



राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर
NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR
(An Institute of National Importance)
G.E. Road, Raipur – 492010 (CG),

Phone: (0771) 2252700
Fax: (0771) 2253104
Email: registrar@nitrr.ac.in
Website: www.nitrr.ac.in

Limited Tender Enquiry for File Folder for Degree (Single Bid System)

Department: **Examination Section**

Enquiry NITRR/S&P/Exam/LT/**2017/2096**

Date: **20/11/2017**

To

Important Dates

Event	Date	Time
Last Date of submission of quotation	30/11/2017	Up to 03:00
Bid Opening date	30/11/2017	At 03:30

Dear Sir,

We intend to purchase the commodities specified in this document and invite quotations in accordance with the terms and conditions detailed in the bid document. If you are interested, kindly send your offer with prices and complete terms within the time mentioned above.

Please send your quotation to:

REGISTRAR
NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR
G. E. ROAD, RAIPUR – 492 010, CHHATTISGARH

Yours sincerely,

Registrar
National Institute of Technology,
Raipur

Enclosed:

- (1) Instruction to bidder - containing General terms and conditions.
- (2) List of Items with the specification - Annexure 1
- (3) Bidder information & check list – Annexure 2
- (4) Price Bid Format- Annexure 3

General Terms & Conditions of The BID Enquiry

1. Please go through the instruction contained in this document carefully for bidding instructions.
2. For clarifications if any, please mail to asstreg.str@nitrr.ac.in
3. The bid should remain valid for a period of **120 days** from the date of opening. In case your offer has a different validity period that should be clearly mentioned in the quotation. Validity period may also be extended without change in bid prices, if required on mutually agreed basis only.
4. **The price of the goods quoted should be FOR NIT RAIPUR** inclusive of all taxes(Custom duty, Goods & Service Tax(GST) etc.), packing ,forwarding , insurance and other local services required for delivering the goods at NIT Raipur.
5. **Bid in sealed envelop should be addressed to Registrar NIT RAIPUR and top of the envelop should be super scribed with (Tender No/ Department and due date of opening.)**
6. Drop the quotation/bid in the Tender Box kept in the office of Registrar, NIT Raipur in normal working day that is Monday to Friday (working hours 10 AM to 5 PM) of the Institute. Please do not hand over the quotation to any person by hand.
7. **Custom duty:** The NIT Raipur have registration in Department of Scientific & Industrial Research (DSIR).
8. **Bid Security (BS) / (Earnest Money, EMD)** The Bidder/Tenderer shall furnish, as part of its bid, a bid security (BS) of **the amount 3 % of gross value(Final F.O.R. NIT Raipur price) of offered items** only. The bid security shall be in Indian Rupees. The bid security shall be in one of the following forms at the Bidder/Tenderers' option:
 - a. A Banker's cheque or demand draft in favour of the Director, NIT Raipur.
 - b. FDR in favour of the Director, NIT Raipur
9. The bid security should be submitted in its original form. Copies shall not be accepted.
10. *Any bid without EMD or bid not secured in accordance with above will be rejected by the Institute as non- responsive.*
11. The bidders should quote their offer/rates in clear terms without ambiguity.
12. The rates should be quoted both in figures and words and legibly written without any over-writings. In case of any correction, the same must be attested by the bidder with full signature. However, no over-writing is permissible.
13. In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
14. Each bidder shall submit only one bid. A bidder, who submits more than one bid, shall be disqualified and considered non-responsive.
15. The bidder has to sign in full at all pages of the bidding document
16. The Bidder/Tenderer shall indicate **unit prices in the prescribed format only**,
17. The bid security of unsuccessful Bidder/Tenderer will be discharged / returned as promptly as possible but not later than 30 days after the expiration of the period of bid validity or placement of order whichever is later
18. The successful Bidder/Tenderer's bid security will be discharged normally with in 30 days after the completion supply order.
19. **Delivery period:** Delivery should be made within **60 days** from the date of placement of the order of goods.

