



राष्ट्रीय प्रौद्योगिकी संस्थान अगरतला
National Institute of Technology Agartala
Agartala - 799 046 (Tripura)

F.NITA.5/(19-Acad)/17th Convocation/2024-25/ Loose **3731**

Date: **22/11/2024**

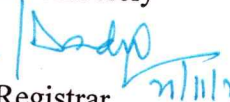
Limited Tender Notice

On behalf of National Institute of Technology Agartala, bids are invited in sealed cover from the reputed resourceful Manufacturers / Authorized Distributors/ Authorized Suppliers/Printing Press for supply of item(s)/goods as per specification mentioned in Annexure-A of tender document available at Institute website www.nita.ac.in.

Sl. No	Department / Section	Ref. No.	Items	Last date of receipt of tender	Time and date of opening of Technical bid
1	Academic Section	F.NITA.5/(19-Acad)/17 th Convocation/2024-25/ Loose	1. Convocation Book 2. Invitation Card 3. Envelopes. 4. Programme Scheduled 5. Convocation Folder	03/12/2024 Up to 2:30 PM	03/12/2024 At 3:00 PM

Bid in sealed cover superscribed appropriately in response to Enquiry F.NITA.5/(19-Acad)/17th Convocation/2024-25/ Loose/ **3731** dated **22/11/2024** are invited for the supply of under-mentioned items so as to reach this institute latest by **14.30 hours on 03.12.2024** which will be opened on the **same day at 15.00 hours**.

Yours Sincerely


Registrar
NIT Agartala



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Date: / /2024

Item Details:

Sr. No.	Description of Items	Unit	Quantity
01.	Convocation Book (Detailed specification as per SI No.1, at Annexure-A)	Nos.	1200
02.	Invitation Card (Detailed specification as per SI No.2, at Annexure-A)	Nos.	300
03.	Envelopes. (Detailed specification as per SI No.3, at Annexure-A)	Nos.	300
04.	Programme Scheduled (Detailed specification as per SI No.4, at Annexure-A)	Nos.	300
05	Convocation Folder (Detailed specification as per SI No.5, at Annexure-A)		1200

Yours Sincerely

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Limited Tender Enquiry

IMPORTANT INFORMATION

Name of the Institute : NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA
GST Number of the Institute : 16AAAGN0550K1ZG
PAN of the Institute : AAAGN0550K
TAN of the Institute : SHLN00719F
DSIR No. : TU/V/RG-CDE(1053)/2022 dated 18/12/2022
Institute Bank A/C No. : 030936141729 (IFSC: SBIN0011491) under SBI, NIT Agartala Branch.
Name of Department / Branch : Academic Section.
Enquiry / Reference Number : F.NITA.5/(19-Acad)/17th Convocation/2024-25/ Loose

Some important/Critical dates:

Bid submission start date	Date: 22/11/2024	Time: 5:00 PM
Bid submission end date	Date: 03/12/2024	Time: 2:30 PM
Bid opening date	Date: 03/12/2024	Time: 3:00 PM

Registrar
National Institute of Technology
Agartala – 799 046, Tripura



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Date: / /2024

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Terms & Conditions of the Tender

1. Please send your sealed bid by Registered/Speed Post or Courier (*) Service to:

THE REGISTRAR,
NATIONAL INSTITUTE OF TECHNOLOGY
AGARTALA – 799 046, TRIPURA

Or

Drop the sealed bid in the Tender Box kept in the office of the Purchase Section during the normal working hours (9.00 A.M. to 5.00 P.M.) of the Institute. Please do not hand over the quotation to any person by hand.

2. Bid received after the due date & time will not be considered.
3. Bid Security or EMD: 2% of the estimated cost of the tender **or** Bidders should submit "**Bid Security Declaration Form**" on company letter head as per annexure-B of this tender document.
4. Delivery Option: 10 (ten) days after receipt of the purchase/work order(s) at NIT Agartala campus.
5. Bid should be valid for a period of **90** days from the opening date of the bid.
6. The bidders should quote their rates in clear terms without ambiguity. The quotation should be only in Indian Rupees.
7. Bid must be filled in legibly and overwriting/corrections, erasures etc. if any, must be duly attested, and **ON YOUR LETTERHEAD ONLY**.
8. Each bidder shall submit only one bid **against one enquiry**. A bidder, who submits more than one bid against single enquiry, shall be disqualified and considered non-responsive.
9. The bidders who are registered as a Micro or Small Enterprise as per latest definitions under MSME rules, Govt. of India for exemption of submitting EMD/Bid security must enclose relevant documentary proof of authentication of their firm's registered as a Micro or Small Enterprise as per latest definitions under MSME rules, Govt. of India.
10. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover /Experience Criteria, the supporting documents to prove his eligibility for exemption must be submitted with bid.
11. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be submitted with bid.



