



# NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

Ravangla Campus

Barfung Block, Ravangla Sub Division, South Sikkim-737139

Tender No: 50/NITS/Academic/Examination cell activities/16-17/177

Date: 15.09.2018

## **Tender Notice for Empanelment of Supplying Answer Scripts**

The National Institute of Technology Sikkim invites tenders/bids under two bid system (Technical Bid and Financial Bid both in separate sealed envelopes) to empanel the reputed firms/suppliers/authorized dealers for **Supplying of Examination Answer Scripts** as per the terms & conditions, Specification given in this tender document. The tender documents can be downloaded free of cost from the website [www.nitsikkim.ac.in](http://www.nitsikkim.ac.in) or obtained from the office of the Registrar.

### **Schedule of Requirements**

Name of Item	No. of pages/per answer script	Approx. Quantity per year	Delivery period
Examination Answer Scripts	28	10,000	30 Days
	12	20,000	
	4	40,000	

### ***Important Information***

<b>Bid System</b>	Two Bid System: Technical Bid & Financial Bid (separate sealed)
<b>Tender Floating Date &amp; Time</b>	September 15, 2018
<b>Tender Closing Date</b>	October 08, 2018 at 12:30 PM
<b>Technical Bid Opening Date &amp; Time</b>	October 08, 2018 at 03:00 PM
<b>Financial Bid Opening Date &amp; Time (Tentative)</b>	October 10, 2018 at 02:00 PM (Tentative)
<b>EMD Fees type (Earnest Money Deposit)</b>	<b>Rs 10,000/- (Rupees Ten Thousand Only)</b> By Demand Drafts in favour of "The Director, NIT Sikkim" payable at State Bank of India, Ravangla Branch (IFSC SBIN0007218).
<b>Address for communication</b>	The Registrar NIT Sikkim Barfung Block, Ravangla, South Sikkim - 737139
<b>For any Clarification</b>	<a href="mailto:registrar.office@nitsikkim.ac.in">registrar.office@nitsikkim.ac.in</a>
<b>Institute Website</b>	<a href="http://www.nitsikkim.ac.in">www.nitsikkim.ac.in</a>
<b>Tender Submission</b>	<i>Tender may be submitted</i>
<b>Number of Pages</b>	13

**Registrar**

### Scope of Work

1. To supply the various type of the answer scripts for examination purposes.
2. To empanel the reputed firms/suppliers/authorized dealers for supplying various types of examination answer scripts as per the terms & conditions, Specification given in this tender document.

### Schedule of Requirements

Name of Item	No. of pages/per answer script	Approx. Quantity per year	Minimum Order Requirement	Delivery period
Examination Answer Scripts	28	10,000	4,000	30 Days
	12	20,000	8,000	
	4	40,000	18,000	

### General Terms and Conditions

1. **The trade license submitted by the bidder must clearly mention the trade in which the bidder operates.**
2. All bidding documents and rate quotations must be in English on letter head of bidding firm and duly stamped by the authorized signatory along with a forwarding letter. **Each page of the tender document must be signed and sealed.** One signed copy of the tender document, agreeing to the terms & conditions and declaration must also be the part of the documents.
3. Bidder should have valid **GST registration** for the financial year 2018-19. Only invoices with serial numbers and printed with **GSTIN** number shall be accepted.
4. **Earnest Money Deposit (EMD)** of Rs. 10,000/- (Rupees Ten Thousand Only) has to be submitted in form of Demand Draft (DD) in favour of “*Director, NIT Sikkim*”. **No interest shall be paid on the submitted EMD.** Offer without EMD and tender fee will be rejected summarily except in case of exempted bidders holding valid MSME/NSIC license for exempting such bidders from furnishing the EMD. **Submitted EMD** will be returned to unsuccessful bidders.
5. Bid or order may be cancelled or delivered goods may not be accepted fully or partially at any time if it is found that the goods supplied differs or deviates from the mentioned and accepted specification in the bid or as directed. Any action under this clause shall make the EMD/security deposit liable to be forfeited.
6. Packing, forwarding, insurance (if any), transportation charges should be inclusive in the price. For any damage/loss during transit, supplier will be solely responsible and damaged must be replaced by the supplier at their own cost.
7. **Validity:** Bids shall remain valid for 180 days from date of the Tender (bid) closing Date.