20. **Delayed delivery:** In case of delayed delivery of the goods a penalty **4% per month or part there of subject to maximum of 5 % will be recovered from the firm of the value of undelivered goods. Request for extension in delivery period should be made before the last date of supply as mentioned in Purchase Order.**
21. **Non delivery beyond extended period:** If the bidder fails to execute the order within the delivery period as mentioned above the order will be cancelled and EMD will be forfeited by the institute. In case of incomplete supply of items even in extended period, EMD will be forfeited and payment of the supplied items will be released after recovering the penalty for delay in delivery of goods.
22. The bidder need to submit the following certificates along with the Tender Documents to confirm their eligibility in this part :
- i. Proof of establishment of Firms/shop/business/ manufacturing unit etc.
 - ii. GST certificate should be enclosed as per the applicability.
 - iii. The bidder should enclose Photocopy of PAN card issued in the name of the bidder's firm/ in the name of proprietor in case of proprietorship firm.
23. All damaged or unapproved goods shall be returned at suppliers cost and risk and the incidental expenses incurred thereon shall be recovered from the supplier. Damaged or unapproved goods, if found shall be replaced within 45 days on receipt of the intimation from this office at the cost and risk of supplier including all other charges.
24. *Payment for Goods shall normally be made in Indian Rupees, as follows: 100% payment will be made through account payee cheque or Draft/ online Transfer using RTGS to the Supplier normally within thirty (30) days after the complete supply of goods as per the terms & conditions contained in these documents.*
25. Any disputes arising out of this enquiry shall be dealt in the Raipur jurisdiction.
26. Bidder has to sign all the pages of this tender and enclose it with the bid.

Registrar
NIT-Raipur

Item with Technical Specification

Degree folder for 8th Convocation Ceremony:-

Sr. No.	Name of Item	Quantity	Unit Rate in Rs.	Unit Rate In Rs.(Including all Taxes & F.O.R. Basis)	Total Amount
1.	Blue Degree Folder for Under Graduate Programme	1200			
2.	Golden Degree Folder for Post Graduate & Ph.D. Programme	600			

Specification:

Convocation File Size:

- 50.25 cm (Open Size)
- 32.5 cm height.

Outer Material:

- Outer Cover should be made of PVC (Poly Vinyl) coated paper.

Colors:

- Golden
- Blue

Board:

- Poly Board should be used.
- One side full pocket is required.
 - Thickness of Polypropylene (PP) pocket: 120 Micron.
 - Inside pocket must be made of Polypropylene (PP) material.
 - There should be high definition HD foam for good cushion on the top of file.
 - Gold color metals: Four nos on the comers.
 - Printing of the name of the institute and logo should be done on the top.
 - Printing of the Pledge should be done on the left inside of the folder.
 - It should have special texture as reference sample available at institute.

Note: Bidder must submit sample copy alongwith bid.

Annexure-2

Bidder's Information & Check list

1. Name of the Firm:

2. Type of the firm: (Proprietorship, Pvt Ltd, Public Ltd, Partenship etc.)

3. Address of the firm:

4. Contact detail: Phone No.:

Mob No. :

Fax No.

E mail:

5. Name of the authorised signatory:

6. EMD detail : Intrument No.

Date :

Amount:

Issuing Bank name & branch detail:

(In case of more than one instruments use seperate sheet)

7. Bank details of the firm:

Account No.:

IFSC Code:

Name of the Bank:

Branch:

Check List (Please enclose the copy of the following & tick as per applicability)

1. Proof of registration of the firm:

2. Authorisation certificate of delership:

3. PAN card in Firm's name: (Incase of Propritership firm ,PAN of Proprietor will be valid)

4. GST registration certificate

5. Proof of registration with any central govt . organisation :

Signature of Bidder

Annexure-3

Price Bid Format: Price Schedule for Goods Being Offered in INR
(Separate form to be used for each item offered)

Name of the Bidder/Tenderer:

Name & Model No of offered good:

Tender No.:

S. No.	Details	Price per Unit in INR
1	Ex-works, Ex-warehouse, Ex-show room off the shelf price	
2	Goods & Service Tax (GST) payable, if contract is awarded(.....% GST)	C.G.S.T.(.....%)
		S.G.S.T.(.....%)
		I.G.S.T.(.....%)
3	Packing & forwarding up to station of dispatch, if any	
4	Charges for inland transportation, insurance to ultimate destination i.e. NIT, Raipur, if any	
5	Installation, Commissioning and training Charges, If any	
6.	Any other charges (Please specify)	
Total Price (Sum of S. No 1 to 6) FOR NIT RAIPUR		

*** NIT Raipur have DSIR Registration Certificate.**

Total Bid price in Indian currency_____

In words:_____

Name_____

Business Address

Note:

(a) The cost of optional items shall be indicated separately.

Seal & Signature of Bidder