

National Institute of Technology Sikkim

Ravangla South Sikkim- 737139

NIQ No.: 53/NITS/Academic/Convocation/2017/685

Date: 20-02-2017

Sub: Invitation of Quotation for Convocation items printing for NIT Sikkim, Ravangla Campus, South Sikkim

Closing Date & Time for submission of bid	25/02/2017 (5pm)
Opening Date & Time	To be declare later
Bid to be submitted to	Faculty In-charge of Publications and Web Information System, National Institute of Technology Sikkim, Ravangla Campus, Barfung, South Sikkim, 737139. Trough email.
For any clarification	e-mail – ghananjaystripathi9@nitsikkim.ac.in
Place of opening of bid	Conference Hall, 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
<u>Convocation Booklet</u>	400 pieces 30 Pages (not including cover, 6”X7” gel binding, 170 gsm paper ; Magnetto Matt (inside) For cover page, the paper shall be 300 gsm (Magnetto Matt) Content information will provide by NIT Sikkim authority Further the conceptualization, compilation, designing and artwork will be done by vendor	400	NIT Sikkim, Ravangla	No
<u>Convocation Invitation Card</u>	300 pieces 4 Pages 5”X7, 280 gsm paper ; Natural evaluation ; Envelope for the invitation card shall be of 130 gsm paper, <i>Remarks: Printing shall be done in four different colors with Spot UV Hybrid gold coating</i> Content information will provide by NIT Sikkim authority Further the conceptualization, compilation, designing and artwork will be done by vendor	300	NIT Sikkim, Ravangla	No
<u>Banners</u>	Different sized banners shall be printed with the following specifications: 1 banner for the venue backdrop (soft / print) 1 banner for the campus (Size: 22 X 10)	4	NIT Sikkim, Ravangla	No

National Institute of Technology Sikkim

Ravangla South Sikkim- 737139

	2 more banners (Size: 12 X 10) information will provide by NIT Sikkim authority Further the conceptualization, compilation, designing and artwork will be done by vendor			
Convocation Sticker	Size 2'X1' Content will be provided by NIT Sikkim conceptualization, compilation, designing and artwork will be done by vendor	500		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. 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.
2. 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.
3. Delivery period for all items will be within 7 days after issuing of Work Order/Purchase order.
4. The quoted price will remain valid for 3 month and no alteration / change in rate is allowed after issue of Work Order/Purchase order.
5. You must submit the copy of (a) Firm registration certificate (b) Trade License; (c) VAT / CST / Cess Registration Certificate along with your bid.
6. 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.
7. Only invoices with serial numbers and printed with VAT No. shall be accepted.
8. Payment shall be made only after the delivery of the goods & supplies against the Purchase Order with satisfactory level.
9. Liquidity damage @1% per month on total value will be deducted from invoice if item will not supply within delivery period.
10. The Quality of items/goods remains as same as prescribed in the Work Order/Purchase order.
11. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
12. Contact Nos. / E-mail IDs of Authorized persons of the firm must be given.
13. 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.
14. Sikkim E-cess @ 1% to be paid by NIT Sikkim and necessary way bill to be provided to the successful bidder by NIT Sikkim. Successful bidder should send tax invoice in advance.

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

With approval of the competent authority, issued by

Faculty In-charge of Publications and Web Information System

National Institute of Technology Sikkim

Ravangla, South Sikkim- 737139

Email: dhananjaystripathi9@nitsikkim.ac.in

Contact Mobile No.: +91- 8759136879