



NOTICE INVITING QUOTATIONS

File No.	CIV/SEC2024/KB/04	Date:	14.11.2024
----------	-------------------	-------	------------

To

(Supplier Address)

Sealed quotations are invited from reputed Authorized Caterers for the supply of the Services.

Name of the Item : Conference Proceedings Book Volume
(incl. Pen drive, interior and ext. cover design, ISBN & Barcode allocation, Indexed PDF, Formatting, Search Engine)
– Pen drive with digital copy of proceedings (550 Nos), Hardbound copy (50 Nos)

Specification : (As per encl. Schedule Annexure – I)

1. Quotation Reference No. : **CIV/SEC2024/KB/04**
2. Last date and Time for receipt of quotation: 27.11.2024 at 4:00 PM
3. Date & Time of opening of Quotation : 28.11.2024 at 3:00 PM
4. EMD Amount : 2%
5. Validity (Days) : 90 days
6. Address to which quotations are to be sent

The Dean (R&C),

National Institute of Technology, Tiruchirappalli – 620 015, Tamil Nadu, India

Kind attention to : **Dr Vanama Raghava Kumar**, Asst. Professor,
Department of Civil Engineering, NIT-Tiruchirappalli,
Tamil Nadu-620 015

Phone : 9494771420

E-mail : **vanama@nitt.edu**

7. Quotations should be submitted in the format given in Annexure – I, II III & IV

8. The envelope should contain the following details:

“QUOTATION AGAINST ENQUIRY”

Conference Proceedings Book Volume (incl. Pen drive, interior and ext. cover design, ISBN & Barcode allocation, Indexed PDF, Formatting, Search Engine)
– Pen drive with digital copy of proceedings (550 Nos), Hardbound copy (50 Nos)

File No. CIV/SEC2024/KB/04

Kind attention to:

Dr Vanama Raghava Kumar, Asst. Professor, Department of Civil Engineering, NIT-Tiruchirappalli, Tamil Nadu-620 015

Last date and Time for receipt of quotation : 27.11.2024 at 4.00 PM

Terms and Conditions

1.	The quotation must be in the format furnished by NIT Tiruchirappalli and should be free from corrections/erasures. In case there is any unavoidable correction it should be properly attested. If not, the quotation will not be considered. Quotation written in pencil and incomplete will be rejected.
2.	Earnest Money Deposit (EMD) is to be submitted by way of Demand Draft drawn on any Nationalized bank in India in favor of “The Director, NIT, Tiruchirappalli” payable at Trichy. The bids submitted without EMD will be treated as non-responsive and will be rejected. EMD shall bear no interest. Bidder must fill the EMD returning Form (Annexure-III) and submit along with the quotation. EMD amount of 2% of estimate value is applicable, however UDYAM & NSIC registered Micro & small enterprises are exempted as per Govt.norms proof to be attached.
3.	You are invited to submit your most competitive quotation for the supply of goods according to the specifications and delivery terms as given. Bank guarantee submitted for EMD shall be valid for 45 days beyond bid validity period.
4.	Bidders may send the quotations in sealed covers with the quotation reference number and last date for receipt of quotations duly superscribed on the cover. Kind Attention to : as mentioned in the point No. 6 NB: Mention the company Contact Number / E-mail id on the cover.
5.	Quotation will be opened on due date at 3.00 PM at the R&C Section, NIT, Tiruchirappalli in presence of the tenderers or their representatives who may wish to be present. (Any change in the date, time and venue of the quotation opening will be informed to the bidders through telephone / E-mail)
6.	The National Institute of Technology, Tiruchirappalli reserves the right to accept or reject any quotations, and to cancel the bidding process, and reject all quotations at any time prior to the award of order without assigning any specific reason thereof.