8. **Bid Submission:** Sealed and signed tender document, technical bid, financial bid and all necessary annexure must be placed in a **sealed envelope super scribing “Empanelment for Supply of Answer Scripts to NIT Sikkim”**.
9. **Opening of Bid:** The bids will be securitized by the constituted committee based on requirement suiting to the need of the Institute. Decision of the Institute committee will be final and binding. No query shall be raised/entertained on any act or omission of the committee. Any defect in the constitution/quorum/functioning of the committee not affecting the merits of the bid shall not invalidate any decision of the committee.
10. All the terms and conditions mentioned herein must be strictly adhered to by all the bidders/suppliers. **Conditional tenders shall not be accepted on any ground and shall be rejected.**
11. **F.O.R. NIT Sikkim:** The quoted price must include the transportation up to NIT Sikkim Ravangla campus and successful assembling of items supplied to the satisfaction of the Institute committee. No separate charge(s) will be paid to supplier on any account. Supplier will be solely responsible for required documents for delivering goods to NIT Sikkim located at Ravangla.
12. **Security deposit:** The successful bidder will have to deposit value in form of PBG or may opt to convert the EMD into security deposit for empanelment period. The security deposit must be furnished within 10 days from the date of issue of PO else the PO will stand cancel and the contract may be awarded to the next successful bidder and EMD will be forfeited.
13. **Delivery:** Twice/thrice in a year (preferably August and January) or as per the directions of the Institute. Delivery period for the goods shall be **30 days from date of** issue of Purchase order. The institute reserves the right to extend the delivery time on the request with valid reason. Liquidity damage will be levied in case of failure to abide by the delivery period.
14. **Responsibility of ensuring quality and compliance** with specification lies to the supplier. **The supplying firm must ensure approval of the sample of the goods/items to be supplied by the committee/Institute authority before delivery.** Deviation of technical specification from the approved sample may lead to rejection of delivery or cancellation of order along with forfeiture of EMD. However, the Institute may ask for minor changes in the design based on the sample visited by the Institute and successful bidder is bound to comply with the same without any extra cost.
15. **Payment condition:** 100% payment shall be made in Indian Rupees and in favor of the supplier through Cheque/RTGS after delivery to the satisfaction of the Institute committee.
16. **Liquidity damage:** In case of failure in supply and installation of goods/parts/materials within the specified period, liquidity damage shall be charged at the rate of 0.25% of Purchase Order (PO) value per week.

17. If supplier fails to deliver the goods/items within the delivery period, NIT Sikkim may cancel full order or parts of the order and EMD value may not be returned to the bidder. NIT Sikkim also reserves the right to place the order for the goods/items to other bidder(s) or supplier(s) in case of failure of the successful bidder. The EMD shall be forfeited in case the supplier withdraws his tender offer during the validity period of the bid.
18. **Indemnity to NIT Sikkim:** NIT Sikkim shall not have any financial or other liabilities in case of any accident or any damage to the answer script before reaching at NIT Sikkim Campus to any reason. The Supplier shall be responsible for all involved risks, liabilities and obligations arising out of this order/contract/agreement under any provisions of law in force from time to time. Under no circumstances the NIT Sikkim shall be held liable for any mishap, injury, accident, death (s) of on any account. The supplier/firm shall have all the responsibility in all cases. The supplier/firm shall be liable to pay the compensation in accordance with the provisions of Act, Laws or Rule (as applicable) of land.
19. **Acceptance of Tender:** The Authority of NIT Sikkim does not bind itself to accept the lowest priced bid and reserves the right to reject any or the entire tender bids received without assigning any reason thereof.
20. **Extra Features:** If the bidder provides any other extra features on the material/specification which are not mentioned in the tender product specifications, then that shall be highlighted in clear terms, with documentary evidence/literature.
21. Bidder may choose authorized representative with proper authorization letter for attending tender document opening.
22. A bid submitted with false information will not only be rejected but also the bidder will be debarred from participation in future tendering process of NIT Sikkim.
23. The authority is not bound to accept the lowest quoted rate if the bidder does not fulfill all requisites as considered necessary for **the quality of product and same will not be compromised in any case.**
24. **Any defective material pointed out by authorized representative of the Institution, the same shall be taken back by the suppliers for replacement at his/her own cost.**
25. **The bidder must enclose a valid trade license, GST registration certificate, PAN, or any other certificate evidencing quality, or statutory compliance along with the bid documents duly certified to be true copies.**
26. **Jurisdiction:** The Courts of Sikkim alone will have the jurisdiction to try and any matter dispute or reference between the parties arising out of this tender. The order shall be interpreted in accordance with the laws of the Union of India.
27. Arithmetical errors will be rectified on the following basis. If there is discrepancy between the unit price and the total price, the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If the supplier does not accept the correction of errors, its bid will be rejected and its bid security may be forfeited.

