



राष्ट्रीय प्रौद्योगिकी संस्थान सिलचर National Institute of Technology Silchar

(राष्ट्रीय महत्त्व का संस्थान)
(An Institute of National Importance)
असम / Assam - 788010

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NITS/PS-97/Stationery/17

Date: 19/07/2017

NOTICE INVITING QUOTATION

Sub. : Printing and Supply of File Cover and Student Attendance Register.

Sealed quotations are invited from the reputed printer/ supplier for printing and supply of File Cover and Student Attendance Register at NIT Silchar with the following specifications & terms and conditions mentioned below :-

Details of Item and Work

Sl.No.	Description of Work	Qty.	Rate Per Unit	Amount in Total Rs.
1.	File Cover Steel Clip with Spring	4000		
2.	Both side Printing & Register Binding & supply of Student Attendance Register. Per Register contain 116 Pages (including cover page).	2000		
Sub Total Rs.				
Taxes@/Any other Charges Rs.				
Grand Total in Rs.				

Terms & Conditions :

1. F.O.R. NIT Silchar
2. Name of Consignee : Director NIT Silchar
3. The bidder should be reputed firm/printer having registration certificates, Viz. VAT registration, TIN number, PAN Card etc. The photocopies of all the above documents should be attached with the quotation.
4. The validity of quotation shall be 120 days.
5. The taxes should be mentioned separately and clearly.
6. Payment: 100% after delivery and acceptance of the ordered items as per specification and quantity in good condition at NIT Silchar.
7. The quotation shall be submitted in sealed envelope super scribing "Quotation for Printing and Supply of File Cover and Student Attendance Register at NIT Silchar" and shall be

address to the "Director NIT Silchar" and shall be submitted to the **Purchase Section, NIT Silchar-788010** on or before 04/08/2017 up-to **01.00 PM** and quotation shall be opened on the same day at **03.30 PM** in **Purchase Section, NIT Silchar**.

8. Delivery schedule and penalty for delay: Delivery of ordered items should be made within the stipulated time (as per Purchase Order). Penalty @0.5% or part thereof of the order value per week, subject to a maximum of 2.5% will be imposed for delayed delivery.
9. The bidder should be deposited an **EMD @2%** of the total bid value in the form of Demand Draft in favour of Director NIT Silchar, payable at Silchar along with the offer. No interest shall be paid on the EMD at the time of return.
10. The firm should submit a specimen copy of similar work along with their bid.
11. Sample copy and soft copy of matter to be print may be sent/provided to the selected bidder. Sample of work may be seen by the tendering firm before submission of tender.
12. The successful bidder should submit a demo copy of the above mentioned work to the Faculty-In-Charge, Purchase, NIT Silchar-788010 for inspection of quality of goods before final printing of total quantity.
13. All legal disputes shall be under the jurisdiction of the Silchar Courts of Cachar District in the State of Assam.
14. Errors & omission exempted.



Registrar
NIT Silchar