7.	National Institute of Technology, Tiruchirappalli reserves the right to modify the quantity specified in this enquiry.
8.	The bidder has to submit the bids in sealed envelope, (separate for each tender). Further Bidder should not send clubbing many tenders in one envelope, in such case all the bids will be rejected.
9.	<p>Bid Price</p> <p>a. The contract shall be for the full quantity Bidders must quote for entire quantity. Each bidder shall submit only one quotation in Indian Rupee only.</p> <p>b. Post work orders & completion certificate should be submitted, wherever applicable.</p> <p>c. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.</p> <p>d. If any arithmetic mistake in total / GST calculation is observed, the same shall be corrected by the purchaser with an intimation to bidder</p> <p>e. In case the items in the enquiry are covered by any rate contract or any other state or central Government, it should be specified in your quotation and accepted contract rates should also be mentioned. It should be confirmed whether you could supply at the RC rates outside rate contract</p> <p>f. Bids without quoting GST (unless exempted) will be treated as invalid & disqualified.</p> <p>g. If there is a discrepancy between unit price and total price, the unit price will be considered. If there is any mismatch between figure and word, the amount in word shall prevail.</p>
10.	Evaluation of quotations: Quotations will be evaluated item-wise or lump sum basis. The purchase committee will evaluate and compare the quotations determined to be substantially responsive i.e. (i) are properly signed; (ii) Conform to the terms & conditions and specifications; and (iii) price offered are competitive.
11.	<p>Award of contract</p> <p>a. The National Institute of Technology, Tiruchirappalli will award the Order for supply of Services to the bidder whose quotation has been determined to be substantially responsive, and who has offered the lowest evaluated quotation price.</p> <p>b. The Bidder should furnish the contract agreement and performance security if applicable within 15 days from the date of receipt of the order for supply of goods / services, failing which the order will be cancelled without further notice and awarded to next eligible bidder.</p> <p>c. Notwithstanding the above, National Institute of Technology, Tiruchirappalli reserves the right to accept or reject any quotations, and to cancel the bidding process, and reject all quotations at any time prior to the award of order without assigning any specific reason thereof.</p> <p>d. National Institute of Technology, Tiruchirappalli, prior to the expiration of the quotation validity period, will notify the bidder whose bid is accepted for the award of contract. The terms of accepted offer shall be incorporated in the purchase order.</p>
12.	Payment: 100% will be paid after Installation and satisfactory working/date of completion of service if the documents are in order. The bill should be raised in favor of "The Director, National Institute of Technology, Tiruchirappalli, Tamil Nadu, India." with institute GST No. 33AAATN5491Q1ZZ.No advance will be provided to the supplier and installer.
13.	<p>Liquidity damages</p> <p>If the bidder / supplier, after accepting the Purchase Order or supply of Goods / Services, fails to deliver any or all of the Goods or to perform Services within the period(s) specified in the Order, The National Institute of Technology,</p>

	Tiruchirappalli shall impose penalty without assigning any reasons to the bidder / supplier a sum equivalent to 0.50 % of the total cost as indicated in the Purchase Order (which will be deemed as agreed price) for each week or part thereof of delay until actual delivery or performance is completed and such penal charges shall be limited to a maximum of 5% of the agreed price. Once the maximum is reached The National Institute of Technology, Tiruchirappalli, may proceed on its own to consider the termination / cancellation of the Order and may inform the bidder about the cancellation of the said purchase order. unless extension is obtained in writing from the office / Department on valid ground before expiry of delivery period
14.	Dispute clause: Any dispute relating to the Enquiring /Tender of the indented item shall be under the Hon'ble Court having its jurisdiction over Tiruchirappalli only
15.	Performance Bank guarantee should be valid for 60 days beyond the guarantee & warranty and the BG submitted for EMD shall be valid for 45 days beyond bid validity period.
16.	Bids submitted without EMD (unless exempted) will be treated as disqualified.
17.	In LTE, the bidder has to submit in sealed envelope (separate for each tender). Further Bidder should not send clubbing many tenders in one envelope, in such case all the bids will be rejected.

ACCEPTANCE BY THE BIDDER

I/We certify that I/We will follow the terms and conditions and provide healthy, hygienic meals and snacks as listed in Annexure-I and Annexure-IA at the submitted rates in the Price Bid.

Signature & Seal of the Vendor with Date

For any details / clarifications regarding could be obtained, Stores and Purchase Section from the National Institute of Technology, Tiruchirappalli on all working days during 10 AM to 5 PM.

For further detail kindly contact:

Dr Vanama Raghava Kumar,

Asst. Professor, Department of Civil Engineering, NIT-Tiruchirappalli,

Tamil Nadu-620 015, Phone: 9494771420, E-mail: vanama@nitt.edu

(NB: Mention the Contact Number / E-mail on the cover. Any change in the date, time and venue of the tender opening will be informed to the bidders through telephone / E-mail)

Enclosures:

Requirement and Specifications of the Services

Annexure - I

Price Format

Annexure - II

Bid Security Declaration Form

Annexure - III

Bank Mandate Form

Annexure - IV



Annexure- I

Requirement and Specifications of the Services

Ref: CIV/SEC2024/KB/04

Date: 14.11.2024

Sl. No.	Requirement & Specification of NIT-T	Specification of the Supplier	Reasons (if there is difference in specification)
1.	<p>i. The vendor shall have proven experience in publishing a minimum of three conference proceedings, each with at least 600 pages and an ISBN number. The minimum requirement is three international conferences.</p> <p>ii. The vendor shall design the SEC 2024 proceedings volume with a high-quality, customized front and back cover specific to SEC 2024, along with a premium interior design for approximately 550 pages of extended abstracts and an additional 50 pages for the Preface and messages.</p> <p>iii. An allocated ISBN with a barcode must be included, and the PDF file should have an indexed author list.</p> <p>iv. Content should comprise of indexing by paper ID and title.</p> <p>v. All extended abstracts shall maintain consistent font style, size, effects, and layout across all extended abstracts.</p> <p>vi. The proceedings volume shall be in A4 page size, with all pages, figures, tables, and other elements printed in color unless originally submitted in black and white.</p> <p>vii. The layout should be in landscape orientation, with one extended abstract (two pages) displayed per page.</p> <p>viii. Each extended abstract page must include a header stating "14th Structural Engineering Convention, SEC 2024, 12-14th December 2024, NIT Tiruchirappalli" and a footer showing "ISBN No. XXXXXX, page No. XXX" with continuous page numbers and background shading.</p> <p>ix. The vendor shall provide 550 pen drives, each with a capacity of 16GB, featuring a non-metallic casing, USB 3.0 interface, and a minimum 2-year warranty. The sequential read performance of the pen drives should be up to 130MB/s.</p> <p>x. The vendor shall provide USB drives that</p>		

