



NATIONAL INSTITUTE OF TECHNOLOGY  
TIRUCHIRAPPALLI - 620 015, TAMIL NADU

Web site: [www.nitt.edu](http://www.nitt.edu)

TENDER FOR PRINTING AND SUPPLY OF MONTHLY SHEET CALENDAR

BID SYNOPSIS	
Tender Reference Number and Date	NITT/ Central Stores / Calendar 2017/ dated 2 <sup>nd</sup> December 2016
Brief Description of the item to be purchased	Printing of 6500 Monthly Sheet Calendar for the year 2017
Type of Tender	Two Bid System
Cost of Tender Document including 5% VAT <b>(Non- refundable)</b>	Rupees 150/- (Rupees One hundred and fifty only) payable through Demand Draft drawn in favour of The Director, NIT, Tiruchirappalli, Tamil nadu
Our web site address for downloading the Tender document	The tender document can be downloaded from our website <b><a href="http://www.nitt.edu">www.nitt.edu</a></b>
Earnest Money Deposit <b>(Refundable)</b>	Rs. 7,250/- (Rupees seven thousand two hundred and fifty only) payable through Demand Draft drawn in favour of The Director, Tiruchirappalli, Tamil nadu Payable
Last Date and Time for receipt of tender	13 /12/2016 upto 3.00 P.M
Mode of submission of Tender	By Speed Post/ Registered Post/ Courier/ Hand delivery at the dispatch section of NITT.
Time & venue Opening of Tender	13/12/2016 at 3.30 P.M, Central Stores, Main Office NIT Trichy.
Address for submission of Tender	The Director, National Institute of Technology, Tiruchirappalli-15, Tamil Nadu, India
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) containing Envelope 1, Envelope 2 and Envelope 3

## Notice inviting Tender

National Institute of Technology, Tiruchirappalli, (**hereinafter referred to as NITT**) invites quotation for Printing and Supply of Monthly Sheet Calendar for 2017. The following are the technical specifications for the calendar:

### **CHAPTER 1: TECHNICAL SPECIFICATIONS**

<b>DESCRIPTION</b>	<b>SPECIFICATION</b>
<b>Type:</b>	Multi coloured Wall Calendar in Mat Art Paper
<b>Quantity:</b>	6500
<b>Process:</b>	Photo Offset Printing in English and Hindi
Size of the calendar	41 cm Breadth X 56 cm Length
<b>Format:</b>	Six Sheet Calendar, Back to Back Printing, 3 Months on a page (Present Month, Preceding Month and Succeeding Month ) + Photos
Colour	Multi Colour Printing
<b>Binding:</b>	Spiral binding at the top with provision for handing.
Paper quality	170 GSM Mat art Paper
<b>Other details</b>	<b>NITT will provide text and pictures to the printer at the time of placing order.</b>
<b>Delivery:</b>	Within Two Weeks from the date of receipt of purchase order

**BEFORE SUBMITTING THE BID, PROSPECTIVE BIDDERS ARE ADVISED TO INSPECT THE SAMPLE CALENDAR AT NITT STORES SECTION**

### CHAPTER 2: TERMS AND CONDITIONS FOR PURCHASE

1. **Pre-qualification criteria:** Experience of having successfully completed any one of the following during the last 7 years ending 31<sup>st</sup> October 2016:
  - a. Three similar works costing not less than Rupees 1.45 lakh each or
  - b. Two Similar works costing not less than Rupees 1.80 lakh each or
  - c. One similar work costing not less than Rupees 2.90 lakh
  - d. **In support of the above pre-qualification, the bidder must furnish copies of work order or purchase order placed by the customers.**

2. Quantity: The quantity (6500) mentioned above is indicative and may increase at the time of placing the Purchase Order. **Therefore, the successful bidder should be ready to supply additional quantity of calendar (which may not exceed 1000 numbers) at the same rate if NITT places order for such additional quantity.**
3. Delivery: Within two weeks from the date of Purchase order
4. Quality of Paper and Printing: Paper should be of standard quality, neat and accurate according to the specifications of NITT. The printing of matter should be as per the directions of NITT. Inferior or defective printed matter will under no circumstances be accepted by NITT.
5. Design and Layout: The photos for layout of the calendar will be provided by NITT. The Layout design and final artwork will be prepared by the Printer in consultation with the NITT Team. For this purpose, the Printer should depute technically qualified person to co-ordinate the job with NITT.
6. The final corrections in the layout will be carried out by the Printer, in consultation with NITT officials.
7. The verification of date/ day and holidays as per Government Gazette will be the responsibility of the Printer.
8. In case of delivery of any defective printed material which is attributable to the printer, the printer shall be bound to rectify such error or defect at his own cost to the satisfaction of the Institute officials and within the time limit fixed by the NITT for the purpose.
9. Penalty: In case of delivery of any defective printed material which, owing to urgency or any other reason, cannot be rejected wholly, the NITT shall deduct such sums from the bill as may be considered appropriate.
10. The Printer will provide black and white laser printout proof of the final shape of the calendar before going to final printing at the printer's premises.
11. The printer shall provide a soft copy of the final art work to NITT, in PDF format.
12. 100% payment will be made after successful completion of the printing and supply of the Calendar. Request for advance payment will not be entertained by the NITT.