28. NIT Sikkim may waive any minor informality or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such a waiver, does not prejudice or affect the relative ranking of any bidder.
29. The goods to be supplied against this tender shall conform to the standards mentioned in the technical specifications. And when no applicable standard is mentioned, the authoritative standard appropriate to the goods' country of origin and such standards shall be the latest issued by the concerned institution/Organization, may be applied.
30. Delivery of the Goods shall be made by the Supplier in accordance with the terms & condition specified in Purchase Order (PO) by NIT Sikkim in the Notification of Award.
31. Any subcontract of the placed order will not be entertained and order may be cancelled in summary and EMD/Security Money will be forfeited.
32. "Force Majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. Force Majeure situation arises, the Supplier shall promptly notify Institute in writing of such conditions and the cause thereof for consideration.
33. NIT Sikkim reserves right to award the order to one or more bidder.
34. **Supply of the goods shall be to the satisfaction in all terms of NIT Sikkim, else no payment will be made.** The decision of competent authority of NIT Sikkim shall be final and binding on firms/Suppliers.
35. NIT Sikkim reserves the right to modify in exceptional case any of the stipulated terms and conditions on merit/genuine and justifying grounds if it is in the larger interest of the Institute. The final acceptance of the tenders rests entirely with the NIT Sikkim who does not bind himself to accept the lowest tender. The selection will be made purely on the basis of committee's recommendation, genuineness of the firm and based on the technical specification of various products as per printed catalogues & also on the basis of experience, performance, promptness of delivery and requirement of the institute.
36. NIT Sikkim officials may visit the work place of the bidders/successful bidder and can review the progress of the work and can instruct to ensure the quality.

**Registrar**  
**NIT Sikkim**

## **Specific Terms & Conditions**

1. **Quality Answer Scripts must be as per the specification given below.**
2. The answer scripts must be arranged serially. Answer scripts must be supplied in packs of 100 in sealed condition. The serial number of the answer scripts must be mentioned on the top cover of each packet.
3. If any of the conditions mentioned in (5) to (9) is not fulfilled, the Institute can impose penalty on the vendor.
4. During submission of Tender, the vendor must provide:
  - (i) Firm registration certificate,
  - (ii) GST registration,
  - (iii) Bank Account details,
  - (iv) Trade License
  - (v) PAN Details
5. In case the service provider decides to withhold or is unable to provide services or wants to discontinue empanelment for any reason, they may do so by giving notice of at least 45 days to the office of the Registrar. During this period he is bound to comply with the Institute purchase order (PO) if any.
6. The successful bidder will have to enter into an agreement with the Institute embodying all the terms and conditions of this tender. The terms and conditions of the bid will form part of the agreement along with other clauses.
7. The period of empanelment shall be of 01 (One) years duration from the date of signing of the agreement. This duration can be extend on the basis of performance. In case of unsatisfactory services, the Institute reserves the right to cancel the empanelment and agreement/contract without assigning any reason whatsoever.
8. The agency or firm must have an experience of delivering such goods in government institutions.

