

Free of Cost

विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान, नागपुर - ४४००१०

(भारत)

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY,
NAGPUR - 440 010



**TENDER DOCUMENT FOR PROCUREMENT OF 1] PRINTING & SUPPLY OF
ANSWERBOOKS**

LIMITED TENDER NO. VNIT/STR/LT/EXAM/KND/AA/56

Dt. 29.08.2017

DATE OF ISSUE OF TENDER

: 29TH AUGUST 2017 at 9.30 A.M

LAST DATE OF SUBMISSION OF TENDER

: 19TH SEPTEMBER 2017 UP-TO 3.00 P.M.

DATE OF OPENING OF TENDER

: 19TH SEPTEMBER 2017 AT 3.30 P.M.

**INVITATION FOR QUOTATIONS/TENDERS FOR PROCUREMENT OF_1] PRINTING & SUPPLY OF
ANSWERBOOKS**

To

Dear Sirs,

Sub : INVITATION FOR QUOTATIONS FOR PROCUREMENT OF " **PRINTING & SUPPLY OF
ANSWERBOOKS**"

1. You are invited to submit your most competitive quotation for the following goods:-

Brief Description of the goods / Goods	Specifications *	Unit / Quantity	Delivery Period & Place of Delivery	E.M.D. * in Rs.	Installation Requirement if any
Please refer enclosed "QFA/Bill of Material" for complete details	As per "QFA/Bill of Material"	As specified in "QFA/Bill of Material"	Delivery in 4/6 weeks from the Date of contract award (for indigenous goods) At destination i.e.(VNIT site)	D.D./Pay Order of Nationalized Bank drawn in favour of the Director, VNIT, Nagpur for an amount of ₹ 22000/- (Rs. Twenty Two Thousand) to be invariably, enclosed with the quotation in separately sealed envelope.	Not applicable

* Where ISI certification marked goods are available in market, procurement should generally be limited to goods with those or equivalent marking only.

* **Vendor should stamp the reversed side of DD indicating Name of Firm and Address.**

2. **Bid Price**

- a) The contract shall be for the full quantity as described in "QFA/Bill of Material". Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price. However, the percentage of duties, taxes being levied shall be shown separately in order to calculate basic price (clearly indicate the detailed break-up such as Price Ex-Works, Packing & Forwarding, Freight, Insurance etc.). (Please note that the dealers should enclose GST registration certificate with the quotation invariably.)
- c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) The Prices should be quoted in FOR VNIT, Nagpur
- e) **The bidder should quote special educational discounted price for the Institute.**

3. Each bidder shall submit only one quotation.

4. **Validity of Quotation**

Quotation shall remain valid for a period not less than 180 days after the deadline date specified for submission.

5. **Evaluation of Quotations**

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) Are properly signed; and
- (b) Conform to the terms and conditions, and specifications.

The Quotations would be evaluated in "QFA" / Bill of Material" for the Item.

Conditional Quotation(s) will not be accepted.

6. **EARNEST MONEY DEPOSIT:**

- 1) The bidder shall invariably enclose the E.M.D. of ₹ 22,000/- (**₹ Twenty Two Thousand only**), in separate envelope. Earnest money deposit to be submitted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, 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.

Note: Quotation(s) without E.M.D. will be out rightly rejected.

7. GENERAL TERMS, CONDITIONS AND INSTRUCTIONS TO THE BIDDER:

Terms and Conditions :

7.1 The Director VNIT reserves the right to accept or reject any or all tender offer.

7.2 The Commercial bids of the bidders who **do not conform** to the eligibility criteria as mentioned in Para **8** will not be opened. However the E.M.D. of such bidder will be returned in due course.

7.3 The technical qualification of all the items offered should comply with the technical specifications as detailed in "Qualifying/Technical Bid". VNIT has the sole discretion to accept or reject tenders based on deviations, if any, from the technical specification.

8. Eligibility Criteria for the Vendor :

QUALIFICATION REQUIREMENTS :-

8.1. (a) The bidder should be a manufacturer who must have dealt in material similar to the type specified in the "QFA/Bill of Material" in any one of the last 3 years i.e (2014-15, 2015-16, 2016-17)
(Please attach necessary documents for the same).

8.2 All bids submitted shall also include the following information along with formats under Section XV.

8.2.1 The bidder should furnish a brief write-up, backed with adequate data, explaining his available capacity and experience (both technical and commercial) for the manufacture and supply of the required goods within the specified time of completion after meeting all their current commitments.