13. The rate should be quoted on Door Delivery Basis. No packing forwarding and unloading charges will be paid extra. Taxes as per Govt. norms.
14. At the discretion of the NITT penalty may be imposed for late supply of materials or if the supply is not as per specification subject to a maximum of 10% of the total cost.
15. NITT reserves the right to accept or reject any quotation without assigning any reason therefor.
16. The printer should not have blacklisted by any government organization.

### **CHAPTER 3: TENDERING PROCESS**

The tender document and terms and conditions can be downloaded from our website [www.nitt.edu](http://www.nitt.edu).

Through two separate Demand Drafts, the bidder is required to remit Earnest Money Deposit (EMD) of Rs.7,250/- (Rupees Seven thousand two hundred fifty only) and Cost of Tender Document of Rs.150 (Rupees one hundred and fifty only). Without EMD and Cost of Tender Document technical bid will not be opened and the tender will be rejected summarily.

The sealed tender should be submitted on or before **13/12/2016** 3.00 P.M. Tenders should be submitted through Speed post, Registered post or hand delivery and addressed to the Director, National Institute of Technology, Thuvakkudi, Tiruchirappalli-15, Tamil Nadu, India.

### **CHAPTER 4: Sealing and Marking of Bids**

**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 superscribed with the words “EMD COVER”.
- (b) SECOND** envelope should contain the Specification along with enclosures described in the Tender document. This envelope should be sealed and superscribed with the words “Technical Bid”.
- (c) THIRD** envelope should contain the Price Bid. This envelope should be sealed and superscribed with the words “Price Bid”
- (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 superscribed with the words “Tender for printing and supply of calendars”.
- (e) Each of the FOUR ENVELOPS** shall be superscribed with following details:

Tender reference Number .....supply of .....
Due date of tender .....and time .....
Name of the Tender Inviting Department 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 it is found that the technical bid of any bidder reveals the price bid related details in any manner, or the price bid is enclosed in the envelope which contains the technical bid then the tender of such bidder will be summarily rejected in the first instance itself.

## CHAPTER 5: PROFORMA FOR TECHNICAL BID

S.No.	Item/ Requirement from the Bidder	
1.	Particulars of remittance of EMD: Specify (a) DD Number (b) Amount (c) Issuing Banker	
2.	Particulars of remittance of Cost of Tender Document Specify (a) DD Number (b) Amount (c) Issuing Banker	
3.	<b>Do you satisfy the Pre-qualification criteria set out under the terms and conditions of the tender document? If so, copies of the purchase order for printing and supply of calendar for the stipulated amount.</b>	
4.	<b>Before submitting the Specification and Quotation Bid, have you verified the sample calendar from NITT Stores Department and understood the requirement of NITT.</b>	
5.	Name and Complete Postal address of Printer with phone/ Fax/ Mobile number	
6.	Legal status / Constitution of the Printer : (a) Sole Proprietor (b) Partnership (c) Private Limited (d) Public Limited (e) others	
7.	Address of the Printer	
8.	(a) Name, (b) address ,(c) designation, (d) phone & cell number and (e) E mail ID of the Contact person of the Printer	
9.	Income Tax Permanent Account Number (PAN Number) <b>(Attach self-attested Xerox copy)</b>	
10.	VAT/ TIN number <b>(Proof to be attached)</b>	
11.	Central Sales Tax (CST) Number	
12.	If the bidder has ever been blacklisted by any Government/ PSU/ University/ Autonomous bodies? Please give details and reasons therefor. If black listing has since been revoked give details of the same.	
13.	If the bidder has already supplied calendar to NITT, the details of the same may be furnished	
14.	Do you agree with the terms and conditions of the tender? Do you have reservations over the terms and conditions? Please indicate.	

**Authorized signatory of Printer with Seal**

## CHAPTER 6: QUOTATION FORMAT

Tender No. & Date:

Name of the Bidder:

S. No.	Description of the item to be procured	Quantity	Unit Price in Rupees (Excluding all taxes and duties)	Total Amount (in Rupees)
1	Printing and Supply of Monthly Sheet Wall Calendar as per specifications prescribed including the cost of designing the layout of the calendar			
2.	VAT/CST on the Basic Price at			
3.	Loading Packing ,Forwarding and Unloading Charges			
	<b>TOTAL ALL INCLUSIVE PRICE FOR DELIVERY AT NITT STORES</b>			

**Authorized signatory of Printer with Seal**