**Registrar  
NIT Sikkim**

**The Detail Technical Specification for Answer Scripts**

<b>Specifications</b>	
<b>Size of Answer Script</b>	<b>295×215 mm (Without lines)</b>
<b>Paper Thickness</b>	75 GSM (Seventy Five GSM)
<b>Paper Colour</b>	White
<b>Paper Type</b>	80 GSM Map litho
<b>Stapling</b>	All pages must be stapled with rust free MS/SS pin properly; Ensuring should not hurt the user.
<b>First Page of Answer Scripts</b>	Printed as per the direction of the Examination Cell of the Institute.
<b>Security Features</b>	“NITSKM” must be perforated on the left top side of the answer scripts.
<b>Other Features</b>	Each answer script should have distinct serial number.

**\*Sample of the paper to be used and its type must be enclosed with Technical Bid.**

## 1. Cover page of the Answer script - 28 Pages

NITSKM	No.: NIT SIKKIM/28/003675																									
	NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM (MID SEM I/ MID SEM II / END SEM/ SUPPLEMENTARY EXAMINATION)																									
	ROLL NO.:	REGISTRATION NO.:																								
	SUBJECT: _____																									
	SUBJECT CODE:	DATE:																								
EXAMINATION: _____ SEMESTER: _____																										
<b>INSTRUCTION TO THE CANDIDATE</b> 1. Complete the details as given above. 2. Candidates should read the question carefully and write their name and roll no. on it before they begin to write their answers. 3. Write on the both sides of the pages, excluding the back Cover page. Any rough drafting, calculation etc., if made, should be crossed out. 4. Do not bring mobile phones or any communication gadget in the examination hall. 5. Talking, copying or using any type of unfair means totally prohibited during examination period, if found, necessary disciplinary action will take as per the rules. 6. No student will be allowed to enter the examination hall after 30 minutes of commencement of examination and will not allowed to leave the examination hall during last 30 minutes of the examination. 7. No candidate is allowed to leave the examination hall within one hour of the commencement of the examination.		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Question Number</th> <th style="width: 50%;">Marks</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr> <td style="text-align: center;">Total Marks</td> <td> </td> </tr> <tr> <td style="text-align: center;">Total Marks in Words</td> <td> </td> </tr> </tbody> </table>	Question Number	Marks																			Total Marks		Total Marks in Words	
Question Number	Marks																									
Total Marks																										
Total Marks in Words																										
Signature of the Student																										
Signature of the Invigilator's	Signature of the Examiner																									



**2. Cover page of the Answer script - 12 Pages**

No.: NIT SIKKIM/12/003675

**NITSKM**

**NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM**  
**(MID SEM I/ MID SEM II / END SEM/ SUPPLEMENTARY EXAMINATION)**

ROLL NO.: \_\_\_\_\_ REGISTRATION NO.: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

SUBJECT CODE: \_\_\_\_\_ DATE: \_\_\_\_\_

EXAMINATION: \_\_\_\_\_ SEMESTER: \_\_\_\_\_

<u><b>INSTRUCTION TO THE CANDIDATE</b></u>		Question Number	Marks
<ol style="list-style-type: none"> <li>1. Complete the details as given above.</li> <li>2. Candidates should read the question carefully and write their name and roll no. on it before they begin to write their answers.</li> <li>3. Write on the both sides of the pages, excluding the back Cover page. Any rough drafting, calculation etc., if made, should be crossed out.</li> <li>4. Do not bring mobile phones or any communication gadget in the examination hall.</li> <li>5. Talking, copying or using any type of unfair means totally prohibited during examination period, if found, necessary disciplinary action will take as per the rules.</li> <li>6. No student will be allowed to enter the examination hall after 30 minutes of commencement of examination and will not allowed to leave the examination hall during last 30 minutes of the examination.</li> <li>7. No candidate is allowed to leave the examination hall within one hour of the commencement of the examination.</li> </ol>			
Signature of the Student			
Signature of the Invigilator's	Signature of the Examiner		
		Total Marks	
		Total Marks in Words	

