



**Notice Inviting Quotations**

The National Institute of Technology Sikkim invites quotations in sealed envelopes for **Supplying of Examination Answer Scripts** as per the schedule of requirements, terms and conditions given below to be addressed to the Registrar (I/c), NIT Sikkim, Ravangla South Sikkim, Pin-737139. The last date of submission of quotation is 12<sup>th</sup> February 2020, 03:00 PM.

S.No.	Particulars	Quantity (In Nos.)	Place of Delivery
01	Examination Answer Scripts: 20 Pages	5,000	Examination Cell, Administrative Block, NIT Sikkim
02	Examination Answer Scripts: 08 Pages	9,000	
03	Examination Answer Scripts: 04 Pages	4,000	

**Specific Terms & Conditions:**

1. **Size of Answer Script:** 295×215 mm (Without lines).
2. **Paper Thickness:** 75 GSM (Seventy-Five GSM).
3. **Paper Color:** White.
4. **Stapling:** All pages must be stapled with rust free MS/SS pin properly.
5. First Page of Answer Scripts shall be printed as per the direction of the Examination Cell of the Institute.
6. **Security Features:** “NITSKM” must be perforated on the left top side of the answer scripts.
7. Each answer script should have distinct serial number.

**Other Terms & Conditions are as under:**

1. The quotation shall be in the letterhead of the bidder and must contain the GST & PAN of the bidder.
2. The prices quoted should be FOR NIT Sikkim and must include all incidental charges for delivery up to NIT Sikkim. Taxes is any should be clearly indicated in the quotation. The rates of taxes should be clearly spelt out in the quotation.
3. The vendor must supply all the items within 15 days of the issue of the purchase order. Failure to comply with the same shall result in liquidated damages recovered @ 1% per week.
4. The Authority of NIT Sikkim does not bind itself to accept the lowest priced bid as the sole criteria for award of the purchase order. The quality requirement of the Institute shall not be compromised in any case. The Institute may ask the bidder to submit the sample of the items before award of the order or visit the site for clarification.
5. The Institute reserves the right to increase or decrease the quantity of the ordered items depending on the need of the Institute.
6. Submission of the quotation shall be deemed to be acceptance of the conditions in this documents, The GFR 2019, the Income Tax act 1961 and the GST Act 2017.

Sd/-  
Registrar (I/c)