



राष्ट्रीय प्रौद्योगिकी संस्थान सिक्किम
NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM
(An Institute of National Importance, Ministry of Education, Govt. of India)

Ref. No.: 671/NITS/Admin/Annual Report/2022-23/42

Date: 11th August 2022

Limited Tender for Designing & Printing of Annual Report 2021-22

NIT Sikkim invites limited tenders for **Designing & Printing of Annual Report 2021-22** as per the specifications, terms and conditions given in this document. Vendors should make sure that they will submit the hard copies of their technical and financial bids separately by the 22nd August 2022 to the mentioned address given in this document.

Schedule of Requirement

S.No.	Description	Quantity	Delivery Period
1	Designing, Formatting, Proof reading, Digital Proofing, Offset Colour Printing and Fabrication along with Delivery of 'Annual Report 2021-22) - Quantity: 100 Copies (English), 100 Copies (Hindi); Translation from English to Hindi; Content correction and improvisation including Image correction & enhancement; Conversion of fully developed Annual Report in PDF format for upload on our website; Artwork & Design: The Institute will provide word file in English with few photographs, conceptualizing, correction/ improvement in content, artwork, and design for both Hindi and English versions will be done by the vendor; As mentioned in Annexure-I	200 Nos. (100 Nos. – Hindi & 100 Nos. - English)	30 Days

Detailed Information	
Bidding System	Two Bid System Technical Bid & Financial Bid (Separate Sealed)
Tender Floating Date	11 th August 2022
Tender Closing Date & Time	22 nd August 2022; 04:00 PM
Technical Bid Opening Date & Time	23 rd August 2022; 11:00 AM
Financial Bid Opening Date & Time (Tentative)	24 th August 2022, 11:00 AM (Tentative)/Shall be announced at the time of technical bid opening
Address for communication	The Registrar, NIT Sikkim, Barfung Block, Ravangla, South Sikkim – 737139
Tender Submission	Tender/Bid may be deposited in the tender box or submitted in the Administrative Block at Reception/Registrar office.
For any Clarification	registrar.office@nitsikkim.ac.in
Website	www.nitsikkim.ac.in
Number of Pages in the Tender Document	07

Note Carefully: The Bidders are required to read carefully and understand all the terms and conditions, specifications, formats, instructions etc. given in the Tender/ Bid document with full understanding of its implications. Failure to furnish all information required for submission of a bid or bids not substantially responsive in every respect may result in outright rejection. The Bidder is required to give confirmation of their acceptance of all the terms and conditions mentioned in the Tender/ Bid document. Failure to do so may result in rejection of Tender/ Bid submitted by the Bidder.

General Terms & Condition

Bidders are requested to submit their competitive rate of the item through quotation based on above details. Other terms & Conditions remain as below:

- 1) Technical and Financial bids should be submitted separately and confidentially in separate sealed envelopes to the following address: The Registrar, National Institute of Technology Sikkim, Ravangla, District – Namchi, Pin - 737139 by 22nd August 2022, 04:00 PM.
- 2) The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.
- 3) Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following address NIT SIKKIM RAVANGLA SOUTH SIKKIM SIKKIM 737139.
- 4) The Annual Report shall be published in Hindi and English language after due translation (100 Nos each). The bidder must have experience in publishing Annual Reports of NITS/IITS/CFTIs. Proof of the same must be enclosed. The bidder must have inhouse offset printing facility. The translation of Matter from Hindi-English-Hindi must be done by the bidder. the Cost must include cost of translation.
- 5) After award of contract – Successful Bidder shall have to get advance sample approved from buyer before bulk manufacturing/starting bulk supplies. Successful Bidder shall submit 1 sample for Buyer's approval, within 15 days of award of final print approval. Buyer shall, as per contract specifications framework, either approve the advance sample or will provide complete list of modification required in the sample within 10 days of receipt of advance sample. Seller shall be required to ensure supply as per approved sample with modifications as communicated by Buyer. If there is delay from buyer side in approval of advance sample – the delivery period shall be refixed without LD for the period of delay in sample approval. In case, the sample is found to have major deviations/not conforming to the Contract specifications, the buyer at its discretion may call for fresh samples for approval before allowing bulk supplies or may terminate the contract after notifying the deviations to the seller. Unless otherwise provided in the contract, all samples required for test shall be supplied by the contractor free of cost. Where under the contract, the contractor is required to submit an advance sample, any expenses incurred by the contractor on or in connection with the production of stores in bulk, before the sample has been approved unconditionally shall be borne by the Seller and he shall not claim any compensation in the event of such sample being found unacceptable by the Buyer/Consignee.
- 6) To be eligible for award of contract, Bidder/OEM must submit ISO 9001 certificate.
- 7) For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria: a. Purchase Order copy along with Invoice(s) with self-certification by the bidder that supplies against the invoices have been executed. b.

Execution certificate by client with order value. c. Any other document in support of order execution like Third Party Inspection release note, etc.

- 8) The quoted price must include the transportation up to NIT Sikkim Ravangla campus and successful bidders must supply FOR at NIT Sikkim. The quoted price shall include all the taxes.
- 9) Delivery period for all items will be within 30 working days after issuing of Work Order/Purchase order.
- 10) The quoted price will remain valid for 3 month and no alteration/ change in rate is allowed after issue of Work Order/Purchase order.
- 11) Bidder must submit the copy of (a) Firm registration certificate (b) Trade License; (c) GST/CST/Cess Registration Certificate along with the technical bid (Annexure-II).
- 12) 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.
- 13) Only invoices with serial numbers and printed with GST No. shall be accepted.
- 14) Payment shall be made only after the delivery of the goods & supplies against the Purchase Order with satisfactory level.
- 15) Liquidity damage @1% per month on total value will be deducted from invoice if item will not supply within delivery period.
- 16) Normal commercial warranty/guarantee shall be applicable to the supplied goods.
- 17) Contact Nos./E-mail IDs of Authorized persons of the firm must be given.
- 18) NIT Sikkim can cancel fully and partially anyone items all items based on their requirement or can increase the quantity. Bidder cannot claim any cost from NIT Sikkim.

-Sd/-
Registrar
NIT Sikkim

(Annexure-I)

Technical Specification

S. No.	Description
1	Paper: Text Pages: 130 GSM art paper
2	Cover Pages: 300 GSM Art board
3	Book Size: 8.5"X 11" (Demy Size)
4	Pages: 200 (Approx.) + Cover for each version (In case the number of Pages increase or decrease, the total price will be calculated on per page basic)
5	Printing: All Pages multi-color offset printing
6	Special effects: Cover to be gold or silver leafing spot UV to be done. Translation (only of Accounts Section which will be provided in English and has to be translated into Hindi), typing (both English and Hindi, if required), content correction /improvement in English and Hindi has to be made and submitted to the Institute for approval.
7	Special Production: UV/foil on cover
8	Binding: Perfect binding with center sewing
9	Proof: Corrections and modifications for both English and Hindi version has to be submitted to the Institute for approval.
10	Production: Glossy finish for inner pages, Matt finish for cover and back
11	Delivery: For NIT Sikkim at Ravangla
12	Duration: 30 days from with final print approval
13	Designing / Content creation /Correction processing as per Purchase order

(Annexure-II)

Part-I: Format for Submission of Technical Bid
(On the letter head of the Bidder)

S. No.	Particulars	Fill-in Details	Ref No./ remarks
1	Name and address of the Bidder		
2	Constitution of the Bidder		
3	Name of Proprietor/ Partner of the Bidder		
4	Name & Contact detail of Authorized representative: (Designation, Address, Mobile No., E-mail ID)		
5	Month and Year of Establishment		
6	Number of years of experience in this field*		
7	Registration and/or Trade License Number of the Firm in required field. (Should be valid for FY 2022-23)		
9	Valid GSTIN Number		
10	PAN number of the Bidder.		
11	Outlet Address:		
12	Other relevant documents as mentioned under "Submission of Tender Document" & Terms & Condition		

**All fields are mandatory to fill with the copy of duly signed and the above points together constitute eligibility criteria.*

Signature & Seal of the Firm/Company/Agency

(Annexure-III)

Undertaking

(On the letter head of the bidder)

To
The Director
NIT Sikkim

Sub: Undertaking for Tender No:

Dear Sir,

This is to undertake that I / We, owner(s) of M/s, of (name of city) have read the above mentioned Tender document and have fully understood the Terms & Conditions and their implications. We undertake that if I/We am/were given the contract, I/We will abide by all the Terms & Conditions etc. of the tender in letter and spirit.

Signed by
(Name)

Authorized Signatory of M/s

Official Stamp:

Date:

Place:

(Annexure-IV)

FINANCIAL BID

(On the letterhead of the bidder)

S. No.	Particular	Unit Price	Tax (In %)	Quantity	Total
01	Rate Per Book (Annual Report)			200	
02	Rate Per Page				

Note: Total unit quoted price should be inclusive all charges (taxes, transportation, etc.). No extra charges will be paid. Rate quoted must be F.O.R. NIT Sikkim.

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

S. No.	Particulars	Information
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 (for SMS)	
7	Email ID (for information)	

**No overwriting or cutting in price quoted shall be acceptable and financial bid shall be treated invalid and rejected.*

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.

Signature & Seal of the Firm/Company/Agency