



November/2011

Short Tender Notification No. November/2011

**COMPUTER SUPPORT GROUP**

Item No. CSG 20: A4 & A3 COPIER PAPER (80 GSM)

**BIDDER'S COPY**

**INSTRUCTIONS TO BIDDERS**

1. This document set contains the following:
 

a) Terms and conditions of the Tender	-	Pages 2 & 3
b) Details of the Firm offering this Quote	-	Page 4
c) Quotation form (Price Bid)	-	Page 5 & 6
d) NITT's check list copy	-	Page 7
2. The bidder's copy is for your future records. Please fill in and return only NIT-T's copy.
3. Read through the terms and conditions given and affix your signature and seal if you find them acceptable. Any deviations may be recorded. Read carefully list of specifications that we have enclosed.
4. Fill in the questionnaire regarding the Firm.
5. The downloaded documents '**Technical Compliance Form**' and '**Quotation Form (Price Bid)**' should be **TYPE WRITTEN USING CAPITAL LETTERS ONLY**. At the time of filling the "**Quotation Form (Price Bid)**" make sure that you have not missed anything. Specify the model number & specification for each item. The form should be filled item-wise. Do not leave blank fields. If you are not quoting for a specific item, you should specify "**NOT QUOTING**".
6. **Do not use** ambiguous terms like "**yes**", "**complied**" or "**available**". Specifically mention the matching specification of the product offered by you. Make sure that you have affixed your signature with date and seal on all the documents.
7. Please send the tenders in a sealed envelope superscribed as "**QUOTATIONS AGAINST SHORT TENDER NOTIFICATION NO: November/2011 Item No. CSG 20 : A4 & A3 COPIER PAPER (80 GSM)**" so as to reach "The Head, Computer Support Group, National Institute of Technology, Tiruchirappalli - 620 015, India" on or before **December 15, 2011 at 2.30 p.m.**
8. For any further clarifications, contact by E-Mail: [purchase@nitt.edu](mailto:purchase@nitt.edu) or by written request to "The Head, Computer Support Group, National Institute of Technology, Tiruchirappalli - 620 015"
9. **DO NOT VISIT US WITHOUT OUR CONCURRENCE.**

**Last Date for receipt of tender at NIT-T** : **December 15, 2011 at 2.30 p.m.**  
**Opening Date for Tender** : **December 15, 2011 at 3.30 p.m.**

<b>CHECKLIST TO BE FILLED IN BY BIDDER</b>	
List of documents to be enclosed	Completed & Signed
1. Terms and Conditions form	YES / NO
2. Details of the Firm offering this Quote	YES / NO
3. NIT-T's Quotation form (Technical & Price Bid)	YES / NO
4. Currency Form(quoted on behalf of the foreign suppliers)	YES / NO
5. Other technical specifications & pamphlets	YES / NO

- Note:** 1. "Cover" should contain the following:
- a. Form of "**Acceptance of Terms and Conditions**".
  - b. Form of "**Firms details**"
  - c. Pamphlets, if any (in a separate sealed cover)
2. Quotation Form (Technical, Price Bid and Currency Form)

**Please retain this page with you for your future reference.**

**BIDDER'S COPY**



November/2011

NATIONAL INSTITUTE OF TECHNOLOGY  
TIRUCHIRAPPALLI - 620015

Short Tender Notification No. November/2011

**COMPUTER SUPPORT GROUP**

Item No. CSG 20 : A4 & A3 COPIER PAPER (80 GSM)

