



**Central Purchase unit**  
**National Institute of Technology Srinagar-190006**

Tel:- 0194-2424792/2429423/2424809/2424797 Fax:- 0194-2420475

No. NITS/CPU//17/S&P/2986-90

Dated. 18.05.2017

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**Sub: Invitation of Bids for the Printing of Answer Books & Continuation Sheets on (Rate contract basis) for two financial years- 2017 to 31<sup>st</sup> 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.5,000/-** 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.300/- (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 within the specified period, a penalty of 0.15% (fifteen paise 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 of Answers Books** 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 **05.06.2017 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. Notwithstanding 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



