

National Institute of Technology Sikkim

Ravangla South Sikkim- 737139

NIQ No:311/NITS/Admin. newyear/ 16-17

Date:21/12 / 2016

Sub: Invitation of Quotation for New Year **calendar/Diary** printing for NIT Sikkim, Ravangla Campus, South Sikkim

Closing Date & Time for submission of bid	15 /1 / 2017 (5pm)
Opening Date & Time	To be announce later
Bid to be submitted to	Faculty In-charge of Publications and Web Information System, National Institute of Technology Sikkim, Ravangla Campus, Barfung, South Sikkim, 737139.
For any clarification	e-mail – dhananjaystripathi9@nitsikkim.ac.in
Place of opening of bid	Conference Hall, National Institute of Technology Sikkim, Ravangla Campus, Barfung, South Sikkim, 737139
Application fees	Rs.500/- (nonrefundable) in form of a Demand Draft drawn in favour of DIRECTOR, NIT Sikkim

The detailed list of items & specification are as below:

Brief Description of the goods	Specifications	Quantity	Place of Delivery	Installation requirement (if any)/location
Executive hard bound new year Diary	Size – 22 cm x 15 cm (indicative) colour page 15, black / white information – 10, page – 150, 80GSM, thread binding with ribbon (New Year calendar, list of general holidays, list of restricted holidays, Chairman, Director, Dean (I/c), HOD (I/c), faculty, Training and Placement Cell information and institute achievements in the last year will provide by NIT Sikkim authority) Further the conceptualization, compilation, designing and artwork will be done by vendor	200	NIT Sikkim, Ravangla	No
Students' Note Book	Size – 22 cm x 15 cm (indicative) colour page 15, black / white information – 15, page – 128, 80GSM, Gel binding with ribbon (Note Book must contain institute's Vision, Mission, Academic Calendar, selected photos after few intermittent pages, last year's activities, general conduct and disciplinary rules, hostel rules and regulations, directives of the Hon'ble Supreme Court of India on anti ragging, list of public holidays, T&P statistics, Chairman, Director, Dean (I/c), HOD (I/c), faculty, staff, information and institute achievements in the last year will provide by NIT Sikkim authority) Further the conceptualization, compilation, designing and artwork will be done by vendor Each page will have institute name, quotation and water marked logo of the institute.	500	NIT Sikkim, Ravangla	No
New Year wall calendar	Size – 20 x 30 inch, Art Paper, Designing and multi color printing, 300 GSM paper, head and bottom iron mount. (Wall calendar contain December 2016 to January 2018, List of holidays and list of restricted holidays	200	NIT Sikkim, Ravangla	No

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	and few good photos of institute and all these information will provide by NIT Sikkim authority) Further the conceptualization, compilation, designing and artwork will be done by vendor			
Table calendar with standard design and designed envelop	13cm x 11cs, all colour pages, back to back printing cover page plus six (6) sheets back to back printing with calendar information and institute graphics / photos/ logo / design . Inside pages (16) 300 GSM Front cover AQ quoted, wire O-bound hard board ease, table calendar will be of January 2017 to December 2017 with spiral binding and background images of institute achievements in previous years Table calendar will be of January 2017 to December 2017 with spiral binding and background images of institute achievements in the previous year. Further the conceptualization, compilation, designing and artwork will be done by vendor	100	NIT Sikkim, Ravangla	No
Institute wall clock	Round shape, size 7inch radius, with institute logo branded company Further the conceptualization, compilation, designing and artwork will be done by vendor	50	NIT Sikkim, Ravangla	No
Institute directory	4.25x9.5 max 15 pages with water marked institute logo on 80GSM paper gen binding, information will be provided by the institute. Further the conceptualization, compilation, designing and artwork will be done by vendor	100	NIT Sikkim, Ravangla	No

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

1. All bidders shall bid for all items. Evaluation to be done on collective basis. Price of items to be evaluated on individual basis and not in group.
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.
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.

N. Singh

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14. Sikkim E-cess @ 1% to be paid by NIT Sikkim and necessary way bill to be provided to the successful bidder by

ANNEXURE I Financial Bid

Brief Description of the goods	Quantity	Unit Price	Tax(%)	Total unit price (₹)	Total cost (₹)
Executive new year Diary	200				
Institute directory	100				
New Year wall calendar	200				
Table calendar	100				

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 of Publications and Web Information System

National Institute of Technology Sikkim

Ravangla, South Sikkim- 737139

Email: dhananjaystripathi9@nitsikkim.ac.in

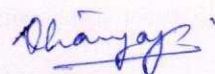
Contact Mobile No.: +91- 8759136879

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.


FIC, PWIS

[Seal and Signature of the firm]

