



**NATIONAL INSTITUTE OF TECHNOLOGY,
TIRUCHIRAPPALLI, TAMIL NADU – 620 015**

Office of the Dean (Academic)

TENDER FOR PRINTING AND SUPPLY OF ANSWER BOOKS

Bid Synopsis	
Tender Reference Number and Date	NITT/ Dean(Aca) / Answer Booklets /2016/2 dated 05.01.2016
Brief Description of the item to be purchased	Printing and supply of Answer Booklets, as per technical specification stipulated in this tender and sample Answer Booklet kept at the Office of the Dean (Academic)
Type of Tender	Two Bid System
Cost of Tender Document including 5% VAT (Non-refundable)	Rupees 150/- (one hundred and fifty only) payable through Demand Draft drawn in favor of The Director, NIT, Tiruchirappalli, Tamilnadu Payable at Tiruchirappalli
Our web site address for downloading the Tender document	The tender document can be downloaded from our website www.nitt.edu
Earnest Money Deposit (Refundable)	Rupees Rs.30,000 (Rupees thirty thousand only) payable through Demand Draft drawn in favor of The Director, Tiruchirappalli, Tamilnadu Payable at Tiruchirappalli
Pre bid Meeting	Monday 18 th January 2016 3 P.M at the Chamber of Deputy Registrar (Stores & Purchase)
Last Date and Time for receipt of tender	Wednesday 27 th January 2016 upto 3 p.m
Mode of submission of Tender	By Speed Post/ Register Post/ Courier/ Hand delivery at the postal dispatch section of NITT.
Date, time & venue Opening of Tender	Wednesday 27 th January 2016 upto 3.30 p.m.
Date and time of opening of Price bids	After evaluation of technical bids, the date, time and place of opening of the Price bid will be intimated to technically qualified bidders.
Address for submission of Tender	The Director, National Institute of Technology, Tiruchirappalli-15, Tamil Nadu, India Kind attention: G.Soundararajan, Deputy Registrar (Stores and Purchases), Land line Number: 0431 250 3096 Mail Id: soundararajan@nitt.edu
Procedure for submission of Bid	Envelope 1 : EMD and Cost of Tender document Envelope 2 : Technical Bid Envelope 3: Price bid Envelope 4: Larger size Outer Envelope (Wrapper)
Contact person for technical queries	Mr. Pitchai, Deputy Registrar (Academic), NIT, Tiruchy Land line number : 0431 250 3010 Mail Id: pitchai@nitt.edu

Notice inviting Tender

Sir, National Institute of Technology, Tiruchirappalli, Tamil Nadu (herein after referred to as NITT) is an Educational Institution of National Importance, invites sealed tenders from reputed Printing presses, Dealers and suppliers for printing and supply of Answer Booklets.

CHAPTER 1: DETAILED TECHNICAL SPECIFICATIONS ANSWER BOOKLETS

No	Particulars	Required Quantity
1	2	3
1	ANSWER BOOKLETS FOR SEMESTER EXAMINATION Size A4 – Total Pages: 36 pages (i.e., 34+2) - Printed Matter in First and Second Page. Page number 3 to Page number 34 ruled & Last two pages i.e., page 35 and 36 are un ruled. Finishing 2 bin binding. Serial Numbering in all the answer booklets from 01 to 80,000. Serial Numbering should be on the right hand top corner of the 1 st Page. Paper to be used: TNPL paper or Seshayee or its equivalent – 70 GSM	80,000
2	ANSWER BOOKLETS FOR CYCLE TEST: Size A4 – Total 20 pages (Front page printed matter and last 2 pages un ruled – other pages tint ruling). Finishing: 2 pin binding. Serial Number : starts from 01 to 1,50,000 Paper to be used: TNPL paper or Seshayee or its equivalent – 70 GSM	1,50,000
3	ADDITIONAL SHEET FOR LAB EXAMINATION: Size: Full Scape. Total 4 Pages Un ruled - Ruling required only for Margin. Finishing : 10,000 Numbers on each with codes A, B, C, D & E	50,000

S. No.		
01.	1. Answer sheets for exam:	i) on the top of the answer sheet of the first page after National Institute of Technology, insert the following:- “ _____ Semester / _____ Trimester (UG /PG)” ii) S.No should be of five digits i.e from 00001 to 99999 is to be printed, on the right corner of the first page only. iii) The lines should be in 2 different colours as per the specifications given i.e. horizontal lines in blue colour and vertical margin line in red colour.
02.	2. Answer Sheet for cycle test:	The following are to be included in the existing answer sheet: i) on the top of the answer sheet of the first page after National Institute of Technology, insert the following:- “ _____ Semester / _____ Trimester (UG /PG)”

		ii) Next to (i) above, to include on the top as "CYCLE TEST – I / II" iii) S.No should be of five digits i.e from 00001 to 99999 is to be printed, on the right corner of the first page only. iv) The ruling of horizontal lines should be of 100% tint ruling.
3.	3. Additional Sheets:	The size and GSM of the paper, printing etc Should be as per the specification given.

