

# National Institute of Technology Sikkim

Ravangla South Sikkim- 737139

NIQ No: 06/NITS/T&P Cell – II/2016-17/Brochure

Date:02/05/2018

**Sub:** Invitation of Quotation for Designing and Printing of T&P Brochure 2018-19, NIT Sikkim, Ravangla Campus, South Sikkim

Closing Date & Time for submission of bid	12/05/2018 (5pm)
Opening Date & Time	To be announced later
Bid to be submitted to	Faculty In-charge of Training and Placement Cell, National Institute of Technology Sikkim, Ravangla Campus, Barfung, South Sikkim, 737139
For any clarification	e-mail – <a href="mailto:dhananjaystripathi9@nitsikkim.ac.in">dhananjaystripathi9@nitsikkim.ac.in</a>
Place of opening of bid	T&P Cell, National Institute of Technology Sikkim, Ravangla Campus, Barfung, South Sikkim, 737139

The detailed list of items & specification are as below:

Brief Description of the goods	Specifications	Quantity	Place of Delivery	Installation requirement (if any)/location
T&P Brochure (2018-19)	Size : Letter Size Quantity : 800 + 800 envelopes Number of pages: 30-35 Layout : Portrait Printing: 4 Color offset (multicolored) Media Type: Inside: 120 GSM (or higher) Natural elevation paper with Thermal Lamination (Glossy) Cover Pages: 200 GSM (or higher) Ivory Matte Paper with Thermal Lamination (matte) Delivery at Ravangla - 7373139 Time: One week from the date of issue of PO JPG/PDF/Word/ CRD file through email will be given. For Envelop: 200 GSM	800	NIT Sikkim, Ravangla	No
T&P Letter Head	Size : Letter Size Quantity : 1500 Layout : Portrait Printing: 4 Color offset (multicolored) Media Type: 120 GSM (or higher)	1500	NIT Sikkim, Ravangla	No

You are requested to submit your competitive rate of items through quotation on the basis of above details. Other terms & Conditions remain as below:

1. The vender should have done at least three central or/ and state government / Dept. jobs proof / copy work order must be enclosed with the tender document / bid.
2. The vender should have its own printing press with minimum one four Color, one single color and one two color machines along with in-house binding unit. Copy of list of machines to be enclosed with tender document. The same may be verified by the institute after award of the tender.
3. The vender should have a turnover of at least 20 Lakhs per annum. Copy of balance sheet highlighting the turnover to be enclosed along with tender document.
4. The vender should not be blacklisted by any central / state government bodies. Declaration of the same to be enclosed along with tender document.

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5. All bidders shall bid for all items. Evaluation to be done on collective basis. Price of items to be evaluated on individual basis and not in group.
6. The quoted price must include the transportation up to NIT Sikkim Ravangla campus and successful bidders have to supply FOR at NIT Sikkim. The quoted price shall include all the taxes.
7. Delivery period for all items will be within 15 working days after issuing of Work Order/Purchase order.
8. The quoted price will remain valid for 3 month and no alteration / change in rate is allowed after issue of Work Order/Purchase order.
9. You must submit the copy of (a) Firm registration certificate (b) Trade License; (c) GST Registration Certificate along with your bid.
10. Quotations may either be in (a) letter head or (b) as annexure on white page but duly stamped by the authorized signatory along with a forwarding letter on letter head.
11. Only invoices with serial numbers and printed with GST No. shall be accepted.
12. Payment shall be made only after the delivery of the goods & supplies against the Purchase Order with satisfactory level.
13. Liquidity damage @1% per month on total value will be deducted from invoice if item will not supply within delivery period.
14. The Quality of items/goods remains as same as prescribed in the Work Order/Purchase order.
15. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
16. Contact Nos. / E-mail IDs of Authorized persons of the firm must be given.
17. NIT Sikkim can cancel fully and partially any one items all items based on their requirement or can increase the quantity. Bidder cannot claim any cost from NIT Sikkim.
18. Preference will be given to those venders who have valid ISO 9001:2015 certificates. Copy of the same to be enclosed with the tender document.

Faculty In-charge Training & Placement Cell

National Institute of Technology Sikkim

Ravangla, South Sikkim- 737139

Email: dhananjaystripathi9@nitsikkim.ac.in

Contact Mobile No.: +91- 8759136879

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Financial Bid

Brief Description of the goods	Quantity	Unit Price	Tax (%)	Total unit price (₹)	Total cost (₹)
T&P Brochure (2018-19)	800				
T&P Letter Head	1500				

## ANNEXURE II

### Banking information

Sl. no	Particulars	Information
1	Firm (Beneficiary) Name	
2	Please enclose a cancelled cheque and copy of PAN card. Cancelled cheque & PAN card is to be submitted only once	
3	Bank Name	
4	Bank Address	
5	IFSC Code no	
6	Mobile no (for SMS)	
7	Email ID (for information)	

We undertake that all information provided above is correct and NIT Sikkim will not be responsible in case of any error on the part of firm.

[Seal and Signature of the firm]

FIC, T&P Cell