

NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL

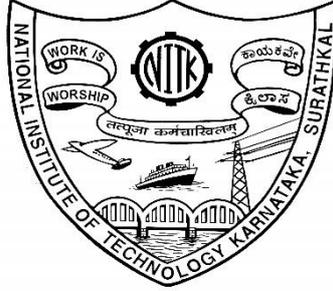
POST SRINIVASNAGAR, MANGALORE – 575 025 (D K)

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TENDER DOCUMENT

Tender Notification No. Acad /NITK/2018-19/E4 Dated: 06.06.2019

Name of Goods : Annual & Audit Report (2018 -19)
(English & Hindi version)

Estimated amount put to Tender : Rs. 4.95 lakhs

E M D Amount : Rs. 9900/-

Time for Supply of item : 30 days
after release of Purchase order

Last Date for submission of tender: 2nd July before 3.00 PM

Address for Submission of Tender:

The Dean (Academic)
National Institute of Technology Karnataka, Surathkal
Post Srinivasnagar, Mangalore
575025 (D.K)
Contact No. 08242473096/08242473020

Date of opening of technical bid: 03.07.2019 at 3.30 PM (if possible)



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Date: 06.06.2019

NOTICE INVITING TENDER

The National Institute of Technology Karnataka, Surathkal (in short – NITK, Surathkal) established under an Act of Parliament, is an autonomous body under Ministry of HRD Govt. of India, imparting Technical Education and engaged in Research Activities. It is proposed to print the Annual & Audit Report (English & Hindi) for the departmental academic/research activities.

Sealed tenders as per the specification are given in this NIT are invited from reputed agencies for the supply of following items, subject to the terms and conditions enumerated herein, so as to supply on or before the scheduled date. The quotations in the firm's Business letterhead should be addressed to the "Director, NITK, Surathkal". The envelope shall be superscribed with the tenders Notification Number and the Name of the Items for which quotation is submitted.

Intending firms will have to furnish a copy of their PAN no., GST Registration (Proof to be attached) Tendering firms are at liberty to be present or authorize a representative to be present at the opening at the time and date on specified in the schedule.

Tenders to be submitted with the following address:

The Dean (Academic)
National Institute of Technology Karnataka, Surathkal,
Post-Srinivasnagar, Mangalore, 575025 (D.K),
Contact No.: 08242473096/08242473020

1. Name of the Goods: Annual & Audit Report (2018 -19) (English & Hindi Version)
2. Estimated Cost Rs. 4.95 lakhs (Five Lakhs)
3. EMD: Rs. 9900/- (Nine Thousand Nine Hundred)
4. Time for completion of Supply after Placing Purchase Order: 30 days
5. Last date for the submission of the tender is: 02.07.2019 (before 3.00 pm)
6. Date of opening of Tender: 03.07.2019 (3.30 pm if possible)
7. Date of Supply of articles: 30 days after placing purchase order.

**-Sd-
Registrar**

Note: Late/delayed quotation received in NITK, Surathkal due to any reason whatsoever will not be accepted under any circumstances.

SECTION 1: INSTRUCTION TO BIDDER (ITB)

1. The bid should be submitted in two covers System-Technical Bid and Financial Bid:

1.1 Envelope No.1 – Technical Bid: The agencies should give details of their technical soundness and provide a list of customers of previous supply of similar items to Universities, Institutes or Government Departments/ Undertakings/ public sectors with contact details. The details of the agency/ profile should be furnished along with the copy of all related documents. This envelope should be sealed and duly super-scribed as “Envelope No. 1 – Technical Bid”. Full name and address of the agency should also be mentioned on the envelope and should be addressed to The Director, NITK, Surathkal.

1.2. Documents to be submitted in the technical bid:

- a) The agency should possess Licence certificate for manufacture /supply of the item.
- b) List of Owner/partners of the firm and their contact numbers
- c) The agency should possess Income tax PAN number.
- d) The agency should possess GST registration and TIN number.
- e) Catalogue of the Product with detailed product specifications.
- f) List of customers with contact details.
- g) The average annual turnover should not be less than 30% of the estimated cost put to tender/quotation for the job work. The copy of the Balance sheet, Profit & Loss A/c., Trade or Manufacturing A/c for the last 3 years should be enclosed
- h) EMD in an original form valid for minimum six months, through Bank Guarantee only drawn on any scheduled bank in favour of “Director NITK, Surathkal”, payable at Surathkal should be submitted. EMD shall bear no interest. Any bid not accompanying with EMD is liable to be treated as non-responsive and rejected.
- i) Contract form given in section 5 need to be submitted.