**“TERMS AND CONDITIONS FORM”**

**IMPORTANT : READ ALL THE FOLLOWING TERMS AND CONDITIONS AND  
SIGN THE ACCEPTANCE CLAUSE FOLLOWING IT**

1. The offers should be addressed to “The Head, Computer Support Group, National Institute of Technology, Tiruchirappalli 620015, India” and should be sent in a sealed envelope superscribed **“QUOTATIONS AGAINST SHORT TENDER NOTIFICATION No.: November/2011 Item No. CSG 20 : A4 & A3 COPIER PAPER (80 GSM)”** so as to reach us **on or before 2.30 p.m. on December 15, 2011.**
2. Each offer should be sent in a sealed cover with the tender documents. Tenders received through email or FAX will not be considered.
3. The tenders will be opened on **December 15, 2011 at 3:30 p.m.** in the presence of the vendors present with authorization letter from the respective companies / firms. Suppliers intending to attend the tender opening should intimate us in advance.
4. Full technical specifications and pamphlets should be sent along with the tenders. **Offers without proper technical specifications will be rejected.**
5. All offers should indicate the taxes and duties applicable, if any. Additional charges for packing, forwarding, freight, insurance etc., if any, should be clearly mentioned. Clearance at Customs will be arranged by us.
6. NIT-T is paying concessional Customs & Excise duty under Government of India Notification No.51/96 for Customs and 10/97 for Excise Duty. Currently the purchaser is paying 5% Basic Customs Duty, 2% Educational Cess on Basic Customs Duty, 1% Higher Education Cess on Educational Cess, and 4% Import Additional Duty.
7. The Institute is not authorized to issue C and D forms of Sales tax certificate.
8. In case the offered items are to be imported, the rates should be quoted in foreign currency on C.I.F. Chennai Airport basis, and it should include the Freight up to Chennai airport and the insurance cover should be up to National Institute of Technology, Tiruchirappalli. NIT-T shall pay Customs duty if any.
9. If the price quoted is in foreign currency and if the order value is more than US\$10,000 then 100% payment will be made through **Letter of Credit (LC) at sight on acceptance.** If the order value is less than US\$10,000 , then 100% payment will be through a Telegraphic Transfer (TT). **The bank charges outside India should be borne by the Supplier / Beneficiary. Part shipment not allowed.** If the price quoted is in Indian Rupees, then 100% payment will be made only after installation and commissioning. **No advance payment will be made.**
10. No revision of the price bid will be allowed once the price bids are opened.
11. No increase in price will be allowed after our firm orders are placed.
12. The warranty period should be clearly mentioned. The maintenance charges (AMC) under different schemes after the expiry of the warranty should also be mentioned.
13. Quote should come from authorized dealer or distributor or reseller for each of the product quoted. An authorization letter should accompany your quote for each product quoted, otherwise it may lead to rejection.
14. The delivery period and other terms should be clearly mentioned.
15. Complete user, technical and service documentation, and spare parts catalogue are to be provided along with the supply of the item.

**SIGNATURE WITH DATE**

*Use only the bar coded form provided by NITT*

**SEAL OF THE FIRM**



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16. The vendors are informed that they should not call us over phone or contact us in person. All clarifications can be obtained through E-Mail/FAX/Post. Vendors shall not make attempts to establish unsolicited and unauthorised contact with us after the opening of the offers and prior to the notification of the award. Any attempt by any vendor to bring to bear extraneous pressures on us shall be sufficient reason to disqualify the vendor.
17. Delay / loss in postal transit or due to other reasons will not be NIT-T's responsibility.
18. We are not responsible for accidental opening of the covers that are not properly superscribed and sealed before the time scheduled for opening.
19. The tender should be made only on the "Technical compliance form" & "Quotation form" which is available in our website, otherwise it shall lead to rejection. The technical compliance form & Quotation form should be duly filled up (preferably **TYPE WRITTEN IN CAPITAL LETTERS**) and should clearly mention the features offered by the bidder against each specification.
20. Authorized signatory should sign on all the pages. Bids without authorized signatures will be rejected.
21. The manufacturers of the quoted make of the product must be of national / international repute and having ISO certificate.
22. **The vendors are informed that they should sign a stamp paper agreement with us, for Warranty, AMC, etc. before placing the final purchase order as per our terms & conditions and 5% of purchase order value (equipments) in the form of bank guarantee towards performance security. The bank guarantee will be returned to the supplier after the successful completion of supply, installation, and the warranty period.**
23. The delivery should be made generally within seven days of our supply order. If the delivery not provided within twenty days, from the 21<sup>st</sup> day onwards liquidity damage amounting to 0.05% per day of the supply order value (or) Rs.50/- per day whichever is higher will be deducted from the Security deposit.
24. No Earnest Money Deposit (EMD) or processing fee is required for submitting this rate contact.
25. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.
26. Vendors are informed that once the companies are shortlisted based on the technical specification, only then the price bids of the firms that meet NIT-T's Technical specification / requirements would be compared.
27. The rate contract period is for December 2011 to December 2012. The quoted prices should be valid for the entire rate contract period.
28. NIT-T reserves the right to modify or alter the specifications after short listing of tenderers.
29. NIT-T reserves the right to change the order quantity or split the orders among multiple vendors without assigning any reason(s) whatsoever.
30. NIT-T reserves the right to reject any or all the tenders without assigning any reasons whatsoever.
31. Apart from the above General Terms and Conditions, item-wise terms and conditions are enlisted in the Technical compliance form and Quotation form.