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National Institute of Technology Agartala

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12. National Institute of Technology, Agartala is following and abide with the Public Procurement (Preference to Make in India), Order 2017, DIPP, MoCI Order No. P-45021/2/2017-B.E.II dated 15th June 2017 and subsequent amendments to the order. Accordingly preference will be given to the Make in India products while evaluating the bids, however, it is the sole responsibility of the bidder(s) to specify the product quoted by them is of Make in India product along with respective documentary evidence as stipulated in the aforesaid order in the technical bid itself. A self-declaration as per Annexure- C should be enclosed in the technical bid.
13. The rates shall quoted according to the units indicated in the enquiry letter and the rates preferably include basic price, GST, Transportation charge, Insurance Charges, etc.also these charges shall be shown distinctly and separately.
14. Conditional discount, if any, offered by the bidder shall not be considered at the time of evaluation
15. All rates should be based on delivery by the Supplier at National Institute of Technology, Agartala.
16. The exact delivery period and terms of delivery shall invariably be mentioned in the quotation.
17. **Payment: 100% will be made in INR (Indian National Rupees) after successful Commissioning of items. The quality of the work should be as per the specifications mentioned in the tender document. If any deviation found, NIT Agartala will not bound to make any payment.**
18. All payments due under the contract shall be paid after deduction of statutory levies at source (like ESIC, IT (TDS), GST, LBT / Octroi etc.), wherever applicable.
19. **An order for supply when placed, must be completed in full within the delivery period indicated on the order. Failure to supply or replace the rejected materials if any, will render the order liable to be cancelled without notice and the material will be procured elsewhere at your risks and cost.**
20. The Institute reserves the right to accept or reject any quotation or part thereof without assigning any reason thereof.
21. NIT Agartala will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.
22. **Penalty: Penalty will be charged @ 0.5 % of per week or part thereof except for force majeure conditions for the unexecuted part of the supply/work order.**
23. **Arbitration: All disputes should be attempted to be resolve mutually between the National Institute of Technology, Agartala and the suppliers failing which jurisdiction of any Court of Agartala shall be applicable.**
24. The item(s)/goods are required to be delivered at the indenting Department of National Institute of Technology, Agartala, and must be dispatched within specified days from the date of placement of the supply/purchase/work order.

If the supplier fails to Supply, Install and Commission the system/instrument as per specifications mentioned in the order within the due date, the Supplier is liable to pay liquidated damages of 0.5% of order value per week of delay subject to a maximum of 3%, as the case may be, beyond the due date. Such money will be deducted from any amount due or which may become due to the supplier. Any exemption towards delay without LD can be resolved through mutual consent under exceptional circumstances.



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25. Name of the Firm / Agency / Dealer / Supplier with full address including contact number and email id etc.
26. Trade License issued by Government / Statutory Body or Company Registration on the item(s) related to this enquiry.
27. GST Registration of the Supplier/Firm.
28. PAN Registration of the Supplier/Firm.
29. Certificate under MSME, NSIC, Make-in-India & Startup as per Govt. of India Norms (if applicable).
30. Supplier/Firm should accept all Terms & Conditions of Tender document.
31. For any technical details, you may contact:

Dr. Sagnik Pal,
Assistant Professor., ME Department
NATIONAL INSTITUTE OF TECHNOLOGY
AGARTALA – 799 046, TRIPURA
Mob: 7085915421.

Registrar
NIT Agartala



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ANNEXURE-A

Specification of Invitation Cards and other materials related to 17th Convocation of NIT Agartala

SL No	Brief Description of Items	Quantity
1	<u>Convocation Book</u> 1/4th demai size, 120 Nos. (approx.) inner pages and 4 Nos. cover pages, paper used 100 gsm glossy art paper in inner pages, cover paper 250 gsm with lamination, multi- color printing for inner and cover pages with perfect binding. 4th color offset with matt/glossy lamination perfect binding.	1200 nos
2	<u>Invitation Card</u> Paper 300 gsm matt, multicolor print, open size 16x6 inch with matt/glossy lamination and gold foil printing/spot UV coating	300 nos
3	<u>Envelopes</u> Paper 130 gsm matt, multicolor print 8.5x6.5 inches with matt/glossy lamination and gold foil printing/spot UV coating.	300 nos
4	<u>Programme Scheduled</u> Half A4 multicolor print 10 pages (approx.) with center stapling. Paper used 100 gsm glossy art paper	300 nos
5	<u>Convocation Folder</u> 300 gsm printing file cover size 12.5 X 9 inches with pocket width 22 cm, length 15 cm on both sides, puts 1 cm, Top page single color silk screen printing.	1200 nos.

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Date: / /2024

Annexure-B

Bid Securing Declaration Form

Date:.....

Tender Ref. No:

To
(insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)



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Annexure-C

In line with Government Public Procurement Order No. P-45021/2/2017-BE-II dt. 15.06.2017, P-45021/2/2017-PP (BE-II) dated 28.05.2018, P-45021/2/2017-PP (BE-II) dated 29.05.2019 and P-45021/2/2017-PP (BE-II) dated 16.09.2020,

We hereby certify that (Supplier name) are local supplier meeting requirement of minimum local content..... % defined in as above orders for the material against Enquiry / Tender No dated.....

Details of the location at which local value addition will be made are as follows:

.....
.....
.....
.....

We also understand false declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permitted under law.

Date:

Place:

Signature:

Name and Designation:

Mobile no:

Office Telephone No:

Email ID:

Office Seal