The above documents should be furnished in the technical bid envelope.

2. Envelope No.2 – Financial bid: The agencies should submit their financial bid as per the format is given in Section 4 of the Notice Inviting Tender in this cover. The rate should be quoted both in words and figures. All the pages of the financial bid should be signed affixing the seal. All corrections and overwriting should be initialled. This envelope should be duly superscribed as “Envelope No. 2 – Financial bid”. Full name and address of the agency should also be mentioned on the envelope and should be addressed to The Director, NITK, Surathkal.

Both the Envelope No. 1 and 2 should be kept in another separate envelope duly superscribed with the following details.

(i) Tender Notification Number (ii) " Tender for the supply of.....", (iii) Not to Open before (Date and Time)

Mention “Kind Attention: Contact Person’s Name and Phone Number”, and submit at the address given in the Notice Inviting Tender.

3. The tender will be acceptable only from the manufacturers or its authorised supplier.
4. The Institute reserves the right to visit to the factory before or after issue of supply Order to satisfy itself regarding quality of production. In case of any remarks/default noted, the EMD will be forfeited even if pre-qualified.
5. The Financial bid shall be in the format of Price Schedule given in Section 4. The Contract form as per format given in section 5 shall be submitted. Incomplete or conditional tender will be rejected.
6. Details of item to be carried out, approximate quantity and the specifications are mentioned in “Section 3” appended to this Notice Inviting Tender.
7. The item to be used is strictly according to the specification and subject to test by the institute/concerned authorities.
8. The Institute reserves the right to cancel or reduce the quantity included in the schedule of requirements at any time after acceptance of the tender with a notice. The Contractor/Supplier shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the work/supply in full but he did not derive in consequence of the foreclosure of the whole or part of the works.
09. Release of EMD: The EMD shall be released after receipt of goods from successful bidder. The EMD of unsuccessful bid will return within one month of the award of contract.
10. Validity of bids: The rate quoted should be valid for a minimum of 90 days. No claim for escalation of rate will be considered after opening the Tender.
11. Clarification of Tender Document:
A prospective bidder requiring any clarification of the Tender Document may communicate to the contact person given in this notice inviting tender. The contact person will respond to any request for clarification for the Tender Document received not later than 5 working days prior to the last date for the receipt of bids.
12. Amendment of Tender document: At any time prior to the last date for receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment.
13. Institute may at its own discretion extend the last date for the receipt of bids.
14. The bids shall be written in English language and any information printed in other language shall be accompanied by an English translation, in which case for the purpose of interpretation of the bid, the English translation shall govern.

15. The Institute reserves the right of accepting any bid other than the lowest or even rejecting all the bids. The decision of the Institute Purchase Committee is final in all matters of tender and purchase

16. The bidder should give the following declaration while submitting the Tender.

DECLARATION

I/we have not tampered/modified the tender forms in any manner. In case, if the same is found to be tampered/modified, I / we understand that my/our tender will be summarily rejected and full Earnest money deposit will be forfeited and I /we am/are liable to be banned from doing business with NITK, Surathkal and /or prosecuted.

Signature of the Bidder : _____

Name and Designation : _____

Business Address : _____

Place :

Seal & Signature of the Bidder

Date :

17. Any other details required may be obtained from the contact person given in the notice inviting tender during the office hours.

SECTION 2: CONDITIONS OF CONTRACT:

1. The rates should be quoted for the destination from supply within India.
2. The agency should possess Licence Certificate for manufacture/supply of the item.
3. The rate quoted should be the unit basis. Taxes and other charges should be explicitly specified therein. Rate quoted should be valid for six months.
4. No advance payment will be considered. Payment will be made only after the supply/of the item in the good and satisfactory condition.
5. In case of dispute, the matter will be subject to Mangalore Jurisdiction only.
6. The period requirement for the supply of the items should be specified conforming to the section 3 of this tender document.
7. The proofreading/checking will be done by the Service Provider himself with a view to ensure 100% error free work. However, the final proof will be given for approval to buyer.
8. **A soft copy in PDF and word format will be supplied to the buyer along with the delivery of the printed copies to the buyer.**
9. The Service provider will be responsible for any loss, destruction, damage or deterioration of the printed materials for any cause whatsoever at any stage of printing or in course of transit from the service provider to the consignee.

