



Notice Inviting Quotation for Rate Contract for Printing of Materials

National Institute of Technology Sikkim invites quotation in sealed envelopes for rate contract for the Supply & Printing of materials. 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 05.05.2026 11:00AM.

Schedule of Requirement

S. No.	Particulars	Place of Delivery
1	As per Annexure -A	Central Stores, NIT Sikkim

Specific Terms & Conditions

1. Firms/Businesses engaged in carrying and printing works are invited to provide competitive rates for the empanelment with NIT Sikkim for carrying out various printing works of the Institute which is required on a regular basis.
2. Firms should quote rates valid for 1 Year.
3. Institute shall empanel one or more firms for supply of the same. Order may be placed to any firm for the supply of materials as decided by the Institute/Committee from amongst the empanelled firms.
4. Order shall be placed with the firm through email by the purchase section.
5. Cost should include designing charges.
6. The items shall be supplied to NIT Sikkim within 7 days of releasing the purchase order.
7. 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.
8. 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.
9. 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.
10. The contract period for the supply of materials shall be initially for a period of **one (1) year**, or suitable period as decided by the competent authority. **Extension** may be given based on satisfactory services and approval of the competent authority.
11. Bidder shall be solely liable for supply of materials.
12. 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.
13. **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.



14. All the terms and conditions mentioned herein, and the PO must be strictly adhered to by all the bidders. Conditional tenders shall not be accepted on any ground and shall be rejected straightway.
15. The information/ orders/ notices, etc. communicated through **E-mail** as provided by the firms/suppliers shall be treated authentic means of communication for all purposes. Providing the **correct contact details (Telephone/mobile No., official E-mail IDs, address, etc.)** shall be the sole responsibility of the bidders/firms/suppliers.
16. If supplier fails to deliver the material within the delivery period, NIT Sikkim may cancel full order or parts of the order. NIT Sikkim also reserves the right to place the Purchase Order to other bidder or supplier in case of failure of the successful bidder.
17. NIT Sikkim reserves right to award Contract/Purchase order to one or more bidder.

18. **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 15 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 15 days from the date of PO).

The competent authorities of the Institute reserve the right to increase the supply/service etc. time period on the request of the firm or its own reasons or waive off the penalty. Maximum delay of 30 days shall be tolerable, beyond which the order/agreement is liable to be cancelled. The loss incurred due to non-performance of the firm/vendor will be recovered from the firm/vendor.

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.

19. **Jurisdiction of Courts:**

In all matters and disputes arising here under, the appropriate Courts at Sikkim only shall have jurisdiction to entertain and try them only after the failure of arbitration process, if any.

Registrar
NIT Sikkim



(Annexure –A)

Schedule of Requirement

S No.	Particular of Printing Materials	Unit of measurement
1	Standy Banner Matte Flex	Sq. ft
2	Star Flex	Sq. ft
3	Black Back Flex	Sq. ft
4	Certificate-200Gsm size of 8.5” x 11”	Pcs
5	Certificate- Texture Paper 200Gsm size of 8.5” x 11”	Pcs
6	Sun Board 3mm	Sq. ft
7	Sun Board 4mm	Sq. ft
8	Sun Board 5mm	Sq. ft
9	Letter Head-100Gsm A4 size(100pcs)-JK EXCEL	Bundle
10	Note Pad-20 Sheets A4 size	Pcs
11	Paper Id Card with plastic pocket and Lanyard 16mm	Pcs
12	File Folder with paper pocket-350 Gsm paper with gloss lamination	Pcs



Format for Submission of Firm Details

(On the letter head of the Firm)

S No.	Particulars	Fill-in Details	Ref No./ remarks
1	Name and address of the Firm		
2	Constitution of the Firm.		
3	Name of Proprietor/ Partner/Owner of the Firm.		
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 2025-26)		
8	Valid GSTIN Number		
10	PAN number of the Firm.		
11	Outlet Address		
12	Other relevant documents		

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



Financial Bid

(On the letter head of the Firm)

S. No	Particular of Printing Materials	Unit	Unit price (Rs) including GST	In words
1	Standy Banner Matte Flex	Sq. ft		
2	Star Flex	Sq. ft		
3	Black Back Flex	Sq. ft		
4	Certificate-200Gsm size of 8.5” x 11”	Pcs		
5	Certificate- Texture Paper 200Gsm size of 8.5” x 11”	Pcs		
6	Sun Board 3mm	Sq. ft		
7	Sun Board 4mm	Sq. ft		
8	Sun Board 5mm	Sq. ft		
9	Letter Head-100Gsm A4 size(100pcs)-JK EXCEL	Bundle		
10	Note Pad-20 Sheets A4 size	Pcs		
11	Paper Id Card with Plastic pocket and lanyard 16mm	Pcs		
12	File Folder with paper pocket- 350 Gsm paper with gloss lamination	Pcs		

Note:

1. Lowest rate provider for each category of item shall be awarded the rate contract offer for the respective item.
2. Rate quoted should be inclusive all charges (taxes, transportation, etc.). No extra charges will be paid.