and overleaf and submit your most competitive offer latest by the submission deadline cited above.

Instructions:

1. Please mention the enquiry no., name of the equipment and due date on the top of the envelope.
2. Please submit copy of your GST and PAN No and firm Registration certificate with your offer without which the quotation will not be entertained .
3. All the information shall be furnished by the bidder invariably as per institute prescribed format and each and every document of Technical and commercial bid should be submitted with duly signed and stamped failing which submitted tender will be treated as non responsive .
4. The offer must be submitted in Single Bid. Tender/quotations should be dropped in the tender box kept in the Stores Section, Old Library Building, 1st Floor, South Amabazari Road , Visvesvarya National Institute of Technology, Nagpur-440010 (MH) OR courier/registered post/speed post in advance so that it reaches us on or before the due date and time to Stores Section, Old Library Building, 1st Floor, South Amabazari Road, Visvesvarya National Institute of Technology, Nagpur-440010 (MH) on any working day on or before 3.00 pm of the last date of submission. Quotations received after the due date and time will not be considered.
5. The email offer will be rejected. The quotations must be neatly typed, computer printed, hand written. Quotations must carry the numbers of GST /PAN/TIN invariably on the top.
6. Each bidder shall submit only one quotation. Quotation document (s) and all enclosures must contain the signature of the competent authority of the firm. Conditional quotations(s) will not be accepted.
7. The price should be indicated in the prescribed format in the Price/Commercial Bid only. Any other format will lead to disqualification.
8. The firm quoting for above mentioned items should be the authorized dealer of the manufacturer. Copy of authorization certificate should be enclosed with the quotation. Offer submitted without proper authorization shall be rejected summarily. The quantity mentioned in enquiry is and shall be deemed to be only approximate and will not in any manner be binding to the Institute.
9. The Bank/RTGS/NEFT detail must be submitted along with the quotations/Tenders on the letter head. A scan copy of the cancelled cheque can also be attached for verification of IFSC code.

Terms and Conditions

The offer must comprise of the following, failing which it will be treated as non responsive hence rejected:

1. The rates offered should be exclusive or inclusive taxes. The rates offered should clearly be specified, the exact figure of percentage of discount offered. The percentage of taxes must be either inclusive/exclusive (extra) in exact figure. The concessional Form 'C/D' have been abolished W.E.F 01.04.2007.
2. The delivery period should be specifically stated. Ex-stock and earlier delivery may be preferred.
3. EMD: Earnest money deposit to be submitted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee in favor of the Director, IIIT Nagpur payable at Nagpur. Vendor should write name of firm and address on the reverse side of EMD/put the rubber stamp of the firm. Bid received without EMD will be rejected. EMD SHOULD BE ATTACHED WITH BID. For those who are registered with the Central Purchase Organization, National Small Scale Industries Corporation (NSIC) or the concerned Ministry or Department are exempted from submission of the EMD. If supplier failed to deliver the material/item within stipulated delivery period then the supplier submitted EMD amount with the tender shall be deemed to be forfeited.
4. Delivery Period: Delivery should be made within **03 weeks** from the receipt of the purchase order.
5. The quoted price (final offer) must be for F.O.R. IIIT Nagpur, Regional Telecom Training Centre (RTTC),BSNL, Seminary Hills, Nagpur-440006 or respective department/section, including Packing & Forwarding, Freight and Insurance etc with detail break-up. In all cases (i.e. imported/Indigenous Item) insurance should be up to IIIT, Nagpur.
6. Specification and Make: Quotation should be given for the exact specification and make as shown in the enquiry against Sr. No. of the item. The quotation which is not as per our tender enquiry will be treated as non responsive.
7. Delivery: All materials/items should be supplied on the basis of free delivery at IIIT Nagpur. Items should be supplied on the basis of free door delivery on working days. The date of delivery should be strictly adhered to failing which the purchase order is liable to be cancelled.
8. Penalty: Penalty may be imposed as per P.O. terms and conditions. Goods should be securely, safely and adequately packed and dispatched at the risk of supplier and packing costs quoting this order reference should be kept in all package. Firms are requested to deliver the goods in our stores before 4.00 pm on any working days.
9. Validity period: The validity period of the offer should be clearly specified. It should be at least for 180 days from the last date of submission of quotations.
10. Rate contract: If any of the items/materials mentioned are already under the DGS & D rate contract, you are requested to give us the advantage of the contract rates as IIIT Nagpur is an Educational and Research Institute sponsored by the Govt. of India.
11. Payment: for Indigenous purchase within 30 days from the date of received of the materials, tested/inspected/commissioned and found satisfactory with regards to quality, quantity and specifications ordered. In case of import, the payment term shall be 100% through irrevocable Letter of Credit-(90% against dispatch documents and items/materials received at Nagpur Airport and balance 10% after successful delivery and installation of the items. Letter of Credit amendment charges will be borne by the beneficiary.
12. Liquidation Damage: As time is the essence of this order, the date of delivery should be strictly adhered to, otherwise the delivery in full or in part may not be accepted and penalty for late delivery will be imposed @0.5% per week subject to maximum of 10 % of the total value of supply order and beyond 10% subject to approval of Mentor Director, IIIT Nagpur. In case of delay in installation the same rate of penalty shall be leviable. In case of cancellation of order no compensation will be paid towards progress of order/procurement.
13. All communications are to be addressed to the undersigned only.
14. For any dispute, the place of jurisdiction shall be Nagpur, India only.
15. The decision of the Mentor Director, IIIT, Nagpur shall be final as regards to the acceptability of stores supplied by the seller and the Mentor Director, IIIT, Nagpur, shall not be required to give any reason in writing or otherwise at any time for the rejection of items/materials.
16. It will be the sole discretion of IIIT, Nagpur to accept or reject the tenders in case of deviations, if any, from the technical specification.

