



(Please quote "LTE NO" for reference in all documents)

LIMITED TENDER ENQUIRY

LTE No. VNIT/STR/LT/SRS/ADM/84

Dated:10.11.2017

Sub.: Request for quotation for Printing & supply of "Institute Calendar & Diary"

Date & Timing of issuing the tender : Time 9.30 A.M. Date 10th November 2017

Last Date & Timing of Submission the Tender : Time 3.00 P.M. Date 17th November 2017

Date & Timing of opening the tender : Time 3.30 P.M. Date 17th November 2017

EMD:- Rs.6000=00

Dear Sir,

You are requested to quote for the following items sealed in single cover:-

Sr. No	Item with Specifications	Qty	Rate per Unit	Total Amount
1	Calendar Printing of Institute Calendar 2018 on 210 gsm spl. Art Paper with designing, scanning, wirebinding, etc. with both side printing(Three Sheeter).Size- 18"X23" Fully multi colour offset printing.	700 copies		
2	Diary Printing and binding of Institute Diary 2018 with multi colour designing. Size- 1/8. One date one page separator (Vision * Mission Statement & Telephone Diary to be included)	700 copies		
Terms & Condition <ul style="list-style-type: none">• Delivery should be on or before 05.12.2017.• This is a prestigious work of Institute, you have to carry out meticulously, after preparation of Calendar & Diary, you have to show to the authority and take the approval before final printing.• You have to check the sample at Stores Section, VNIT, Nagpur , before submitting the quotation				

You are requested to kindly go through the detailed terms & conditions/instructions mentioned below and overleaf and submit your most competitive offer latest by the submission deadline cited above.

INSTRUCTIONS:

1. Please mention the enquiry no., name of equipment and due date on the top of the envelope.
2. Please submit copy of your GST PAN, with your offer.
3. The offer must be submitted in **Single Bid**. Tender/quotations should be dropped in the tender box kept in the Stores Section, Old Library Building, 1st Floor, South Amabazari Road ,Visvesvaraya National Institute of Technology, Nagpur-440010 (MH) OR courier/registered post/speed post in advance so that it reaches us on or before the due date and time to Stores Section, Old Library Building, 1st Floor, South Ambazari Road, Visvesvaraya National Institute of Technology, Nagpur-440010 (MH) on any working day on or before 3.00 pm of the last date of submission. Quotations received after the due date and time will not be considered.

Signature of Supplier
(Authorized Signatory)

Stamp:
Date:

4. The email offer will be rejected. The quotations must be neatly typed, computer printed, hand written. Quotations must carry the numbers of GST /PAN invariably on the top.
5. **All the information shall be furnished by the bidder invariably as per Institute prescribed format & each and every document of Technical and commercial bid should be submitted with duly signed & stamped failing which, submitted tender will be treated as non responsive.**
6. Each bidder shall submit only one quotation. Quotation document (s) and all enclosures must contain the signature of the competent authority of the firm. Conditional quotations(s) will not be accepted.
7. The price should be indicated in the prescribed format in the Price/Commercial Bid only. Any other format will lead to disqualification.
8. The quantity mentioned in enquiry is and shall be deemed to be only approximate and will not in any manner be binding to the Institute.
9. The Bank/RTGS/NEFT detail must be submitted along with the quotations/Tenders on the letter head. A scan copy of the cancelled cheque can also be attached for verification of IFSC code.

Terms and Conditions

The offer must comprise of the following, failing which it will be treated as non responsible hence rejected:

1. The rates offered should be exclusive or inclusive taxes. The rates offered should clearly be specified, the exact figure of percentage of discount offered. The percentage of taxes must be either inclusive/exclusive (extra) in exact figure. The concessional Form 'C/D' have been abolished W.E.F 01.04.2007.
2. The delivery period should be specifically stated. Ex-stock and earlier delivery may be preferred.
3. EMD: Earnest money deposit to be submitted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, or Bank Guarantee in favor of the Director, VNIT Nagpur payable at Nagpur. Vendor should write name of firm and address on the reverse side of EMD/put the rubber stamp of the firm. Bid received without EMD will be rejected. EMD SHOULD BE ATTACHED WITH BID. For those who are registered with the Central Purchase Organization, National Small Scale Industries Corporation (NSIC) or the concerned Ministry or Department are exempted from submission of the EMD. If supplier failed to deliver the material/item within stipulated delivery period then the supplier submitted EMD amount with the tender shall be deemed to be forfeited.
4. **Delivery:** Delivery should be made within **04 weeks** from the receipt of the purchase order.
5. The quoted price (final offer) must be for F.O.R. VNIT Nagpur, Stores Section, Old Library Building, 1st Floor, South Amabazari Road, Visvesvarya National Institute of Technology, Nagpur-440010 or respective department/section, including freight & insurance, should be up to VNIT, Nagpur.
6. **Specification:** Quotation should be given for the exact specification as shown in the enquiry against Sr. No. of the item. The quotation which is not as per our tender enquiry will be treated as non responsive.
7. **Delivery:** All materials/items should be supplied on the basis of free delivery at respective department of VNIT Nagpur. Items should be supplied on the basis of free door delivery on working days. The date of delivery should be strictly adhered to failing which the purchase order is liable to be cancelled.
8. **Penalty:** Penalty may be imposed as per P.O. terms and conditions. Goods should be securely, safely and adequately packed and dispatched at the risk of supplier and packing costs quoting this order reference should be kept in all package. Firms are requested to deliver the goods in our stores before 4.00 pm on any working days.

