

## TENDER DOCUMENT

### NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR P.O.:NIT, JAMSHEDPUR, ( JHARKHAND)- 831014

*(An Institution of National Importance under Ministry of HRD, Govt. of India)*



#### OPEN TENDER NOTICE

Tender Notice No.: NITJSR/ACD/114/RC/ S&P/209 Dated: 20/02/2020

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#### RATE CONTRACT FOR STATIONARY AND PRINTED ITEMS

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LAST DATE OF SUBMISSION OF TENDER : 16/03/2020 UP 17.30 PM.

DATE OF OPENING OF TENDER: 17/03/2020 AT 11.00 A.M.

Address for submission of Tender:

**Stores & Procurement Section**  
National Institute of Technology  
Jamshedpur-831014

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Telephone No. : 0657-2373629, 2374256, 2374249  
web site : [www.nitjsr.ac.in](http://www.nitjsr.ac.in) Fax No. :(91) +0657- 237324

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PREPARED BY : STORES & PROCUREMENT SECTION, NIT JAMSHEDPUR



**NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR**

**P. O.: NIT, JAMSHEDPUR (JHARKHAND) - 831014**

(An Institution of National importance under Ministry of HRD, Govt. of India, New Delhi)

Tender Notice No.: NITJSR/ACD/114/RC/ S&P/209 Dated: 20/02/2020

**RATE CONTRACT FOR STATIONARY AND PRINTED ITEMS**

National Institute of Technology Jamshedpur invites sealed tender offer under two bid systems (Technical and Financial) from Eligible & Reputed firms for supply of items under **RATE CONTRACT FOR STATIONARY AND PRINTED ITEMS** as noted in tender document under SCHEDULE OF REQUIREMENTS on Monthly or daily requirement basis (on need basis as detailed in the enclosed list as Annexure-A) to the NIT Jamshedpur on fixed rate basis valid for a period of one year from the date of contract as per terms & conditions specified in the tender document.

Interested Bidders are requested to send their offer in Prescribed Form along with catalogues, particulars with regard to the brand, type and the manufacturer's name and other information etc. into sealed cover envelop. Tender must be submitted in sealed and the rates of item should be quoted per unit/No. as per Technical specification.

The complete Tender document along with terms & condition is available on NIT Jamshedpur web-site <http://www.nitjsr.ac.in> .The tenderers can download the tender set from the institute web site <http://www.nitjsr.ac.in>

The sealed Tender duly super scribed "RATE CONTRACT FOR STATIONARY AND PRINTED ITEMS" along with advertisement Notice No. in bold letters on the top of the envelop should reach office of the undersigned on or before 16/03/2020 up to 17.30 P.M. addressed to "Stores & Procurement Section, National Institute of Technology Jamshedpur- 831014".

Tender will be opened on 17/03/2020 at 11.00 AM in the presence of the tenderers or their representatives, if they so desire, at NIT Jamshedpur.

Asstt. Registrar (S&P)  
NIT, Jamshedpur

Copy To:

1. Institute web site for hoisting.
2. Institute Notice Board for circulation.
3. Dainik Jagran News Paper for Publication.

## **INSTRUCTION TO THE BIDDER/FIRMS**

1. National Institute of Technology Jamshedpur is interested to enter into contract from reputed & reliable firm for supply of Stationary and printed items on daily or Monthly requirement basis on fixed rate basis valid for a period of one year from the date of contract as per terms & conditions specified in the tender document. The Reputed Firms/Companies who are in the business of manufacturing, stocking, or marketing of goods of Stationary, Printing, Computer Peripherals are invited to enter in to **RATE CONTRACT FOR STATIONARY AND PRINTED ITEMS**.
2. The bidder should make sure before applying that the firm has the required eligibility criteria & experience for that business.
3. **RATE CONTRACT FOR STATIONARY AND PRINTED ITEMS** on approved rate shall be valid for a period of one year from the date of contract as per terms & conditions specified in the tender document.
4. The application form along with other details & document can be downloaded from the Institute **website [www.nitjsr.ac.in](http://www.nitjsr.ac.in)**
5. **MODE OF PREPRATION & SUBMISSION OF BID:**

The offer/bid should be prepared in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions.

- I. Cover 1(**Technical Bid**) shall be superscribed as "Technical bid" duly indicating the Tender Reference No which should contain the following:
  - a. Application for pre qualification in **Annexure- " I "**
  - b. Declaration in prescribed form ANNEXURE- "II".
  - c. Proof of submission of EMD
  - d. The firm should furnish Registration Certificates
  - e. GST Tax Registration Certificates
  - f. Income Tax /PAN Registration Certificates
  - g. All requisite supporting documents in support of all claims made in tender document and Annexure-I.
- II. Cover 2 (**Financial Bid**) should contain Price only and shall be superscribed as "Price bid" duly indicating the Tender Reference No. as per.
- III. The Bidders should offer their price as per "Annexure – III" on printed letter head of the Bidder's firm indicating thereon Registration, FAX, Email, Telephone numbers, etc.)
- IV. Cover 1 and Cover 2 should be sealed individually and superscripted with the tender reference no. Both covers shall be

placed in a third cover which shall also be sealed and superscripted "**RATE CONTRACT FOR STATIONARY AND PRINTED ITEMS** " along with advertisement **Notice No.** in bold letters on the top of the envelop and same should be addressed to "Asstt. Registrar (S&P), Stores & Procurement Section, National Institute of Technology Jamshedpur 831014".

- V. Submission of a tender by a Tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work.
- VI. The last date for receipt of the offer is marked in the tender Notice. In case the above date is declared a holiday for NIT Jamshedpur, then the bids will be received up to the given time on the next working day.
- VII. The offer may be sent by registered post/speed post/courier service/by hand so as to reach before/on the last date & time of receipt.
- VIII. Tender received after the deadline of receipt indicated in Tender notice, shall not be taken in to consideration.
- IX. For any clarification in this matter, Bidder may contact to Dean (Academic /Asstt. Registrar (S&P) during office hours.

## **6. OPENING OF BIDS:**

- I. **Envelop** (Cover) 1 i.e. **Technical Bid** will be opened on the scheduled date and time mentioned in the tender enquiry in the NIT'S administrative building in presence of committee of officials and interested vendors or their authorized representatives. Tenderers may be present at the time of opening of the Tender.
  - II. **Envelop** (Cover) 2 i.e. **Financial Bid** of only those firms/agencies which satisfy technical requirements will be opened on the scheduled date and time mentioned in the tender enquiry OR a date which will be intimated to the qualified bidders after the scrutiny of technical bids and the same will be posted on our web site. The bidders, whose Technical Bids are not found acceptable will be informed for the same and their financial bid will not be opened and EMD will be returned to them.
- 7. The sealed Tender duly super scribed "**RATE CONTRACT FOR STATIONARY AND PRINTED ITEMS** " along with advertisement Notice No. in bold letters on the top of the envelop should reach in the office of the undersigned on or before as per schedule addressed to "Stores & Procurement Section, National Institute of Technology Jamshedpur-831014".
  - 8. Tender will be opened as per schedule in the in the presence of the tenderers or their representatives, if they so desire, at NIT Jamshedpur.
  - 9. The application must be submitted in **prescribed format of APPLICATION FORM, Declaration form and PRICE BID as**

- Annexure I, II & III** with all required relevant & sporting documents. Incomplete and conditional applications will not be considered.
10. The application should be signed by an authorized signatory of the Firm(S) bearing his/ her full name and status, clearly indicated below the signature along with the official seal of the firm.
  11. The application is liable to be ignored if the information given on eligibility criteria is not complete.
  12. Submission of an application implies that he/she has read this notice and all other contract documents and has made himself aware of the scope of the work.
  13. Application may be sent preferably by Post/Courier at the aforementioned address or sent by hand delivered also so as to reach the aforementioned address on or before the said date. NIT Jamshedpur will not be responsible for delay or loss in transit if sent by post. No representation in this regard shall be entertained by this Institute.
  14. Tentative List of annual requirement for **STATIONARY AND PRINTED ITEMS is attached as Annexure -A.**
  15. **RATE CONTRACT FOR STATIONARY AND PRINTED ITEMS** on approved rate shall be valid for a period of one year and to be renewed yearly basis, up to three years on satisfactory performance from the date of contract as per terms & conditions specified in the tender document.
  16. Quoting of Price (s): Price quoted should be in Indian Rupees, free delivery at NIT Jamshedpur Campus at site.

## **GENERAL TERMS AND CONDITION (CONDITION OF CONTRACT)**

1. **Prices:** The price should be quoted in net per unit in Indian Rupee F.O.R. NIT Jamshedpur and must include all Packing - Forwarding charges, Freight charges and delivery charges. The offer/bid should be exclusive of taxes and duties, which will be paid by the purchaser as applicable. However the **percentage of GST** shall be clearly indicated separately as per the format of **Financial Bid: Annexure III**. The stores are required to be delivered at the Institute under the Suppliers' own arrangement, free of additional charges. No escalation in respect of materials, labour, freight etc will be allowed in any shape.
2. Prospective bidders can offer for all or any item but shall be evaluated/finalize item wise.
3. The items mentioned in Annexure-A are to be purchased on as and when required basis. Requirement can be increased or decreased at the time of placement of order at the discretion of the Competent Authority, National Institute of Technology, Jamshedpur.
4. Period of Validity: **RATE CONTRACT FOR SUPPLY OF STATIONARY AND PRINTED ITEMS** on approved rate shall be valid for a period of one year from the date of contract as per terms & conditions specified in the tender document.
5. Delivery: Supply should complete on every occasion as per Purchas Order by the successful bidder.
6. Any clarification/query regarding the purchase order should be sought from the Academic Section of this institute within 24 hours from the receipt of the order.
7. The stores to be supplied fresh as per approved sample, stores not conforming to the above will be rejected.
8. In any circumstances price should not be higher than PRM printed on respective item
9. Liability to pay any Taxes/ GST etc. applicable under any law would be that of the supplier.
10. Payment of the bills presented will normally be made within 30 days time from the date of presentation of the bill.
11. Firm has to assure to supply the items as per approved sample only. Firm cannot deliver change/ alternate item without written consent of officeals.

12. The selected firm cannot assign or sublet the supply or any part or it to any other firm in any form.
13. It will be is expected from prospective firms to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier.
14. At any given point of time, if any of the documents furnished by the Firms/ suppliers is found to be false, it would be deemed to be a breach of terms of contract making the firm concerned liable for legal action besides termination of empanelment.
15. The contract, if awarded, for specific period, can be terminated at any time without assigning any reason, whatsoever, even before the expiry of the contract period.
16. The Director National Institute of Technology Jamshedpur reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
17. Dispute: In the event of any dispute arising out of the bid or from the resultant contract, the decision of the Director, NIT Jamshedpur shall be final.

## ANNEXURE- A

### TENTATIVE LIST OF ANNUL REQUIREMENT OF STATIONARY AND PRINTED ITEMS

Item No.	Description of Item	Specification of Item(s)	Quantity
1.	24 pages stitched standard answer book	60 GSM White sheet with margin and page number on each page of standard size (225 mm x 274 mm). The first page and other pages will be printed as per sample attached.	36,000 Copy
2.	16 pages stitched standard answer book	60 GSM White sheet with margin and page number on each page of standard size (225 mm x 274 mm). The first page and other pages will be printed as per sample attached.	20,000 Copy
3.	8 pages stitched std. answer book	60 GSM White sheet with margin and page number on each page of standard size (225 mm x 274 mm). The first page and other pages will be printed as per sample attached.	6000 Copy
4.	4 pages stitched std. answer book	60 GSM White sheet with margin and page number on each page of standard size (225 mm x 274 mm). The first page and other pages will be printed as per sample attached.	5000 Copy
5.	Duplicating paper	75 GSM white smooth sheet of A4 size	200 packet
6.	Duplicating paper	75 GSM yellow smooth sheet of A4 size	100 packet
7.	Cartridge/toner for duplicating machine	HP 12 A	20 No.
8.	Cartridge/toner for duplicating machine	HP 508A set of colour yellow, cyan, Magenta and Black	04 set
9.	Cartridge/toner for duplicating machine	RICOH MP - 5054	04 No.
10.	Cartridge/toner for duplicating machine	CANNON NPG-51	04 No.
11.	Ribbon for Printer	UMCKO	10 No.
12.	PVC Card	Plastic coated card for Identity card 8.5 cm x 5.5 cm as per sample	2000 No.



13.	Fly leaf	Coloured (maroon) 13" x 10.5". Cloth laminated along edges and centre (Inside). Printed at top cover as per sample attached.	500 No.
14.	White A4 Size Grade Card	150 MIC (100 GSM), smooth and glazed surface, water proof, tear resistance, chemical resistance, termite proof, synthetic uncoated monolayer made of silica with poly-olefins. The Paper must possess features as printed water mark (Institution logo), and hidden image.	5000 No.
15.	White A4 Size Provisional Degree Certificate	250 MIC (167 GSM), smooth and glazed surface, water proof, tear resistance, chemical resistance, termite proof, synthetic uncoated monolayer made of silica with poly-olefins. The Paper must possess features as printed water mark (Institution logo), and hidden image.	5000 No.
16.	Folder for degree certificate	Golden/brown coloured folder, cloth (TASSAR KHADI) laminated on GATTA of size 12" x 10". Both side full PP pocket on inner surface. Metal clipped at four outer corners. Institution monogram and name will be printed on top surface of the folder. Sample attached.	2000 No.
17.	Light coloured A4 Size Degree Certificate	350 MIC (234 GSM), smooth and glazed surface, water proof, tear resistance, chemical resistance, termite proof, synthetic uncoated monolayer made of silica with poly-olefins. The Paper must possess features as printed water mark logo, Micro Text line, U. V. Red neon effect Invisible Ink printing(INSTITUTE LOGO), U. V. Green neon effect Invisible Ink printing(INSTITUTE NAME), COPY hidden word and VIOD PENTOGRAPH, Relief Tint/Scanned lettering and Hidden image. Detailed arrangement of features is attached.	4000 No.

**ANNEXURE-I**

**APPLICATION FORM (TECHNICAL BID)  
RATE CONTRACT FOR STATIONARY AND PRINTED ITEMS**

<b>Sl. No.</b>	<b>Requisite Information</b>	<b>Firms Response</b>
1.	Name of The Firm	M/s.....
2.	Registered Address of the Firm	..... .....
	Pin code	
	Telephone /Mobile No.	
	Email ID	
3.	Constitution of the Firm : 1. Proprietorship 2. Partnership 3. Private Limited 4. Other, please specify	
4.	Name of Proprietor/ Partners	
5.	Valid Trade License No.	
6.	GST No. (Please Attach copy)	
7.	PAN No. (Please Attach copy)	
8.	The bidder must have Annual Business Turnover of minimum Rs.5 lakhs in the last two Financial years.	
9.	Name, address, designation, phone, cell number and E Mail address of the Contract Person:	..... .....

10.	Details of Bank :	Name of Bank: _____ Account No. : _____ Account Holder _____ IFSC Code : _____ MICR Code : _____
11.	Agreed to supply the stationary and printed items on the quoted rate minimum for one year.	
12.	Name of Contract Person : Mobile No.	-----
13.	Agreed to Terms & Condition as specified in Tender documents	
14.	Payment Terms agreed as Specified.	
15.	Details of Bank	Name of Bank: _____ Account No. : _____ IFSC Code : _____ MICR Code : _____

This is to certify that all the information stated above is true and correct to the best of my/our knowledge. I/We understand and accept the terms and conditions and further accept that if there is any suppression, fabrication and misstatement of facts in any form, will at once result in cancellation of my application for rate contract and NIT Jamshedpur reserves its rights to take such action as it may deem fit in such an eventuality.

(Signature of the authorized Signatory of Tendering Firm)

Date: ..... Name of signatory: .....

Place: ..... Designation/Position in Firm: .....

Office Seal:

Note:

Please submit documentary proof in support of the data.

**CONTRACT DECLARATION**

(Note: Declaration should provide on printed letter head of the Bidder indicating thereon Sales Tax Registration, FAX, Email, Telephone numbers, etc.)

To,

Registrar  
National Institute of Technology  
Jamshedpur - **831014**

Sub: RATE CONTRACT FOR STATIONARY AND PRINTED ITEMS

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Sir,

I,.....(Proprietor/Partner) of M/s.....(Name of Firm) having examined the details of Tender document, I / We hereby submit the prequalification documents and other relevant information.

I/We here by certify that all the statements made and information supplied in the statements are true and correct to the best of my knowledge. I understand that if any information found incorrect, the application is liable to be cancelled.

I / We also hereby declare that all matters related to National Institute of Technology Jamshedpur shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.

Mr. .... whose signatures are appearing below, is the authorized representative(s) of the firm.

I / We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.

I/We certify that my firm is not **blacklisted / banned** from business by any organization.

I/We hereby accept the rules and procedures of the Institute and assure that the firm will serve/supply items to under rate contract for a minimum period of one year.

I/we have not tampered/modified the application forms in any manner. In case, if the same is found to be tampered/modified, I/we understand that my/our application will be summarily rejected. I/we am/are liable to be banned from doing business with National Institute of Technology, Jamshedpur and /or prosecuted.

Date:

Place:  
Person)

(Signature of authorized

Office Seal :

Name of Signatory: \_\_\_\_\_  
Designation : \_\_\_\_\_

Signature of representative of the firm: .....

Name of representative: .....

Contact No. of Repetitive: .....

### ANNEXURE-III

(Note: Offered on printed letter head of the Bidder indicating thereon Sales Tax Registration, FAX, Email, Telephone numbers, etc.)

## **PRICE SCHEDULE (FINANCIAL BID)**

**(To be utilised by the bidders for quoting their rate)**

### RATE CONTRACT FOR STATIONARY AND PRINTED ITEMS

Item No.	Description of Item	Specification of Item(s)	Unit/No	Offered rate per unit/No	Rate of GST
1.	24 pages stitched standard answer book	60 GSM White sheet with margin and page number on each page of standard size (225 mm x 274 mm). The first page and other pages will be printed as per sample attached.	Per copy		
2.	16 pages stitched standard answer book	60 GSM White sheet with margin and page number on each page of standard size (225 mm x 274 mm). The first page and other pages will be printed as per sample attached.	Per copy		
3.	8 pages stitched std. answer book	60 GSM White sheet with margin and page number on each page of standard size (225 mm x 274 mm). The first page and other pages will be printed as per sample attached.	Per copy		
4.	4 pages stitched std. answer book	60 GSM White sheet with margin and page number on each page of standard size (225 mm x 274 mm). The first page and other pages will be printed as per sample attached.	Per copy		
5.	Duplicating paper	75 GSM white smooth sheet of A4 size	Per packet		
6.	Duplicating paper	75 GSM yellow smooth sheet of A4 size	Per packet		
7.	Cartridge/toner for duplicating machine	HP 12 A	1 No.		
8.	Cartridge/toner for duplicating machine	HP 508A set of colour yellow, cyan, Magenta and Black	1 Set.		
9.	Cartridge/toner for duplicating machine	RICOH MP - 5054	1 No.		
10.	Cartridge/toner for duplicating machine	CANNON NPG-51	1 No.		
11.	Ribbon for Printer	UMCKO	1 No.		
12.	PVC Card	Plastic coated card for Identity card 8.5 cm x 5.5 cm as per sample	1 No.		
13.	Fly leaf	Coloured (maroon) 13" x 10.5". Cloth laminated along edges and centre	1 No.		

		(Inside). Printed at top cover as per sample attached.			
14.	White A4 Size Grade Card	150 MIC (100 GSM), smooth and glazed surface, water proof, tear resistance, chemical resistance, termite proof, synthetic uncoated monolayer made of silica with polyolefins. The Paper must possess features as printed water mark (Institution logo), and hidden image.	Per Pkt		
15.	White A4 Size Provisional Degree Certificate	250 MIC (167 GSM), smooth and glazed surface, water proof, tear resistance, chemical resistance, termite proof, synthetic uncoated monolayer made of silica with polyolefins. The Paper must possess features as printed water mark (Institution logo), and hidden image.	Per Pkt		
16.	Folder for degree certificate	Golden/brown coloured folder, cloth (TASSAR KHADI) laminated on GATTA of size 12" x 10". Both side full PP pocket on inner surface. Metal clipped at four outer corners. Institution monogram and name will be printed on top surface of the folder. Sample attached.	1 No.		
17.	Light coloured A4 Size Degree Certificate	350 MIC (234 GSM), smooth and glazed surface, water proof, tear resistance, chemical resistance, termite proof, synthetic uncoated monolayer made of silica with polyolefins. The Paper must possess features as printed water mark logo, Micro Text line, U. V. Red neon effect Invisible Ink printing(INSTITUTE LOGO), U. V. Green neon effect Invisible Ink printing(INSTITUTE NAME), COPY hidden word and VIOD PENTOGRAPH, Relief Tint/Scanned lettering and Hidden image. Detailed arrangement of features is attached.	Per Pkt		

Place: \_\_\_\_\_ (Signature of authorized Person)

Date: \_\_\_\_\_ Office Seal :

Name of Signatory: \_\_\_\_\_

Designation : \_\_\_\_\_

Contact No. ....