	<p>include the searchable digital version of the SEC 2024 proceedings in .pdf format.</p> <p>xi. The vendor shall provide 50 hardbound copies of the approved SEC 2024 proceedings, with front and back covers made of art board glass laminated with an approved tailor-made design, and inner pages printed on a minimum of 130 GSM premium color copying paper.</p> <p>xii. Hardbound copy: All pages, figures, tables, and other content shall be printed in color unless originally submitted in black and white.</p> <p>xiii. The binding shall be thread-stitched, with A4 pages oriented in landscape direction, printed on both sides, and flipped on the short edge.</p> <p>xiv. The front cover design shall continue to the back cover, covering the stitch portion in the flat region, with the text "Proceedings of SEC 2024" followed by the SEC 2024 logo.</p> <p>xv. The vendor shall deliver 550 pen drives with the soft copy of the approved SEC 2024 proceedings and 50 hard copies by December 10, 2024 shipment at Department of Civil Engineering, NIT Tiruchirappalli.</p> <p>xvi. The vendor shall get all extended abstracts, front pages of message sections, and initial/tentative designs or inputs for the cover page promptly upon the award of the tender or during the first week of December 2024, whichever later, in coordination with the SEC 2024 team.</p> <p>xvii. Continuous support, including any required data and approvals, will be provided within 24 hours of each request. Provided data may not have uniform and consistent formatting, which is in the scope of the vendor.</p> <p>xviii. The quoted tender amount shall include all charges associated with obtaining the ISBN number and barcode.</p> <p>xix. The publication will have copyright ownership with the Department of Civil Engineering, NIT Tiruchirappalli.</p> <p>xx. Payment terms: 100% payment on successful delivery of required items by December 10, 2024.</p>		
2.	In person required		
3.	EMD Amount (2 %)		
4.	Conference Period (Dec 12,13 & 14'2024)		
5.	Shipment terms	At NIT-T	

Signature & Seal of Vendor with Date



Annexure- II

PRICE BID FORMAT FOR BIDDERS

Tender No. & Date :

Bidder's Offer No. & Date :

S. No.	Description of item	QTY	Rate / Qty in Rs. (excluding GST)	GST in Rs.			Total Value + GST in Rs.
				SGST	CGST	IGST	
1.	Conference Proceedings Book Volume (incl. Pen drive, interior and ext. cover design, ISBN & Barcode allocation, Indexed PDF, Formatting, Search Engine – Pen drive with digital copy of proceedings (550 Nos), Hardbound copy (50 Nos))	1					
2.	Packing & Forwarding charges (extra, if any)						
3.	Total price						
4.	Net cost to be paid by NIT-T						

Signature & Seal of Vendor

Note: The price bid should be submitted only as per the above format. No row shall be left blank. Please indicate NA, in case the item is “Not Applicable”. If this format is not used or any column is left blank, then the bid will be rejected.

NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI - 620 015
DEPARTMENT OF CIVIL ENGINEERING

(TO BE PRINTED IN LETTER PAD OF THE FIRM)

EMD Returning Form

To
The Director
National Institute of Technology,
Tiruchirappalli – 620 015

Sub: Returning EMD amount

Sir / Madam,

Our firm has participated in the tender / quotation enquiry No mentioned below and produced the EMD amount through DD, details of the DD are given below.

Tender / Quotation Reference No	
EMD amount	
DD Number	
DD issued Bank	
Date of DD	

It is requested to return the EMD amount to our firm after completion of the purchase to the below mentioned Bank account.

Account Name	
Bank Account Number	
IFSC code	
Bank	

Signature with Seal and Date

MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

Date: / /

To

The Director,
National Institute of Technology,
Tiruchirappalli – 620 015, Tamil Nadu

Sub	:	Authorization for release of payment / dues from National Institute of Technology, Tiruchirappalli through Electronic Fund Transfer/RTGS Transfer.
-----	---	--

1. Name of the Party / Firm / Company / Institute :
2. Address of the Party :
3. City _____ Pin Code _____
4. E-Mail _____ Mobile No: _____
5. Permanent Account Number _____
6. Particulars of Bank:

Bank Name:		Branch Name:	
PIN Code:		Branch Code:	
IFS Code:(11 digit alpha numeric code)			
Account Type	Savings	Current	Cash Credit
Account Number:			

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Director, National Institute of Technology Tiruchirappalli responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: _____ Date: _____

Signature & Seal of the Authorized Signatory of the Party