1)	Size mentioned A4 (ie. 210 mmx 297 mm)	Size is 220mm x 285mm
2)	Point 2 Cycle testing Answer booklet with tint ruling the percentage of tint ruling	100% tint ruling.
3)	Additional sheet code A,B,C,D&E (ie 10,000 sets in each code)	It should be 10,000 sets in each code.
4)	All with two pinning only no stitching	No stitching. Two pinning only.

It is clarified that if the firm is registered with NSIC and possessing valid NSIC Registration Certificate, tender fee and EMD are not necessary.

CHAPTER 2: GENERAL INSTRUCTIONS TO THE BIDDERS

1. The tender document and terms and conditions can be downloaded from our website www.nitt.edu.
2. Through two separate Demand Drafts, the bidder is required to furnish Earnest Money Deposit Rupees 30,000/- (Thirty thousand only) and Cost of Tender document Rs.150/ (One hundred and fifty only). Without EMD and Cost of Tender Document, the technical bid will not be opened and the tender will be rejected summarily.
3. **The sealed tender should be submitted on or before Wednesday 27th January 2016 upto 3.00 p.m. through post or hand delivery and addressed to the Director, National Institute of Technology, Thuvakkudi, Tiruchirappalli-15, Tamil Nadu, India.**
4. At the first stage, the envelope containing EMD amount and Cost of Tender document will be opened and at the second stage the envelope containing Technical Bid will be opened on 27th January 2016 at 3.30 P.M in the presence of the bidders or their authorized representatives, who choose to be present at the time of opening.
5. At the time opening of Tender opening, the name of those who have submitted their offers along with the details of their remittance of EMD and Cost of Tender Document will only be read out and no other information/ details whatsoever will be shared at this stage.

6. If in any case, unscheduled holiday occurs on prescribed closing/ opening date, the next working day shall be the prescribed date of closing/ opening.
7. At the third stage, price bid of the technically acceptable offers will be opened for further evaluation and ranking for award of the contract/ purchase order.
8. The bidders are advised to go through the tender documents and understand the terms and conditions specified therein before submitting the tender.
9. The Tender document consisting of Technical Bid (along with all annexures to the technical bid) and Price Bid should be submitted in the Prescribed Format only.
10. The bidders are not allowed to make addition or alteration in the tender document.
11. Each and every page of the submitted bid shall carry the page numbers.
12. All pages of the tender document shall be signed by the person or persons duly authorized to sign, on behalf of the bidder.
13. No paper / page shall be detached from the tender document. No addition or alternation should be made in the tender document.
14. Conditional tender, late and delayed tender will not be accepted/ considered.
15. The NITT shall not be responsible for any postal delay in receipt of the offer. Tender should be properly sealed.
16. The NITT will not be responsible for premature opening of the tenders.
17. The offers submitted by telex/ telegram/ fax/ E-mail etc. shall not be accepted and will be summarily rejected.
18. The Vendor should stamp and sign on each page of the technical and price bid.
19. Offers should be clearly written or typed without any cutting or over writing. All cutting / over writing must be initialed and stamped.
20. Bidders must confirm the acceptance of all the terms and conditions of the tender.
21. Making misleading or false representation in the bid document will lead to disqualification of the bidder resulting in forfeiture of EMD amount.
22. The tender should be submitted through Registered Post or Speed Post or through Hand delivery.
23. Any non-acceptance or deviations from the terms and conditions must be CLEARLY mentioned. However, bidder must note that any conditional offer or any deviation from the terms and conditions of this tender may render the bids liable for rejection.
24. Furnishing of any false information/ fabricated document would lead to rejection of tender at any stage.
25. **Earnest Money Deposit (EMD):** The Tenders/ Bids must be accompanied by Earnest Money Deposit. Tenders without EMD will not be entertained. The bidders who are registered with National Small Industries Corporation (NSIC) are exempted from EMD and tender. However, for claiming this exemption, the bidders MUST furnish an attested copy of the exemption certificate indicating Date of registration, date till registration is valid, whether registered for items for which tender has been submitted. The EMD shall be in the form of Demand Draft Drawn, in favour of the Director, National Institute of Technology, Tiruchirappalli payable at Tiruchirappalli. The EMD of all the unsuccessful bidders will be returned to them at the earliest after issue of purchase order.

