



NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR - 788 010

No. NITS/PS-391/Printing/Annual Report (15-16)/16(R)

Date. 28.07.2016

NOTICE INVITING QUOTATION

Sealed quotations are invited from the registered firms / printers for Printing of Institute Annual Report for the year 2015-16.

Bid Format with Specification of the work

Name of work	Description	Qty.	Rate (inclusive of all taxes, freight or any other charges)
Printing, Binding and Supply of the Annual Report in English & Hindi Version for the year 2015-16 of National Institute of Technology Silchar	1. Designing, Printing on both side (Full Multi-Colour), Binding & supply of Annual Report in English version , Containing 300 pages (approx with +/- 20 pages) in good quality 130 GSM Art paper with cover page of 280 GSM Art Paper including cost of paper, Designing, Binding, Numbering charges etc. with fine quality of work.	300	
	2. Designing, Printing on both side(Full Multi-Colour), Binding & supply of Annual Report in Hindi version , Containing 300 pages (approx with +/- 20pages) in good quality 130 GSM Art paper with cover page of 280 GSM Art Paper including cost of paper, Designing, Binding, Numbering charges etc. with fine quality of work. (Hindi typing work will be done by Institute)	100	
Total Amount in INR			

Terms & conditions:

1. The Firm/bidder must be registered company engaged in printing & publishing work.
2. The bidder should not be black listed by any Govt. Organization. An undertaking in this regard should be submitted with the bid.
3. The Firm/bidder must submit the self-attested copies of registration of VAT, Sales

- Tax, PAN Card.
4. The bidder should quote rate **(in their letter pad)** with sample, which should be **inclusive of all taxes, freight or any other charges etc.** The rate so quoted should be F.O.R. National Institute of Technology, Silchar. **Any modification in number of pages, the rate will be increased or decreased on prorata basis.**
 5. The quotation submitted should be accompanied with a **3% EMD** of total bid value, from any nationalized bank pledged in favour of "Director NIT Silchar-788010, Assam".
 6. VAT/Income Tax or any other taxes as admissible will be deducted at source.
 7. The bidder should have experience of similar multi-colour printing work of IITs/IIMs/NITs/IISERs/Central University. The nature of completed work should be publication of annual reports / conference reports/ magazines/ scientific bulletin/ brochures etc. **[NOTE: The documentary proof of work orders MUST be submitted along with the bid.]**
 8. The Bidder should enclose the following :
 - a. **The sample of papers, with the description of the paper viz brand, make, gsm etc., MUST be attached with tender.**
 - b. **Some sample copies of annual reports and magazines designed and printed in the recent past must be enclosed with the tender. The samples provided must be satisfactory both in terms of printing quality and editorial work.**
 9. The Bidder should ensure full compliance to all the requirement /specifications mentioned in these documents.
 10. National Institute of Technology Silchar, Assam reserves the absolute right to accept or reject any or all the tenders on whole or in part without assigning any reason thereof or cancel the tender. Decision of NIT Silchar will be final.
 11. **While accepting the rates, the quality of samples vis-a-vis the rate shall be taken into consideration. The lowest rate may not be the sole criteria for awarding the works.**
 12. The work must be completed within 20 days from the date of issue of Order.
 13. The bidder should submit the tender in a sealed envelope super scribed as "Quotation for printing of Annual Report for the year 2015-16" addressed to the Purchase Officer, NIT Silchar, Assam-788010 on or before **9th August 2016** within 2.00 PM. The tender will be opened on the same day at 3.00 PM at Purchase Section. **Bid received after the due date and time shall be rejected.**



Registrar