SECTION 3: SCHEDULE OF REQUIREMENTS, SPECIFICATIONS AND ALLIED DETAILS

Item(s) Name to be procured	: Printing of Annual & Audit Report 2018 - 2019 (English & Hindi Version)
Type (Equipment / Software / Furniture / Others)	: Printing
Brief Specifications of the Item(s) (Attach Additional Sheet if necessary)	: Attached in Annexure 1
Quantity	: As per Annexure 1
Any other details / requirement	: NA
Delivery Schedule expected after release of Purchase order (in Weeks)	: 30 days from the date of purchase order
EMD (in Rupees)	: 9900

SECTION 4
PRICE SCHEDULE

Firm Name:-

Contact Person:-

Address:-

	Size	Pages	Inner	Qty.	Cover	Binding	Amount per quantity	Total Amount (g)	Total GST (h)	Total Price (g +h)
	(a)	(b)	(C)	(d)	(e)		(f)	(d×f)		
Annual & Audit Report (Hindi)	A-4 Size (21.0 cm × 29.7 cm)	312	4×4 color – 130 gsm Art paper	50 nos.	300 gsm Art paper – 4×4 color + Matt Lamination	Perfect				
Annual & Audit Report (English)	A-4 Size (21.0 cm × 29.7 cm)	312	4×4 color – 130 gsm Art paper	50 nos.	300 gsm Art paper – 4×4 color + Matt Lamination	Perfect				

Annual Report (English)	A-4 Size (21.0 cm × 29.7 cm)	264	4×4 color – 130 gsm Art paper	100 nos.	300 gsm Art paper 4×4 color + Matt Lamination	Perfect				
Annual Report (Hindi)	A-4 Size (21.0 cm × 29.7 cm)	264	4×4 color – 130 gsm Art paper	25 nos.	300 gsm Art paper – 4×4 color + Matt Lamination	Perfect				
Audit Report (English)	A-4 Size (21.0 cm × 29.7 cm)	264	4×4 color – 130 gsm Art paper	50 nos.	300 gsm Art paper 4×4 color + Matt Lamination	Centre Pinning				
Audit Report (Hindi)	A-4 Size (21.0 cm × 29.7 cm)	264	4×4 color – 130 gsm Art paper	30 nos.	300 gsm Art paper – 4×4 color + Matt Lamination	Centre Pinning				
Translation/ Typing of Annual & Audit Report (from English to Hindi)	A-4 Size (21.0 cm × 29.7 cm)		300 pages		300 gsm Art paper – 4×4 color + Matt Lamination					
Total										

Place :

Date :

Seal & Signature of the Bidder

SECTION 5: CONTRACT FORM

[To be provided by the bidder in the business letter head]

1. (Name of the Supplier's Firm) hereby abide to deliver the goods by the delivery schedule mentioned in section 3 tender document for the supply of the items if the purchase order is awarded.

2. The item will be supplied conforming to the specifications stated in the tender document without any defect and deviations.

Signature of the Bidder : _____

Name and Designation : _____

Business Address : _____

Place :

Seal & Signature of the Bidder

Date :

Annexure 1

	Size	Pages	Inner	Quantity	Binding	Cover
Annual & Audit Report (Hindi)	A-4 size (21.0 cm × 29.7 cm)	312	4×4 color – 130 gsm Art paper	50 nos.	Perfect	300 gsm Art paper – 4×4 color Matt Lamination
Annual & Audit Report (English)	A-4 size (21.0 cm × 29.7 cm)	312	4×4 color – 130 gsm Art paper	50 nos.	Perfect	300 gsm Art paper - 4×4 color Matt Lamination
Annual Report (English)	A-4 size (21.0 cm × 29.7 cm)	264	4×4 color – 130 gsm Art paper	100 nos.	Perfect	300 gsm Art paper – 4×4 color Matt Lamination
Annual Report (Hindi)	A-4 size (21.0 cm × 29.7 cm)	264	4×4 color – 130 gsm Art paper	25 nos.	Perfect	300 gsm Art paper – 4×4 color Matt Lamination
Audit Report (English)	A-4 size (21.0 cm × 29.7 cm)	60	4×4 color – 130 gsm Art paper	50 nos.	Centre Pinning	300 gsm Art paper – 4×4 color Matt Lamination
Audit Report (Hindi)	A-4 size (21.0 cm × 29.7 cm)	60	4×4 color – 130 gsm Art paper	30 nos.	Centre Pinning	300 gsm Art paper – 4×4 color Matt Lamination
Translation/Typing of Annual & Audit Report (from English to Hindi)			300 pages			