\*\*\*\*\*

**ACCEPTANCE**

We accept the above terms and conditions and shall comply with them strictly.

**NAME OF THE VENDOR:**

**ADDRESS :**

**SIGNATURE WITH DATE**

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**“DETAILS OF THE FIRM OFFERING THIS QUOTE”**

(Write or print or type in block letters and please answer all the questions)

1. Name of the firm:

2. Date of incorporation:

3. Nature of the company - Government / Public / Private Company / Partnership / Proprietorship:

4. Specify the number of years in this line of activity by the company:  No. of years in this line of activity

5. Quantity of sales in the last three years for the A4 & A3 Copier Paper (80 GSM) (on rate contract basis):

2008-2009	2009-2010	2010-2011
<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Turn over in the last three years (Figures should be in Indian Rupees in Lakhs) duly supported by the audited annual accounts reports of respective years:

2008-2009	2009-2010	2010-2011
<input type="text"/>	<input type="text"/>	<input type="text"/>

7. Provide the postal address, telephone & fax numbers, and email address of the nearest service center:

8. What would be the delivery period in days from the date of placement of an official purchase order:

9. Enclose the list of customers to whom you have supplied “A4 & A3 COPIER PAPER (80 GSM)” during the last 3 years ending 31/03/2011 with full postal address and name of the contact person with phone, FAX numbers, and E-Mail id. Certificate regarding satisfactory supply of the “A4 & A3 Copier Paper (80GSM) for one year under rate contract” from the minimum three end users should be furnished.

10. Are you the authorized dealer or distributor or reseller for the product quoted:



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Item No. CSG 20 : A4 & A3 COPIER PAPER (80 GSM)  
"TECHNICAL COMPLIANCE & QUOTATION FORM [A4 COPIER PAPER]"

FIRM'S NAME & ADDRESS:

FIRM'S REF:

DATE:

Offer should be Valid till December 2012

# A4

The requirement of A4 size copier paper for one year: minimum 3000 to 4000 reams.  
(i.e. per quarter 750 reams of A4 size copier paper). Supply order will be issued on a quarterly basis.

Item No.	N.I.T.T'S SPECIFICATION	FIRM'S OFFER
1.	Make (TNPL)	
1a.	80 GSM (Please note that below 80 GSM will not be considered)	
1b.	Number of papers available in a ream	
	Weight of the ream	
	Exact Size of the A4 paper (in mm)	
2.	Whether the copier paper is available in manufacturer's packing	
3.	Whether the quoted copier paper is in line with ISI standards and ISO standards	
4.	<b>Unit price (per A4 ream / 80 GSM)</b>	
5.	Taxes if any	
6.	Is there any discount allowable to us (under bulk purchase / educational institution)	