8.2.2 Reports on financial standing of the Bidder such as profit and loss statements, Balance sheets and auditor's report for the past three years, bankers Certificates etc.

The above information shall be furnished by the bidder invariably in appropriate Schedules/Annexure as may be relevant.

9. **Award of Contract**

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

- 9.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- 9.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
10. Payment shall be made after satisfactory delivery and completion of job.
11. You are requested to provide your offer on or before or latest by **3.00 PM on 19th September 2017**
13. We look forward to receiving your quotations and thank you for your interest in this project.

(Purchaser)

DIRECTOR

Address: Director, V.N.I.T. Nagpur-440 010
Tel.No. 0712-2222828,2236330,2236331, 2236332
Fax No.:0712-2223969, 2223230

IMPORTANT INSTRUCTIONS

1.	Closing Date / Time for submission of Quotations	19 th September 2017 up-to 3.00 P.M.
2.	Opening Date / Time of Quotations	19 th September 2017 at 3.30 P.M.
3.	Quotations to be submitted at	Stores section, VNIT Nagpur
4.	Demand Draft to be enclosed as EMD in the name of Director VNIT.	₹ 22,000/- (₹ Twenty Two Thousand only)
5.	Please enclose necessary supporting technical documents / product brochure / details with technical bid.	

The Vendor can quote for all / any or part of the item.

BID SYSTEM AND INSTRUCTIONS FOR SUBMISSION OF BIDS

(A) Instruction to Bidders:

"Two Bid" Systems will be followed for this tender. Two sealed envelopes, namely, 'Technical/Qualifying Bid' and 'Price/Commercial Bid' are to be put in one sealed envelope super-scribed with "**PRINTING & SUPPLY OF ANSWERBOOKS**"

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 signed & stamped, failing which, submitted tender will be treated as non responsive.

The Contents of "Technical/Qualifying Bid"

The qualification bid should be placed in a sealed cover. This envelope should be super-scribed "Technical/Qualifying Bid for "**PRINTING & SUPPLY OF ANSWERBOOKS**"

1. The envelope containing the Technical/Qualifying Bid should also contain the EMD in the form of Demand Draft (DD) drawn in favour of The Director, VNIT.
2. The qualifying bid will include the technical bid and the associated supporting documents. Bill of material (without any price), indicating the compliance of technical specification should also be included with the qualifying bid.

The Contents of "Price/Commercial Bid"

The Price/Commercial Bid should be placed in a sealed cover super-scribed with "Price/Commercial Bid for "**PRINTING & SUPPLY OF ANSWERBOOKS**"

3. Price should be indicated in the prescribed format in the Price/Commercial Bid only. Any other format will lead to disqualification.
4. Each cover should also indicate clearly the name and address of the bidder.

1. Liquidated Damages Clause:

(a) The Director, V.N.I.T. Nagpur reserves the right to recover from the vendor, liquidated damages a sum equivalent to 1/2 percent of the price of the undelivered stores at the stipulated rate for each week or part thereof, during which the delivery of such stores, may be delayed subject to, a maximum limit in the case of an order exceeding Rs. One Lakh in value, upto **10** percent and in the case of an order not exceeding Rs. One Lakh in value upto **5** percent of the stipulated price, of the stores so undelivered.

(b) To purchase elsewhere, on vendor's accounts, at his risk, the stores etc. undelivered, or other of a similar description, where others exactly employing with the particulars, are in the opinion of the Director, Visvesvaraya National Institute of Technology, Nagpur are not readily procurable, without canceling the contract, in respect of consignment not yet due for delivery.

(c) To cancel the contract.

In the event of action being taken under (b) or (c) above, the vendor shall be liable to make good for any loss, which the Institute may sustain, by reason of higher price of stores, so purchased or the otherwise, howsoever :

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, Visvesvaraya National Institute of Technology, Nagpur, shall not be required to give any reason in writing or otherwise at any time for the rejection of stores.

(C) Depositing / Submission of the Tender :

1. "Sealed Tender" has to be deposited in the "Tender Box" kept in The Stores Section, Old Library Building, 1st Floor, Visvesvaraya National Institute of Technology, Nagpur - 440010 on any working day on or before 3.00 P.M. on **19th September 2017.**
2. Any Tender received after the stipulated date and time of submission as indicated in the tender notice will not be considered and will lead to rejection.

The tender will be opened on **19th September 2017,** at 3.30 P.M.

Any corrigendum or Amendment regarding this will be issued on our Institute website Only (http://stores.vnit.ac.in/index.php/new_tenders).

**CHAIRMAN SPC
VNIT**

**QUALIFYING /
TECHNICAL BID**

“QUALIFYING/TECHNICAL BID”:

Please read the instructions given below carefully before submitting your quotation for the required items.

Important Instructions :

1. Fill up the specifications (Yes/No only) in this document format only. **Any other format will lead to disqualification.** Any reference to product brochure without filling **appropriate** entry in the “State Yes/No Compliance” column will lead to disqualification.
2. If there is any deviation from the required specification then, it should be clearly specified in the “**Remarks**” column and appropriate documentary proof, may be enclosed without fail.
3. **It will be the sole discretion of VNIT to accept or reject tenders in case of deviations, if any, from the technical specification.**
4. **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.**

PRE – BID Document

Sr. No.	Requirement	Details of Certification Enclosed YES/NO	Page No.
1.	EMD of ₹ 22000=00		
2.	Latest Manufacturer's Authorization Letter/OEM/Dealer		
3.	Order Copies of Last 3 financial Years 2014-15 , 2015-16 & 2016-17 duly certified, indicating details of Order Value executed (Enclose Proof)		
4.	Product Literature / Information Brochure		
5.	Preferably Vender / OEM should have ISO 9000 or similar Certification for Quality		
6.	Certificate of Incorporations		
7.	Registration Certificate		
8.	Company Profile		
9.	Customer List / Clientele List		
10.	Technical Manpower Employed with Qualifications & Experience & their tenure		
11.	PAN		
12.	GST Registration Certificate		
13.	Brief History of the Company/ Firm with credentials if any		

Signature of Vendor with Seal:-

Name of Vendor :-

Address :-

Date :-

विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान, नागपुर (भारत) - ४४००१०
VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR-440010

SCHEDULE TO QUOTATION LTI NO.: VNIT/STR/KND/AA
 Cost

PRICE: Free of

LAST DATE OF SUBMISSION OF TENDER : **19th September 2017** up-to 3.00 P.M.
 DATE OF OPENING TENDER : **19th September 2017** at 3.30 P.M.
 QUOTATION MUST REMAIN VALID FOR : 180 days from the date opening of the Tender
 TIME LIMIT FOR COMPLETION : 30 Days from the date of Purchase Order

Sr. No.	Name and Specification of the Quotation Item	Qty
1	<p><u>Printing & Supply of Answer Books</u></p> <p>[A] Answer Book (28 Pages)</p> <p>28 Pages Answer Books for End Semester Examination with Printed matter on front page with Graph Paper – Semi log on Front Page Inner and Graph Paper -Linear on last Page Inner & Outer. All other pages duly ruled. Answer Books will be duly stitched vertically from top to bottom on one side. The Answer Sheets will be duly serially numbered from 1-100000. Each Bunch containing 250 answer Books. Paper Quality: 60 GSM, Map litho confirming to IS:1848:1991 with amendments from 1 to 4 of Best mill Quality without any defects. Paper Size:- 8.5X11" Colour of Printed Matter:- Printed matter with Semi-log & Graph Paper - BLUE</p>	100000
2	<p><u>Printing & Supply of Answer Books</u></p> <p>[B] Answer Book (16 Pages)</p> <p>16 Pages Answer Books for Sessional Examination with Printed matter on front page with Graph Paper – Semi log on Front Page Inner and Graph Paper -Linear on last Page Inner & Outer. All other pages duly ruled. Answer Books will be duly stitched vertically from top to bottom on one side. The Answer Sheets will be duly serially numbered from 1-200000. Each Bunch containing 250 answer Books. Paper Quality: 60 GSM, Maplitho confirming to IS:1848:1991 with amendments from 1 to 4 of Best mill Quality without any defects. Paper Size:- 8.5X11" Colour of Printed Matter:- Printed matter with Semi-log & Graph Paper - RED</p>	200000
3	<p>Note:- Please submit the sample of Answer book (28 Pages) and Answer Book (16 Pages) along with the tender for quality of paper</p>	
	Total	

Signature of Bidder with Seal

SECTION -XII

MANUFACTURERS' AUTHORIZATION FORM

No. _____ Dated

To

Dear Sir,

LTI No. VNIT/STR/

We _____ who are established
and reputable manufacturers of _____
(Name and description of goods offered) having factories at _____
_____ (address of factory do hereby
authorize M/s _____ (Name and
address of Agent) to submit a bid, and sign the contract with you for the goods
manufactured by us against the above LTI No. VNIT/STR/

Yours faithfully,

(Name)

(Name of Manufacturer)

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to legally bind the manufacturer. It should be included by the Bidder in its bid.

