



Notice Inviting Quotation

National Institute of Technology Sikkim invites quotation in sealed envelopes for Designing and Printing of Annual Report (25-26) in English and Hindi. The document can be obtained from the office in person or can be downloaded from the Institute's website www.nitsikkim.ac.in. The last date for submission of the quotation is 14.08.2026 11: 00AM.

Schedule of Requirement

S. No.	Particulars	Place of Delivery
1.	Printed Customized Annual Reports (Details as per Annexure I)	NIT Sikkim

Specific Terms & Conditions

1. The Bidder must have in house design unit.
2. The Bidder must have own offset printing units with all post production facilities.
3. The bidder proposed theme and design layout must be annexed with the bid.
4. The declaration of non blacklisting by any central/state government institution must be submitted by the bidder.
5. The bidder must have carried out similar works (Printing of Annual Report) in NIT/IIT/IIM/IISER/CSIR/CFTis Central Government Institutions, Completion certificate/CRAC is to be attached with the purchase order.
6. English and Hindi translation is a major part of the contract and the bidder is required to do the same.
7. The contract is for printing of Annual report for Financial Years i.e 2025-26. Payment shall be made after completion of work for each financial year.
8. Order shall be placed with the firm through email by the purchase section.
9. Cost should include designing charges.
10. The items shall be supplied to NIT Sikkim within 40 days of releasing the purchase order.
11. Bidder should have valid GST registration for the financial year 2026-27 and contract period. Invoices/bills with serial numbers and printed with valid GSTIN number shall be accepted. Applicable TDS on GST shall be deducted from the payments as per the GST rules.
12. The quotation shall be in the letterhead of the bidder and must contain the GST& PAN of the bidder. The quotation shall be addressed to the Registrar NIT Sikkim. Physical sealed quotations shall only be accepted. Email quotations shall not be considered for evaluation.



राष्ट्रीय प्रौद्योगिकी संस्थान सिक्किम

NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

(An Institution of National Importance Under MHRD, Govt. of India)

13. The prices quoted should be FOR NIT Sikkim and must include all incidental charges for delivery and installation up to NIT Sikkim. Taxes if any should be clearly indicated in the quotation. The rates of taxes should be clearly spelt out in the quotation.
14. Bidder shall be solely liable for supply of materials.
15. Bid may be cancelled or delivered materials may be not accepted fully or partially at any time if it is found that **materials differ** or deviate from the mentioned requirements in the PO.
16. **Packaging, 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/ lost materials must be replaced by supplier at their own cost.

17. Liquidated Damages (LD) and Penalty Clause for Delay:

The Buyer may, at his discretion, withhold any payment until the completion of the delivery/supply of all the items as per the contract. The **Buyer** may also deduct any amount from the **Seller** (successful bidder) payment due as deemed necessary.

In case of delay attributed solely to the negligence of the firm (service provider) in the execution of supply of items, service, etc., penalties at the following rates shall be imposed. The delay shall be based on the agreed implementation schedule as per the service level agreement/bid document:

- a. 1% of the total cost for delay up to 15 days (delivery period is 40 days from the date of PO).
- b. 2% of the total cost for delay more than 15 days but less than 30 days ((delivery period is 40 days from the date of PO).

1. Payment Terms:

It will be mandatory for the Bidders to provide bank details for e-payment. 100% payment shall be made in Indian Rupees and in favour of Seller/ Supplier through electronic transfer after satisfactory. Payment shall be made on monthly or fortnightly basis.

2. **Advance Payments:** No advance payment(s) will be made on any account.

Registrar
NIT Sikkim



(Annexure –A)

Specification of Works

S No.	Particulars	Quantity
1)	Works: Designing and Printing of Annual Report (2025-26) in English and Hundi	70
2)	Quantity: Total 70, (English 40 pcs & Hindi 30 pcs)	
3)	Size: 8.5-inch x 11 Inch approximately	
4)	Paper, Print & Colour: Multi Colour throughout, four colour photo offset print all through on 100GSM matt art paper. Glossy Cover on 300 GSM art board (laminated) for both English and Hindi versions.	
5)	Pages: 230 Approx (per page payment for extra pages) +_Glossy cover for each version	
6)	In case the number of pages increase or decrease, the total price will be calculated on pro rata basis)	
7)	Binding: Perfect binding with thermal lamination	



Detailed Scope and specification of Work

WORK: Designing and Printing of Annual Report (2025-26) in English and Hindi

Quantity: Total 70, (English 40 Pcs & Hindi 30 Pcs)

Size: 8.5-inch x 11 inch approximately

PAPER, PRINT & COLOUR: Multi colour throughout, four colour photo offset print all through on 75 GSM matte art paper. Glossy Cover on 100 GSM art board (Laminated) for both English and Hindi Versions.

Pages: 220 Approx (per page payment for extra pages) +Glossy Cover for each version (In case the number of pages increase or decrease, the total price will be calculated on pro rate basis).

Total Value of the Contract: Rs. 145000/-

Binding: Perfect binding with thermal lamination.

Typing & Proof: Typed, proof read with all corrections and modification for both English & Hindi version must be submitted to the Institute for approval.

Special effects: Cover to be gold or silver leafing spot UV to be done.

Translation: Only English version of Annual Report including Annual Accounts will be provided which has to be translated into Hindi after content correction / improvisation in English version. Both Hindi translation and content corrections/improvisation of English version must be submitted to the Institute for prior approval.

A vetting report by a Senior Hindi officer/Translator from IIT/NITs/Central University of the Hindi translation must be submitted along with the translation for approval.

Content: As mentioned above apart from translation in Hindi a correction/improvisation of contents along with proof reading of both in English and Hindi has to be made and submitted to the Institute for approval.

Artwork & Design: The institute will provide word file in English with few photographs, conceptualizing, correction/improvisation in content, artwork and design for both Hindi and English versions will be done by the vendor and approval has to be taken.

Time: The final English version with all corrections, improvisations, proofing etc have to be completed within 30 days from the date on which the English version of the Annual Report and Annual Accounts is provided. The final Hindi version with translation, content corrections, improvisation, proofing along with the vetting report have to be made print ready with 30 days from the approved English version. Total 60 days. Delivery of both English and Hindi within 80 days from the date on which the draft English version is provided.

Delivery: For NIT Sikkim at Ravangla.