CHAPTER 2 A: PRE BID MEETING

It is proposed to conduct a pre bid meeting on **Monday 18th January 2016 at 3.00 P.M** (**Venue: At the chamber of Deputy Registrar- Academic**). The purpose of the meeting will be to clarify the requirements and to answer the questions of the prospective bidders on technical bid and commercial stipulations of this tender.

View above, prospective bidders are advised to submit their doubts/ questions/ clarifications, if any, through Mail (Mail ID: pitchai@nitt.edu) before the date of Pre bid meeting. Further, on the date of the meeting, the questions should be given in writing. Any modification of the bidding documents which may become necessary as a result of the Pre bid meeting shall be made knowingly to all the bidders by the Purchase Committee through a notification of amendment in the website of the NITT. No extension of time will be given for submission of tender on any account.

CHAPTER 3: SPECIAL INSTRUCTIONS TO THE BIDDERS

Procedure for sealing and marking of bids: The Tender / Bid Cover shall contain the following:

- a) **FIRST** envelope should contain the Earnest Money Deposit and Cost of Tender Document. The envelope should be sealed and super scribed as “EMD COVER”
- b) **SECOND** envelope should contain the Technical Bid along with enclosures desired in the Tender document. This envelope should be sealed and super scribed as “TECHNICAL BID” Cover.
- c) **THIRD** envelope should contain the Price Bid. This envelope should be sealed and super scribed as “PRICE BID” Cover.
- d) All the above mentioned THREE SEPARATE ENVELOPS are to be sealed and kept in one single Larger size outer envelope (**FOURTH** envelope) which should also be sealed and super scribed.
- e) Each of the **FOUR ENVELOPS** shall be super scribed with following details:

Tender Numberfor supply of
Due date of tenderand time
Name of the intending Department of NITT.....
Name and Complete address of the Bidder

- f) If all the THREE inner envelopes and the ONE outer envelope (i.e., larger envelope) are not sealed and marked as instructed, NITT will assume no responsibility for the misplacement or premature opening of any of the envelope. An envelope opened prematurely will be rejected.
- g) There shall NOT be any price indication in the technical bid. If for any reason, it is found that the technical bid reveals the price bid related details in any manner whatsoever, or, the price bid is enclosed in the envelope super scribed, “Technical Bid”, the bid document will be summarily rejected in the first instance itself. Any offer containing both the Technical bid and Price bids in the same envelop will also be out rightly rejected.

CHAPTER 4: TERMS AND CONDITIONS FOR PURCHASE

Rates: Rates quoted shall be inclusive of all taxes, duties, levies, freight, packing, forwarding, Insurance etc., and the rate quoted shall be on **DOOR DELIVERY** Basis (i.e., FOR Destination).

Exemption from excise duty: The NITT is exempted from paying Central Excise Duty. Wherever required/ applicable, we shall provide exemption certificate issued by Government of India.

Sales tax: For Sales Tax Concession, NITT is not authorized to issue C or D Form Sales Tax Certificate. Hence, the bidder may claim Sales Tax at the Legally Leviable Rate. However, we request the bidder that Tamil Nadu VAT and Central Sales Tax may be charged at concessional rates, if any, applicable to Educational and Research Institutions run without profit motive, for which necessary End User Certificate will be issued at the time of retirement of document.

Validity of the Offer: For Indigenous Purchase the offer should be valid for 90 days.

Delivery Schedule: Answer sheets should be door delivered at NIT, Tiruchy within 30 days from the date of Purchase Order. As the procurement is against the dire needs of the Institute, delivery schedule should be adhered, strictly.

Payment terms: a. No advance payment will be made. No part payment will be made. Subject to the submission of Performance Bank Guarantee, full and final Payment will be made within 30 days from the date of delivery of the Answer Booklets.

Performance Security: 1. As Performance Security, the successful bidder shall deposit 10% of the value of the Purchase order in the form of Demand Draft or in the form of unconditional Performance Bank Guarantee (PBG) from a Nationalized Bank or scheduled commercial bank. The Security Deposit is liable to be forfeited in the event of non fulfilment of terms and conditions of the tender. The performance security / security deposit shall be refundable after completion of one year.

Liquidated Damages: If the successful bidder fails to perform the supply installation and commissioning, within the stipulated time then penalty at the rate of 1% per week subject to a maximum of 10% of the order value will be levied and deducted.