**Note :**

- The rates should be quoted on Door Delivery (F.O.R. N.I.T.T.) Basis and the copier paper should be delivered at "The Octagon Computer Center, National Institute of Technology, Tiruchirappalli-15.
- Enclose the Distributor / Reseller / Retailer certificate with the validity date.
- Copier paper should be supplied as per our indent as and when the demand arises.
- Payment of Bills within 20 days of the receipt of the copier paper and the receipt of the invoice and advance stamped receipt.** Payment will be made against manufacturer invoice also.
- The rate should be valid for December 2011 – December 2012.**
- The offer should be authorised by the Manufacturer.

**SIGNATURE WITH DATE**

*Use only the bar coded form provided by NITT*

**SEAL OF THE FIRM**



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**“TECHNICAL COMPLIANCE & QUOTATION FORM [A3 COPIER PAPER]”**

**FIRM'S NAME & ADDRESS:**

**FIRM'S REF:**

**DATE:**

**Offer should be Valid till Decemberr 2012**

# A3

The requirement of A3 size copier paper for one year: 60 reams approximately.  
(i.e. per quarter 15 reams of A3 size copier paper). Supply order will be issued on a quarterly basis.

Item No.	N.I.T.'S SPECIFICATION	FIRM'S OFFER
1.	Make (TNPL)	
1a.	80 GSM (Please note that below 80 GSM will not be considered)	
1b.	Number of papers available in a ream	
	Weight of the ream	
	Exact size of the A3 paper (in mm)	
2.	Whether the copier paper is available in manufacturer's packing	
3.	Whether the quoted copier paper is in line with ISI standards and ISO standards	
4.	<b>Unit price (per A3 ream / 80 GSM)</b>	
5.	Taxes if any	
6.	Is there any discount allowable to us (under bulk purchase / educational institution)	

**Note :**

- The rates should be quoted on Door Delivery (F.O.R. N.I.T.T.) Basis and the copier paper should be delivered at "The Octagon Computer Center, National Institute of Technology, Tiruchirappalli-15.
- Enclose the Distributor / Reseller / Retailer certificate with the validity date.
- Copier paper should be supplied as per our indent as and when the demand arises.
- Payment of Bills within 20 days of the receipt of the copier paper and the receipt of the invoice and advance stamped receipt.** Payment will be made against manufacturer invoice also.
- The rate should be valid for December 2011 – December 2012.**
- The offer should be authorised by the Manufacturer.

**SIGNATURE WITH DATE**

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**NIT-T'S COPY (To be filled in and submitted by the bidder)**

Last Date for receipt of tender at NIT-T : December 15, 2011 at 2.30 p.m.  
Opening Date : December 15, 2011 at 3.30 p.m.

<b>CHECKLIST TO BE FILLED IN BY BIDDER</b> (Please make sure that these pages are filled and send duly signed)	
List of documents to be enclosed	Completed & Signed
1. Terms and Conditions form	YES / NO
2. Details of the Firm offering this Quote	YES / NO
3. NIT-T's quotation form (Technical, Price Bid & Currency form)	YES / NO
4. Other technical specifications & pamphlets (in a separate sealed cover)	YES / NO

SEAL OF THE BIDDER

SIGNATURE WITH DATE

<b>FOR NIT-T USE ONLY</b>	
Name of the Vendor Address (Location):	
1. Terms and Conditions form duly signed	YES / NO
2. Details of the Firm offering this Quote	YES / NO
3. NIT-T's quotation form (Technical & Price Bid)	YES / NO
4. Currency Form (quoted on behalf of the foreign suppliers)	YES / NO
5. Other technical specifications & pamphlets [in a separate sealed cover]	YES / NO
6. No. of enclosures	
7. Status of tender	<b>Accepted for evaluation / Rejected</b>
	REGISTRAR

SIGNATURE WITH DATE

Use only the bar coded form provided by NITT

SEAL OF THE FIRM