

# National Institute of Technology Sikkim

Ravangla South Sikkim- 737139

NIQ No: 06/NITS/T&P cell-II/2016-17/736

Date: 18 / 04 / 2017

**Sub:** Invitation of Quotation for Designing and Printing of Brochure, Letter Head and Visiting Card of Training and Placement Cell, NIT Sikkim, Ravangla Campus, South Sikkim.

Closing Date & Time for submission of bid	05 /05 / 2017 (5pm)
Opening Date & Time	08 /05 / 2017 (11am)
Bid to be submitted to	Faculty In-charge of Training and Placement Cell, National Institute of Technology Sikkim, Ravangla Campus, Barfung, South Sikkim, 737139.
For any clarification	e-mail – <a href="mailto:ghananjaystripathi9@nitsikkim.ac.in">ghananjaystripathi9@nitsikkim.ac.in</a>
Place of opening of bid	Conference Hall, National Institute of Technology Sikkim, Ravangla Campus, Barfung, South Sikkim, 737139
Application fees (nonrefundable)	Rs.300/- in form of a Demand Draft drawn in favour of DIRECTOR, NIT Sikkim
EMD (Non-interest bearing)	₹3000/- (Three Thousands only) in the form of a Demand Draft drawn in favour of DIRECTOR, NIT SIKKIM payable at SBI Ravangla, South Sikkim and valid for a period of 90 days beyond the bid validity period

The detailed list of items & specification are as below:

Brief Description of the goods	Specifications	Quantity	Place of Delivery	Installation requirement (if any) /location
T&P Cell Brochure 2017	Size – 8.5x11 inches Number of inside pages 28 (All multi colour) + Colored Cover pages with photographs Paper quality Inside pages: 170 GSM natural evaluation, Cover Pages: 300 GSM Natural evaluation paper art card Lamination: All through thermal lamination Binding: Centre stitched Training and Placement Cell will provide the information and word / PDF format and further conceptualization, compilation, designing and artwork will be done by vendor	600	NIT Sikkim, Ravangla	No
Envelops for T&P Cell Brochure 2017	Envelops for above mentioned brochure. Coloured. Paper quality: 170 GSM Natural evaluation paper with thermal lamination, die cutting and pasting. conceptualization, designing and artwork will be done by vendor	600	NIT Sikkim, Ravangla	No
T&P Letterhead	Size – A4 Paper quality 100 GSM Natural evaluation paper Coloured Necessary information will provide by T&P Cell Further the conceptualization, designing and artwork will be done by vendor	1000	NIT Sikkim, Ravangla	No
T&P Visiting Card	Size –Standard Paper quality 300 GSM Natural evaluation paper Coloured Necessary information will provide by T&P Cell Further the conceptualization, designing and artwork will be done by vendor	600	NIT Sikkim, Ravangla	No

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You are requested to submit your competitive rate of items through quotation on the basis of above details. Other terms &

## ANNEXURE I

Conditions remain as below:

1. All bidders shall bid for all items. Evaluation to be done on collective basis.
2. The quoted price must include the transportation up to NIT Sikkim Ravangla campus and successful bidders have to supply FOR at NIT Sikkim. The quoted price shall include all the taxes.
3. Delivery period for all items will be within 15 working days after issuing of Work Order/Purchase order.
4. The quoted price will remain valid for 3 month and no alteration / change in rate is allowed after issue of Work Order/Purchase order.
5. You must submit the copy of (a) Firm registration certificate (b) Trade License; (c) VAT / CST / Cess Registration Certificate along with your bid. All certificate must be in relevant trade.
6. 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.
7. Only invoices with serial numbers and printed with VAT No. shall be accepted.
8. Payment shall be made only after the delivery of the goods & supplies against the Purchase Order with satisfactory level.
9. Liquidity damage @1% per month on total value will be deducted from invoice if item will not supply within delivery period.
10. The Quality of items/goods remains as same as prescribed in the Work Order/Purchase order.
11. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
12. Contact Nos. / E-mail IDs of Authorized persons of the firm must be given.
13. NIT Sikkim can cancel fully and partially any one items all items based on their requirement or can increase the quantity. Bidder cannot claim any cost from NIT Sikkim.
14. Sikkim E-cess @ 1% to be paid by NIT Sikkim and necessary way bill to be provided to the successful bidder by NIT Sikkim. Successful bidder should send tax invoice in advance.

We look forward to receiving your rate quotations and thank you for your interest.

With approval of the competent authority, issued by

Faculty In-charge Training & Placement Cell

National Institute of Technology Sikkim

Ravangla, South Sikkim- 737139

Email: dhananjaystripathi9@nitsikkim.ac.in

Contact Mobile No.: +91- 8759136879

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Financial Bid

Brief Description of the goods	Quantity	Unit Price (₹)	Total unit price (₹)	Tax (%)	Total cost (₹)	e-cess (1%) on total cost	Grand Total (₹)
T&P Cell Brochure 2017	600						
Envelops for T&P Cell Brochure 2017	600						
T&P Letterhead	1000						
T&P Visiting Card	600						

## ANNEXURE II

### Banking information

Sl no	Particulars	Information
1	Firm (Beneficiary) Name	
2	Please enclose a cancelled cheque and copy of PAN card. Cancelled cheque & PAN card is to be submitted only once	
3	Bank Name	
4	Bank Address	
5	IFSC Code no	
6	Mobile no (for SMS)	
7	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]

FIC, T&P