17. Any misleading information, whether intentional or unintentional will lead to disqualification.
18. If the certificates submitted by vendor /bidder or any misleading information whether intentional or unintentional are found to be false /incorrect /forged /fake, will lead to disqualification of the quotation. The institute shall be free to take any action by blacklisting the firm /company.
19. Mentor Director, IIIT, Nagpur reserves the right to accept or reject or cancel any or all enquires or quotations/PO at any stage without assigning any reason thereof.
20. **Any corrigendum or Amendment regarding this will be issued on our Institute website only(www.iiitn.ac.in)**

We look forward to receiving your quotations and thank you for your interest.

Yours faithfully

**CHAIRMAN [SPC]
IIIT NAGPUR**

“PRICE / COMMERCIAL BID”

Limited Tender Enquiry No.: IIITN/STR/LTE/2017-18/13(2nd call)

Printing and Supply of Calendar and Diary at IIIT Nagpur Nagpur

SI No	Item with specification	Rate per Unit	Quantity	Total Amount in Rs
1	Calendar : Printing of Institute calendar 2018 on 210 gsm spl.art Paper with designing Scanning wirobinding etc.with Both side printing (Six Sheeter). Size -15"*20" fully multi colour offset printing with cover page .		200 copies	
2	Diary : Printing and binding of Institute Diary 2018 with Multi colour designing Size 1/8 . One date one page separator (with 10 pages Institute Information)		200 Copies	
Bidder should be quoted Special Educational Discounted price for the Institute.				
Total Cost with Educational Discount				

[A] DUTIES & TAXES (if applicable):

1. Custom Duty : _____
2. Freight/ Transportation : _____
3. Insurance : _____
4. GST : _____
5. Packing & Forwarding : _____
6. Others, (if any)p : _____
7. Final Offer (Including Installation Charges & Taxes) FOR IIIT Nagpur : _____

[B] Others Details (Enclosed Certified Copy)

1. EMD No & Amount : _____
2. Specification as per Requirements : Yes/No
3. Delivery period : _____
4. PAN/GST/TIN No : _____
5. Others, (if any) : _____

Note :- Price/Commercial bid & other details should be furnished as per institute prescribed format if failed, the price/commercial Bid is treated as unresponsive and disqualified.

Finally, We agree to supply the above items for **total (Rs _____ Amount in figures)**

(Rs _____ Amount in words)included all above within the period specified in the

Invitation for Quotations.

Signature of Supplier
(Authorized Signatory)

Stamp:

Date: