



## NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

Ravangla Campus, South Sikkim 77139

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Tender No: 125/NITS/Admn/Printing/15-16/26

Date: 30.09.2015

### EXPRESSION OF INTREST FOR EMPANELMENT & RATE CONTRACT FOR PRINTING JOBS AT NIT SIKKIM

<b>Closing Data &amp; Time for submission</b>	143.10.2015 (4pm)
<b>Opening Date &amp; Time</b>	15.10.2015 (12 am)
<b>Bid to be submitted to</b>	Assistant Registrar, National Institute of Technology Sikkim, Ravangla Campus, Barfung, South Sikkim, 737139
<b>Place of opening of bid journal</b>	Conference Hall, National Institute of Technology Sikkim, Ravangla Campus, Barfung, South Sikkim, 737139
<b>Tender Fee</b>	` 500 (non refundable) in form of a Demand Draft drawn in favor of DIRECTOR, NIT Sikkim
<b>Earnest Money Deposit</b>	<b>NOT REQUIRED</b>

### Notice inviting for Empanelment & Rate contract for printing Jobs from registered Firm/Press.

#### Background:

National Institute of Technology Sikkim is an autonomous body set up by Govt. of India, under Ministry of Human Resource & Development; New Delhi. It is one of the newly setup NIT's and is an institute of National Importance.

NIT Sikkim intends to avail of the services of reputed Firm/Press for the Printing jobs as required for office use (detail enclosed in the Annexure-III) for a period of one year, i.e. from the date of empanelment and rate is approved. The following documents having full details are enclosed:

- General Terms and Conditions Annexure-I
- Pre-qualification requirements for empanelment Annexure-II
- Price bid & Bank information Annexure-III

Interested Firm/Press may submit their offer as per the Annexure duly filled in and signed for having accepted the general terms and conditions. The sealed envelope may be placed super scribing 'Empanelment & Rate Contract for Printing Jobs' and the same may be sent to the office of Assistant Registrar, National Institute of Technology Sikkim, Ravangla Campus, South Sikkim 737139 so as to reach on or before 06.10.2015 at 16:00 hours. It may please be noted that Agencies who do not fulfill the Pre-qualification requirement will not be considered. NIT Sikkim reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

Sd/-

Assistant Registrar

National Institute of Technology Sikkim

**General Terms & conditions of empanelment for printing job:**

- 1) National Institute of Technology Sikkim intends to avail of the services of a reputed Firm/press having excellence in the printing jobs/activities for its office at Ravangla Campus South Sikkim 737139. The Agency should be financially sound, reputed and should have VAT, CST and TIN number.
- 2) The offer shall be in a sealed envelope super scribing 'Empanelment & Rate contract for printing Jobs". Preliminary order for printing/designing will be given by official e-mail only by the authorized person of NIT Sikkim and after proof reading final order shall be offered.
- 3) The Agency may quote the price considering the all season rate on the unit of quantity basis as prescribed in the Annexure III, to avoid the rate fluctuation during the contract period. The price may quote duly considering the delivery of material at Ravangla campus. The Taxes may be paid extra as per the norms. However, the participating firm/press may separately quote 1% as ECESS payable to Govt of Sikkim.
- 4) NIT Sikkim reserves the right to reject or accept any request for empanelment without assigning any reason. NIT Sikkim reserves the right to alter/modify any or all conditions of this empanelment notice.
- 5) In case of any dispute, Director, NIT Sikkim shall decide the issue and his decision will be final and shall be binding on the parties.
- 6) Each agency should clearly specify the credit limit (Amount & Period) and it should be clearly specified that the owner of the agency agrees to abide by the conditions of this empanelment on their printed letter head indicating here on VAT/CST Registration, e-mail, Telephone numbers, etc.
- 7) Payment shall be made on monthly basis within 15 days after the receipt of bills.
- 8) The request for empanelment along with all the required documents should reach this office on or before 06.10.2015at 16:00 hours.

Assistant Registrar  
National Institute of Technology Sikkim

**Pre-qualification requirements for empanelment**

Information required to be furnished by owners of Firm/Press

- 1) Name of the firm/Press :
- 2) Name of Owner :
- 3) Office Address/Telephone No. :  
and email :
- 4) Registration No. :  
(Registration copy enclosed)
- 5) Status of firm :  
(Proprietary/Partnership/Limited Co)
- 6) Whether the Firm is VAT registered :  
If yes, submit the Xerox copies of related documents.
- 7) Details of satisfied clientele with Performance certificates :
- 8) Please enclose a photocopy of
- a. PAN No :
- b. Registration No. under CST/VAT :
- 9) A) Annual Turnover of the past three financial years :

<u>Year</u>	<u>Amount (in Rs.)</u>
2011-12	
2012-13	
2013-14	

I/We hereby declare that the particulars given above are true and correct to the best of my/our knowledge and belief. I/we agree that in case any of the particulars given above are found incorrect, my/our empanelment shall be liable to be rejected.

Signature\_\_\_\_\_

Name \_\_\_\_\_

Firm's Name\_\_\_\_\_

Stamp

## ANNEXURE-III

## PRICE BID

(ON THE LETTER HEAD OF THE BIDDER)

SINo	Brief Description of printing job	Measurement of unit	Quoted price per unit Rs.
1	Letterhead Executive Bond 90gsm	100 pg book	
2	Receipt book (with single folio) 1/8 size	100 pg book	
3	Receipt book (with Double folio) 1/8 size	100 pg book	
4	Receipt Voucher A4 size , 75 GSm	100 pg book	
5	Payment Voucher A4 size, 75 GSm	100 pg book	
6	Journal Voucher A4 size, 75 GSm	100 pg book	
7	1/8 size hand bills	100 pg book	
8	Rubber stamps (Normal) upto double line	Per pc	
9	Rubber stamp ( self inking)	Per pc	
10	Rubber stamp Round (self inking)	Per pc	
11	Flex printing (multicolor), good quality	per sq. feet	
12	Digital print A4 (single side)	per pc	
13	Digital print A3 (single side)	per pc	
14	Visiting card (normal)	100 pc	
15	Visiting card (golden sheet or in finish mate)	100 pc	
16	Multicolor offset printing A4 (single side)	Per pc	
17	Unicolor offset printing A4 (both side)	Per pc	
18	Multicolor digital printing A4 (both side)	Per pc	
19	Multicolor digital printing (calendar size)	Per pc	
20	Notesheet printing 80GSM A4 (both side)	100 pg book	
	<b>Quotation for Envelop with printing single color-</b>		
21	10.5"X 4" Craft Plane Cover	100 pc	
22	10.5"X 4" Window Envelop	100 pc	
23	11"X 5" Cloth Envelop	100 pc	
24	10"X 8" Cloth Envelop	100 pc	
25	12"X 10" Cloth Envelop	100 pc	
26	15"X 11" Cloth Envelop	100 pc	
27	16"X 12" Cloth Envelop	100 pc	
28	Envelop 9"X 4"	100 pc	
	<b>Taxes &amp; other levies (Pls specify)</b>		

Note: quality of all above works/material should be of good and standard quality. The price shall be quote considering the above measurement unit and should valid for one year.

We agree to participate in the empanelment process and offer the price as stated above considering the all season rates for atleast one year period.

Date:

Signature and Seal of the Manufacturer/Bidder

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## ANNEXURE-IV

### PROFORMA FOR DIRECT PAYMENT/TRANSFER TO BANK ACCOUNT BY NIT SIKKIM

Sno	Particulars	Information
1	Firm/Agency (Beneficiary) Name	
2	Please enclose a cancelled cheque and copy of PAN card. Cancelled cheque & PAN card is to be submitted only once	
3	Complete Bank Account No. of the Firm [beneficiary]. [in case of change in bank account vendor should write to Account Office]	
4	Bank Name	
5	Bank Address	
6	IFSC Code no	
7	Mobile no (for SMS)	
8	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]**