**3. Cover page of the Answer script - 04 Pages**

No.: NIT SIKKIM/04/003675

**NITSKM****NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM  
(MID SEM I/ MID SEM II / END SEM/ SUPPLEMENTARY EXAMINATION)**

ROLL NO.: \_\_\_\_\_ REGISTRATION NO.: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

SUBJECT CODE: \_\_\_\_\_ DATE: \_\_\_\_\_

EXAMINATION: \_\_\_\_\_ SEMESTER: \_\_\_\_\_

**INSTRUCTION TO THE CANDIDATE**

1. Complete the details as given above.
2. Candidates should read the question carefully and write their name and roll no. on it before they begin to write their answers.
3. Write on the both sides of the pages, excluding the back Cover page. Any rough drafting, calculation etc., if made, should be crossed out.
4. Do not bring mobile phones or any communication gadget in the examination hall.
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Question Number	Marks
Total Marks	
Total Marks in Words	

Signature of the Student

Signature of the Invigilator's

Signature of the Examiner

(Annexure-A)

**Part-I: Format for submission of Technical Bid****(Profile of the bidder on the letter head of the firm duly signed and sealed)**

S. No.	Particulars	Fill-in	Reference No./ remarks if any
1	Name and address of the Firm/Agency/Supplier		
2	Whether the firm is Proprietary/Partnership Firm/ Private Ltd./Public Ltd./Others.		
3	Name of Proprietor / Partner of the firm / Agency		
4	Name & contact detail of Authorized representative: (Designation, Address, Mobile no, E-mail ID)		
5	Number of years of experience in this field		
6	Registration Number of the Firm		
7	Valid GSTIN Number		
8	PAN of the firm or Proprietor		
9	Trade License related to business (should be valid for financial year 2018-19)		
10	Other relevant documents as mentioned under "submission of tender document" & General Terms & Condition		

**\*All fields are mandatory to fill.****Detail of Demand Draft submitted for EMD and tender fees (if any):**

S. No.	Demand Draft No.	Date	Amount

I/We hereby declare that the particulars given above are true and correct to the best of my/our knowledge and belief. I/ we also submitted the photocopied documents of 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-B)

## **Undertaking**

(On the letter head of the bidder)

**To**  
**The Director**  
**NIT Sikkim**

**Sub:** Undertaking for *Tender No: 50/NITS/Academic/Examination cell activities/16-17/177*  
*Date: 15.09.2018*

**Dear Sir,**

This is to undertake that I/We, owner(s) of M/s ....., of (name of city) have read all the terms and conditions, specifications etc. of the above mentioned Tender document and I/We fully understood all of them and I/We are fully aware of its implications. We undertake that if I/We were given the Purchase Order, I/We will abide by all the terms and conditions of the Tender and supply all the goods to the satisfaction of the institute authorities.

Signed by

(Name)

Authorized Signatory of M/s .....

Official Stamp

Date:

Place:

(Annexure-C)

**Part-II: Financial Bid**

(To be sealed in a separate envelope duly signed and sealed)

**80 GSM Map-litho Paper**

Name of items	Unit Price (₹)	GST in (₹) (@ ____%)	Total Unit Price including GST (₹)
28 (Twenty Eight) Page Answer Script			
12 (Twelve) Page Answer Script			
04 (Four) Page Answer Script			

*# Total unit quoted price should be inclusive all charges (taxes, transportation charges).  
NO extra charges will be paid.*

**Bank Account Details for Direct Payment**

(To be submitted by bidder)

S. No.	Particulars	
1	Firm (Beneficiary) Name	
2	Please enclose a cancelled cheque	
3	Complete Bank Account No. of the Firm (Beneficiary)	
4	Bank Name & Address	
5	IFSC Code No.	
6	Mobile No. & 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]**