SECTION -XV
CAPABILITY STATEMENT (CS)

1. Name & Address of the Bidder:
2. Phone:
3. Classification
 - (1) Manufacturer : Y/N
 - (2) Authorized Agent: Y/N
 - (3) Dealer : Y/N
 - (4) Other (Please specify)
4. Plant:
 - (aa) Location:-
 - (bb) Description, Type & size of building:-
 - (cc) Is property on lease or free hold? If on lease indicate date of expiry of lease in such case
5. Type of goods(s) manufactured and supplied during last 2 years.

Name of goods	Capacity/Size	Quantity Manufactured	Nos. of Purchase Orders on hand

6. Types of goods(s) supplied during last 2 years other than those covered under 5 above.

Name of goods	Capacity / Size & Model	Name of Manufacturer & Country of origin	Total Nos. of goods Supplied in India	No. of orders on hand

Turnover for similar goods sold in last two years :

9. Personnel/Organization: Give Organization chart for following indicating clearly the No. of employees at various levels.

0. Quality assurance :

1. Production :

2. Marketing :

3. Service :

4. Administrative :

11. Details of Organization (Enclose details of Organization Chart & Span Of Control) at Service Center:

(a) No. of skilled employees _____

(b) No. of Unskilled employees _____

(c) No. of Engineering employees _____

(d) No. of Administrative employees _____

11. **Names of two buyers to whom similar goods was supplied in the past and to whom reference may be made by the Purchaser regarding the bidder's technical and delivery ability.**

1) _____

Address with Telephone Nos. _____

2) _____

Address with Telephone Nos. _____

SIGNATURE & SEAL OF BIDDER

PRICE BID

“PRICE / COMMERCIAL BID”

Limited Tender No.: VNIT/STR/LT/NC/MK/MBB

Item :. “ PRINTING & SUPPLY OF ANSWERBOOKS”

S. N.	ITEM / Specifications	Unit Cost	Qty	Amount in Rs.
1	PRINTING & SUPPLY OF ANSWERBOOKS (28 Pages) (Detail specification as mentioned above)		100000	
2	PRINTING & SUPPLY OF ANSWERBOOKS(16 Pages) (Detail specification as mentioned above)		200000	
Bidder should be quoted Special Educational Discounted price for the Institute.				
Total Cost with Educational Discount				

[A] DUTIES & TAXES (if applicable):

1. Freight/ Transportation : _____
3. Insurance : _____
4. GST : _____
5. Packing & Forwarding : _____
8. Others, (if any) : _____
9. Final Offer (Including Taxes)
FOR VNIT Nagpur : _____

[B] Others Details (Enclosed)

1. EMD No & Amount : _____
2. Specification as per Requirements : Yes/No
4. Delivery period : _____
5. Authorization Letter : _____
6. Details of client lists : _____
7. PAN/GST No : _____
8. Others, (if any) : _____

Note :- Price/Commercial bid & 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:

FORMAT OF QUOTATION *

Sr. No.	Description of Goods	Specifications	Qty.	Unit	Quoted Unit Rate in Rs. /	Total Amount	
						In Figures	In Words
	Please refer enclosed "QFA/Bill of Material" for complete details.	As per "QFA/Bill of Material"					

Gross Total Cost : Rs.

We agree to supply the above goods in accordance with the technical specifications for a total contract price of ₹ In figures (₹ amount in words) within the period specified in the Invitation for Quotations.

Signature of Supplier

PRICE SCHEDULE:

1	2	3	4	5					6	7	8
Schedule No	Item Description	Country of Origin	Quantity & Unit	Price for each unit					Unit Price	Total Price	Taxes payable
				Ex-factory, Ex-ware House, Ex-Show Room, Off the shelf	Custom Duty as per actual if applicable	P & F	Inland transportation insurance and other local Costs Incidental to delivery	Incidental services charges which should be quoted separately (in ANNEXURE- "AM")			GST should be mentioned clearly, as Extra or Inclusive with %
				(a)	(b)	(c)	(d)	(e)	a+b+c+d+e	4 x 6	

Note :

(a) In case of discrepancy unit price and total price, the unit price, shall prevail.

(

Total Bid Price in ₹ _____

In word _____

Signature of Bidder _____

Name _____

Business Address _____

Place:

Date: