Central Purchase unit
National Institute of Technology Srinagar-190006
Tel:- 0194-2424792/2429423/2424809/2424797 Fax:- 0194-2420475

No. NITS/CPU/ /16/S&P/2561-68
Dated. 30.12.2016

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Sub: Invitation of Bids for the Printing of Stationery items on (Rate contract) for the period April- 2017 to 31st. March- 2019 for Stationery & Printing Section of the Institute.

Dear sir,

1… You are here by invited to submit bid for printing of stationery material with detailed specification of these items as give in Annexure-A. **.**

2. The bid should contain the following;

(a) Bid prices in Indian rupees.
(b) Bid price should be for the bid validity period.
© The rates quoted should be inclusive of all taxes State/Centre applicable from time to time during contract period.
(d) The rate quoted should be DDP (Delivery duty paid) NIT Srinagar.
(e) Bid price should be without over writing, however minor over writing should be clearly attested by the bidder. In case of any discrepancy between price quoted in figures and words, the price quoted in words shall be accepted.
(f) **Copy of Registration alongwith Unit existing Certificate . (Tender without these certificates will not be considered)**
(g) Valid tax clearance certificate. for bidders from J&K State.
(h) Bid security for **Rs.20,000/-** in the form of CDR in favour of Chairman, Central Purchase Unit NIT Sgr. should be enclosed with the tender document. Tender document fee Rs.1,000/- (non refundable) in the form of DD, in favour of Director, NIT Sgr.
(i) Proof of legal status.
(k) **The rates should be covered with transparent tape.**

3. Evaluation of Bids.

(a) Tender document shall evaluate and compare the bids which are found substantially Responsive. i.e which are;
(i) Properly signed
(ii) Conform to terms and conditions.
(iii) Accompanied with Bid security and all other documents
(b) Bids shall be evaluated separately for each item.

4. Award of contract

(a) Contract shall be awarded to the bidder whose bid is commercially, technically responsive and offered at lowest evaluated price.
(b) Successful bidder shall be notified about the award of the contract where in terms and conditions of Supply shall be incorporated.

5. Payment.

Payment shall be made after receipt of items at NIT Srinagar as per specification. and verified by S&P Section.

6. Penalty for delay.

A penalty of 0.15% (fifteen paisa per hundred) per day shall be imposed if the supply is made beyond the prescribed period mentioned in supply order.

7. **Settlement of disputes**.

Settlement of any dispute will be made under the jurisdiction of Srinagar court.

8. **Liquidated Damages.**

If the bidder after accepting the purchase order of items, fails to deliver any or all of the items with in the specified period, a penalty of 0.15% (fifteen paisa per hundred) per day shall be charged. The maximum penalty can be limited to 10% of the cost. Once maximum is reached NIT Srinagar may proceed on its own to consider the termination of the supply order and forfeit the CDR.

9. **Submission of Bids.**

(a) Bids should be properly sealed.
(b) Enquiry No.& date, and **Quotation for Printing** must be mentioned on the envelope.
(c) Bids should be addressed to Chairman, Central Purchase unit NIT Srinagar.
(d) Bidders not from Srinagar shall dispatch bids sufficiently well in advance as to reach the destination one day prior to bid opening.
(f) The last date for submission bids is **31.01.2017 up to 2.30 P.M.**

10. **Bid opening**

(a) The bids will be opened on next working day.
(b) Interested bidders can attend the bid opening.

11. **Not withstanding above the Indenter reserves the right to reject any or all the bids.**
12. **We look forward for your quotation.**

Thanking you,

Chairman
Central Purchase unit,
NIT Srinagar

(Tender opening format)

1. Name of the Firm _____
2. Tender for _____ __
3. NIT No. & Date:- _____
4. Location (Full Particulars)_____
5. Location of the Office _____
6. Residential Address _____
7. Tin No: (Sales Tex Department) _____
8. Pan No.(Income Tex Department) _____
9. Telephone No: Office/Residence _____
10. Mobile No: _____
11. E-Mail No: _____
12. C.D.R./F.D.R/N.I.T. Cash Receipt No:_____ dated_____

    for Rs._____ _/- as earnest money (Enclosed)

Full Signature of the owner of the firm/press owner
With impression stamp

Annexure-A

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TENDER DOCUMENTS

(To be filled by the owner of press/firm)

Valid From 1st. April, 2017 to 31st. March, 2019.

1. **TRANSLATION WITH PROOF READING**

a.	Computerizing per page English / Hindi / Urdu	Rs……..
b.	Master	Rs……..
c.	Translation English to Hindi per page	Rs. …….

.**2**. **Ruling**

a) **Commercial (Per Ream) full size both sides**

1/2,1/3, 1/4, 1/5, 1/6, 1/8, 1/12, 1/16, and 1/32 Rs.

3. **Cardboard Binding both sides with 2 Lb. 1.5 Lb.**

a) Perfect binding 20x30 (1/2, 3, 4)
17x27,18x22, 16x26, 22x28, 20x26 full perfect binding Rs.

4. **Paper**

a) Bilarpur White paper 17x27 10.4 Kg per ream Rs

b) Bilarpur White paper 20x30 13.6 Kg. per ream Rs

c) Map Litho paper 80 GSM 18x 23 per ream Rs

d) Map Litho paper 130 GSM 18x 23 per ream Rs

e) Art card 300 GSM 22x 28 per Sheet Rs

f) Royal Executive Bond 110 GSM A4 per hundred Rs

g) Colored paper (18x22) 7.2 Kg. per ream Rs

h) Ledger paper 17x 27 10.4 Kg. per ream Rs

i) Sunlit bond paper (18x23) per ream Rs

j) Art card 180 GSM 20x 30 per pocket 100 Rs

k) Art card 220 GSM 20x 30 per pocket Rs

l) Art paper 130 GSM 23x 36 250 sheets per Sheet **Rs**

m) Inter plastic card 22x 28 per Sheet **Rs**

n) Ivory card d300 GSM 8 per Sheet **Rs**

5. Offset printing per thousand or part thereof :

SIZE			RATE	
			Single Colour	Multi Colour
a	20x30,20x26,22x28, 8x22,16x26,17x27	Full	Rs…….	Rs…….
b.	20x30,20x26,22x28,18x22,16x26,17x27	1/2	Rs…….	Rs…….
c.	20x30,20x26,22x28, 18x22,16x26,17x27	1/3	Rs…….	Rs…….
d.	20x30,20x26,22x28, 18x22,16x26,17x27	1/4	Rs…….	Rs…….
e	20x30,20x26,22x28, 18x22,16x26,17x27	5-6	Rs…….	Rs…….
f	20x30,20x26,22x28, 18x22,16x26,17x27	7-8	Rs…….	Rs…….
g	20x30,20x26,22x28, 18x22,16x26,17x27	10-12	Rs…….	Rs…….
h	20x30,20x26,22x28, 18x22,16x26,17x27	(16-32)	Rs…….	Rs…….

6. Stitching per hundred books or part thereof (100 pages)

a	Single stitching with yarn	Rs.
b	Double stitching with yarn	Rs.
c	Per formation	Rs.

7. Cardboard binding with sides with 2 Lb. 1.5 Lb

REGISTERS/ BOOKS WITH SECTION BINDING.

		Raxin 2 lb	Cloth 1.5 lb	Card board		Lamination
				2 lb.	1.5 lb.	
* 20 X 30 ,	1/2					
* 20 X 30 ,	4					
* 20 X 30 ,	8					
* 20 X 30 ,	16					
17X27,18X22,16X26,22X28,20X26,	FULL					

17X27,18X22,16X26,22X28,20X26,	1/2					
17X27,18X22,16X26,22X28,20X26,	4					
17X27,18X22,16X26,22X28,20X26,	8					
17X27,18X22,16X26,22X28,20X26,	12					

8. ORDINARY BINDING ONE SIDE CARD BOARD (Plastic)

a.	20X30,17X27,18X22,20X26,16X26/	5-6l	Rs.
b	20X30,17X27,18X22,20X26,16X26/	7-8	Rs.
c.	20X30,17X27,18X22,20X26,16X26/	10-12	Rs.
d.	20X30,17X27,18X22,20X26,16X26/	16-32	Rs.

9. File Cover 22 Kgs Card Board Sheet. Rs.

10. Envelops with screen printing per hundred as per sample

a) 12" x 16" cloth lining Rs.
b) 9" x 4" Rs.
c) 10" x 8" Rs.
d) 11" x 5" Rs.
e) 10" x 12" Lamination yellow colour. Rs.
f) 12" x 16" special Aluminum lined (water proof) Rs.

11) **General Printing of Forms/Registers**

a. Register 200 pages $\frac{17x27}{2}$ as per sample Rs.
b. Register 200 pages $\frac{17x27}{6}$ as per sample Rs.
c. Register 200 pages $\frac{17x27}{10}$ as per sample Rs.
d. Stock Book as per sample Rs.
e. Forms per thousand or part thereof on 4 size and 8 size Single/Double colored with crest Rs.

12 Printing of Invitation/Seasonal/Greating cards hundred including Art paper/Art Card 180/220 GSM with Crest

		Single Colour	Multi Colour
a)	Single Printing		Rs.
b)	Digital Printing		Rs.

13. <u>Stamps Polymer</u>.

a)	Stamp per Line	Rs.
b)	Round Shape Stamp	Rs.
c)	Signature Stamp	Rs.
d)	Self ink box	Rs.

14. **<u>Slip Books with binding.</u>**

a)	Slip Book 18x22/8	(as per sample)	Rs.
b)	Lecture pad 18x22/3	(as per sample)	Rs.
c)	Dak pad	(as per sample)	Rs.
d)	File flap	(as per sample)	Rs

15. **<u>Answer Books as per following specifications</u>**:-
32 pages / 12 pages /4 pages of 18x23x4 size made including :-

a)	Map litho paper 80 GSM	Rs.
b)	Printing/ rolling/printing numbering/title numbering by hand etc.	Rs.
c)	Per Master	Rs.
d)	Double stitching (Yarn)	Rs

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