Purchasers' Right: Notwithstanding anything specified in this tender document, The Director, NITT, in his sole discretion, unconditionally and without assigning any reasons, reserve the rights (a) To accept or reject the lowest tender or any other tender or all the tenders, at any time prior to the award of the tender, without incurring any liability to the affected tenderer or tenderers (b) To accept any tender in full or in part (c) To reject the tender offer not confirming to the tender terms (d) To give purchase preference to Public Sector Undertaking wherever applicable as per Govt. Policy/ Guidelines.

At its discretion, NITT reserve the right to apply the following pre-qualification criteria: the bidder should have executed (i) three similar works, each of value not less than 40% of the estimated cost put to tender or (ii) Two similar works, each of value not less than 50% of the estimated cost, or (iii) one similar work of value not less than 80% of the estimated cost, during the last 7 years ending on the last day of the month previous to the one in which the tenders are invited.

Arbitration: Dispute, if any, arising out of the supply of the Items shall be settled by Arbitration by SOLE Arbitrator to be nominated by the Director, NITT as per the provisions of Indian Arbitration Act 1996. The Place of Arbitration shall be Tiruchirappalli, Tamil Nadu. The decision of the Arbitrator shall be final and binding on both the parties.

Applicable law, Dispute and Jurisdiction: The contract shall be governed by the laws and procedures established by Government of India. Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Tiruchirappalli, Tamilnadu, India.

CHAPTER5: FORMATFORTECHNICALBID

No.	Item/ Requirement from the Bidder	Bidders Response
1.	Details of remittance of Cost of Tender Document: (1) DD Number (2) Amount (3) Issuing banker	
2.	Particulars of remittance of EMD: (1) DD Number (2) Amount (3) Issuing banker	
3	In case, the bidder claims exemption from EMD and tender fees, whether valid registration certificate with NSIC has been furnished?	
3.	Name and address of the Bidder with phone, Fax and mobile number	
4.	Website Address of the Bidder, if any(Optional)	
5.	Legal status / Constitution of the Bidder Sole Proprietor or Partnership or Private Limited or Public Limited or others (attach documentary proof)	
6.	Classification of the bidder (a) Printer (b) Dealer (c) Supplier (d) others	
7.	Name, address , designation, phone, cell number and E mail ID of the Contact person	
8.	Income Tax PAN Number (Attach self-attested Xerox copy)	
9.	VAT/ TIN number (Attach self-attested xerox copy)	
10.	Central Sales Tax (CST) Number (Proof to be attached) (Optional)	
11.	Latest VAT clearance certificate (copy to be enclosed)	
12	Latest Income Tax return (i.e., SARAL)	
12	If the bidder has already supplied SIMILAR item to NIT, Tiruchy the details of the same.	
13	Have you inspected the sample or model Answer booklets, Additional sheets and Covers kept at the Office of the Dean (Academic) and understood the technical requirements of NITT?	
14	Whether specifications quoted by the bidder matches with the specifications stipulated by the NITT, Tiruchirappali in the Tender document	
15	If there is any deviations in the bid furnished by the bidder, what are all the deviations? Please indicate clearly.	
16	Whether you agreed to abide by the terms and conditions of the tender document?	

Authorized signatory of Bidder with Seal

Name.....

Designation.....

CHAPTER 6: FORMAT FOR PRICE BID

No	Particulars	Required Quantity	Rate Per unit	Amount	Taxes and Duties (indicate % and amount)	Total Amount
1	2	3	4	5	6	7
1	ANSWER BOOKLETS FOR SEMESTER EXAMINATION Size A4 – Total Pages: 36 pages (i.e., 34+2) - Printed Matter in First and Second Page. Page number 3 to Page number 34 ruled & Last two pages i.e., page 35 and 36 are un ruled. Finishing 2 bin binding. Serial Numbering in all the answer booklets from 01 to 80,000. Serial Numbering should be on the right hand top corner of the 1 st Page. Paper to be used: TNPL paper or Seshayee or its equivalent – 70 GSM	80,000				
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3	ADDITIONAL SHEET FOR LAB EXAMINATION: Size: Full Scape. Total 4 Pages Un ruled - Ruling required only for Margin. Finishing : 10,000 Numbers on each with codes A, B, C, D & E	50,000				

Note: The Institute reserves the right to delete any item or items or to increase or to decrease the quantity of any item or items from the Tender Schedule.2. Before quoting, the bidders should inspect the samples with the Deputy Registrar (Academic), so as to ensure that the quotation matches with our technical specifications.

I/we agree to the all above terms and conditions of Tender documents.

Name of the firm:

Seal of the firm:

Signature of Tenderer: _____

Quotation no.: _____

Date: _____