

राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय
National Institute of Technology Meghalaya
Bijni Complex, Laitumkhrah, Shillong 793 003
Meghalaya, India

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Ref: NITMGH/ES/Printing/Vol.III/2019-20/1043

Date. 20.08.2019.

**NOTICE INVITING QUOTATION (NIQ) FOR PRINTING AND SUPPLY OF ANNUAL
REPORT AND ANNUAL ACCOUNTS 2018-19 OF NIT MEGHALAYA IN ENGLISH
AND HINDI**

NIT Meghalaya invites quotations from Printing Presses/ Printers for Printing and Supply of Annual Report and Annual Accounts 2018-19 of NIT Meghalaya in English and Hindi as per details at **ANNEXURE-I** in SINGLE sealed envelopes to reach the undersigned **on or before 1:00 PM on 13.09.2019.**

BID INSTRUCTION:

01. Quotations will have to be submitted in a single sealed envelope. The address of the firm submitting the quotation and the Officer to whom the quotation is addressed must appear distinctly on sealed covers. Further, on sealed cover, the following are to be written:

**QUOTATION FOR PRINTING AND SUPPLY OF ANNUAL REPORT AND
ANNUAL ACCOUNTS 2018-19 OF NIT MEGHALAYA IN ENGLISH AND HINDI.**

NIQ REF NO. NITMGH/ES/Printing/Vol.III/2019-20/1043

Date:- 20.08.2019.

02. **LAST DATE OF SUBMISSION: 1:00 PM on 13.09.2019.**

Quotations will be opened on the same day at 3:00 p.m. After evaluation of bids, the successful bidder will be informed on a later date.

03. Soft copy of the Annual Report and Annual Accounts 2018-19 (English version) in *.docx format will be provided to the selected printing press/printer along with Purchase Order. All original photographs, charts, etc. will be provided. Selected Printing Press/ Printer shall arrange for design and reformatting of the matter into the printing format.
04. Translation of the Report into Hindi is being carried out and shall be provided to the selected Printing Press/ Printer after completion. The selected Printing Press/ Printer shall be provided with the translated version in *.docx format along with the Hindi fonts used in the translation.
05. Selected Printing Press/ Printer shall arrange for design and reformatting of the matter in Hindi into the same design and printing format as the English version.
06. Copy of the previous years' Annual Report and Annual Accounts will be kept available at the Front Office, Administrative Block, NIT Meghalaya, Bijni Complex, Laitumkhrah, Shillong 793003 for reference purposes.

NIQ TERMS & CONDITIONS:

01. **Broad scope of work:** Design, Page setting, Printing, Fabrication, Supply and Delivery of Annual Report and Annual Accounts 2018-19 of NIT Meghalaya. Printer has also to submit soft copy of the final report in printable PDF format for Institute's record.
02. The bidder should have executed similar printing order of such scale during the immediately preceding three years and **must submit all necessary documents/orders in support of such claim.**
03. GST Registration Certificate should be enclosed along with the tender documents.
04. **Earnest Money:** Refundable earnest money deposit (EMD) of INR 6,000/- (Rupees Six Thousand only) through Demand Draft/ Banker's Cheque only in favour of Director, National Institute of Technology Meghalaya, payable at Shillong, must accompany the Quotation. EMD of unsuccessful bidders shall be returned after finalization of the contract without any interest. EMD of the successful bidder will be released after successful and satisfactory completion of the work.
Quotations not accompanied by EMD as prescribed above will be summarily rejected.
Agencies registered with NSIC or MSME are exempted from payment of EMD. However, the bidder shall have to enclose copies of the relevant certificates along with the Technical bid.
05. The Report may run upto 250 pages, i.e. 125 pages printed on both sides (both multi colour and single colour pages).
06. In case the number of pages in the Report exceeds or falls short by 25 pages, the same shall be calculated on prorata basis.
07. The printer shall have to prepare a minimum of three cover and layout designs to be presented to the Director, NIT Meghalaya in soft copy. The Director shall select and approve one of the designs as the final cover and layout for the Report.
08. The quantities given at **ANNEXURE-I** can be increased or decreased at the discretion of the Director, National Institute of Technology Meghalaya.
09. **Rates:** Rates quoted in the **Financial Bid** should be on DOOR DELIVERY NIT Meghalaya basis, as per format given at **ANNEXURE-II**.
10. The firm will have to ensure the safety of the printed material during binding, packing and delivery.
11. Vague terms like "packing, forwarding, transportation, etc. extra" without mentioning the specific amount will not be accepted. Such offers shall be treated as incomplete and rejected. Bidders shall indicate their rates in clear/visible figures as well as in words and shall not alter/overwrite/make cutting in the quotation. In case of a mismatch, the rates written in words will prevail. Usage of "White ink" to erase and then rewrite the rates will not be accepted.
12. **Validity of Quotation:** Quoted rates must be valid for 90 (ninety) days.
13. All documents submitted should be self-attested with seal of the bidder.
14. Bidder must unconditionally accept all terms and conditions stipulated in the tender document and all pages of the bid including all enclosures should be numbered and must be duly filled in, signed and stamped by the bidder or his authorized representative. Offers received without signature and seal on all pages are liable to be rejected.
15. NIT Meghalaya reserves the right to change the layout, make additions/deletions in the text/photographs before accepting for making final prints of the Reports.

16. Final printing should be made only after obtaining confirmation from the authorized personnel of NIT Meghalaya.
17. All the copyright of the Annual Report will be with NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA. None of the contents should be revealed to any person not associated with the Report work, nor material in the report in any form, should be shared by the successful bidder with anybody.
18. **Delivery schedule:**
 - a. **Time Limit:**
 - (i) The soft copies of the proposed cover and layout designs should be ready for presentation to the Director, NIT Meghalaya within 5 (five) days from the date of issue of Purchase Order.
 - (ii) First proof copy of the English version of the Report should be delivered within 3 (three) days after approval of the cover and layout design by the Director, NIT Meghalaya.
 - (iii) First proof copy of the Hindi version should be delivered within 7 (seven) days later.
 - (iv) Final printed Reports of required quantity should be delivered within 10(ten) days from the date of approval of the respective proof copy.
 - (v) Soft copies of the final report (both English and Hindi) in printable PDF format should also be submitted for Institute's record together with the printed Reports.
 - b. **Penalty for delay in delivery:** The date of delivery should be strictly adhered to otherwise the Director, NIT Meghalaya reserves the right not to accept delivery in part or full.
19. **Bid not transferable:** The bid documents are not transferable and the seal and signature of the authorized official of the firm must appear on all the papers and envelopes submitted.
20. **Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Conditions mentioned in the tender bids submitted by vendors will not be binding on NIT Meghalaya.
21. **Late and delayed tender:** Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.
22. **Payment:** 100% payment within 30(thirty) days from date of delivery and acceptance.
23. **Enquiry during the course of evaluation not allowed:** No enquiry from the bidder(s) shall be entertained during the course of evaluation of the tender till final decision is conveyed to the successful bidder. However, the Purchase Committee or its authorized representative may make enquiries/seek clarification from the bidders. In such a case, the bidder must extend full co-operation.
24. At any time prior to the date of submission of bid, NIT Meghalaya may, for any reason, either of its own or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment / corrigendum. **Any such amendment / corrigendum will be duly notified through the Institute's website only.** Prospective bidders are advised to check the Institute's website every now and then for any amendment / corrigendum. In order to provide reasonable time to take the

amendment into account in preparing the bid, NIT Meghalaya may extend the date and time for submission of bids.

25. The acceptance of the quotation will rest solely with the Director, NIT Meghalaya, who in the interest of the Institute is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reasons.
26. **Force Majeure:** If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned, that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows:
 - (a) Any law, statute or ordinance, order action or regulations of the Government of India,
 - (b) Any kind of natural disaster, and
 - (c) Strikes, acts of the Public enemy, war, insurrections, riots, lockouts, sabotage.
27. **Termination for default:** Default is said to have occurred:
 - (a) If the Report is found having deviated from the approved design, having poor printing quality and quality of materials used not as per specifications.
 - (b) If the supplier fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by NIT.
 - (c) If the supplier fails to perform any other obligation(s) under the contract.

Under the above circumstances NIT may terminate the purchase order in whole or in part and forfeit the EMD. In addition to the above, NIT may at its discretion also take the following actions: NIT may procure, upon such terms and in such manner, as it deems appropriate, goods similar to the undelivered items/products and the defaulting supplier shall be liable to compensate NIT for any extra expenditure involved towards goods and services obtained.

28. **Applicable Law:**

- (a) The contract shall be governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of Competent Court and Forum in Shillong / India only.
- (b) Any dispute arising out of this purchase shall be referred to the Director NIT Meghalaya, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Director of the Institute. The decision of such Arbitrator shall be final and binding on both the parties.

Sd/-
Registrar

Encl.: ANNEXURE-I, ANNEXURE-II

ANNEXURE -I

Sl. No.	Item Description	Qty.
01	<p>Design, Page setting, Printing, Fabrication, Supply and Delivery of Annual Report and Annual Accounts 2018-19 of NIT Meghalaya with the following specifications:</p> <p><i>Size:</i> 8.5" x 11"</p> <p><i>Pages:</i> May run upto250 pages, i.e. 125 pages printed on both sides (both multi and single colour pages)</p> <p><i>Cover Pages:</i> 300 GSM Imported Art Board Gloss with Lamination</p> <p><i>Inside Pages:</i> 100 GSM art paper Gloss</p> <p><i>Production:</i> Single colour& Multi colour as per actual layout and design (cover in 4 colour)</p> <p><i>Fabrication:</i> Cover Lamination</p> <p><i>Binding:</i> Perfect with section sewing</p>	<p>200 books English version</p> <p>100 books Hindi version</p>

NOTE:

1. In case the number of pages in the Report exceeds or falls short by 25 pages, the same shall be calculated on prorata basis.

ANNEXURE –II

Format of Financial Bid

(to be submitted in the Bidder's letterhead)

Sl. No.	Item	Quantity	Unit	Rate in figures	Rate in words
1.	Printing and supply of Annual Report and Annual Accounts 2018-19 of NIT Meghalaya	200 books English version	Per book		
		100 books Hindi version	Per book		
2.	Discount (if any)				
3.	Applicable Taxes (please specify)				
4.	Transportation charge up to NIT Meghalaya premises (if applicable)				
	Grand total on door delivery at NIT Meghalaya				

Date:

(Signature of the Authorised signatory)

(Seal of the Agency)