Signature of Supplier
(Authorized Signatory)

Stamp:
Date:

9. **Validity period:** The validity period of the offer should be clearly specified. It should be at least for 180 days from the last date of submission of quotations.
10. **Rate contract:** If any of the items/materials mentioned are already under the DGS & D rate contract, you are requested to give us the advantage of the contract rates as VNIT Nagpur is an Educational and Research Institute sponsored by the Govt. of India.
11. **Payment:** for Indigenous purchase within 30 days from the date of received of the materials, tested/inspected/commissioned and found satisfactory with regards to quality, quantity and specifications ordered.
12. **Liquidation Damage:** As time is the essence of this order, the date of delivery should be strictly adhered to, otherwise the delivery in full or in part may not be accepted and penalty for late delivery will be imposed @0.5% per week subject to maximum of 10 % of the total value of supply order and beyond 10% subject to approval of Director, VNIT Nagpur. In case of delay in installation the same rate of penalty shall be leviable. In case of cancellation of order no compensation will be paid towards progress of order/procurement.
13. All communications are to be addressed to the undersigned only.
14. For any dispute, the place of jurisdiction shall be Nagpur, India only.
15. The decision of the Director, Visvesvaraya National Institute of Technology, Nagpur shall be final as regards to the acceptability of stores supplied by the seller and the Director, VNIT, Nagpur, shall not be required to give any reason in writing or otherwise at any time for the rejection of items/materials.
16. It will be the sole discretion of VNIT to accept or reject the tenders in case of deviations, if any, from the technical specification.
17. If the certificates submitted by the vendor/bidder or any misleading information whether intentional or unintentional are found to be false/incorrect/forged/fake, will lead to disqualification of the quotation. The Institute shall be free to take any action by blacklisting the firm/company.
18. Director, VNIT, Nagpur reserves the right to accept or reject or cancel any or all enquires or quotations/PO at any stage without assigning any reason thereof.
19. **Any corrigendum or Amendment regarding this will be issued on our Institute website Only (http://stores.vnit.ac.in/index.php/new_tenders).**
20. We look forward to receiving your quotations and thank you for your interest.

Yours faithfully

CHAIRMAN, SPC

Signature of Supplier
(Authorized Signatory)

Stamp:
Date:

“PRICE / COMMERCIAL BID”

Limited Tender Enquiry No.: VNIT/STR/LT/ ADM/SRS

Item :: “Printing & supply of Calendar and Diary”

Sr. No.	ITEM / Specifications	Unit Cost	Quantity	Total Cost in
1.	<u>Calendar</u> Printing of Institute Calendar 2018 on 210 gsm spl. Art Paper with designing, scanning, wirobinding, etc. with both side printing(Three Sheeter).Size- 18”X23” Fully multi colour offset printing.		700 copies	
2.	<u>Diary</u> Printing and binding of Institute Diary 2018 with multi colour designing. Size- 1/8. One date one page separator (Vision * Mission Statement & Telephone Diary to be included)		700 copies	
Bidder should be quoted Special Educational Discounted price for the Institute.				
Total Cost with Educational Discount				

[A] DUTIES & TAXES (if applicable):

1. Freight/ Transportation : _____
2. Insurance : _____
3. GST : _____
4. Packing & Forwarding : _____
6. Others, (if any) : _____
7. Final Offer (Including Installation Charges & Taxes) FOR VNIT Nagpur : _____

[B] Others Details (Enclosed)

1. EMD No & Amount : _____
2. Specification as per Requirements: Yes/No
3. Delivery period : _____
4. PAN/GST no. : _____
5. Others, (if any) : _____

Note : Price/Commercial bid and other details should be furnished as per institute prescribed format if failed, the price/commercial Bid is treated as unresponsive and disqualified

Finally, We agree to supply the above items for **total (₹ _____ Amount in figures)** (_____ Amount in words) included all above within the period specified in the Invitation for Quotations..

Signature of Supplier
(Authorized Signatory)

Stamp:
Date: