



NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA- 769008

Tender Reference No.: **NITR/PW/2022/L/0423**

Dated: 28/07/2022

Tender for Rate Contract (RC) of printing jobs of National Institute of Technology Rourkela – 769008

Date of Publish of Tender : **28/07/2022 at 11:00 AM**
Last date of submission of bid : **24/08/2022 at 11:00 AM**
Date of Opening of Techno-commercial bid : **25/08/2022 at 11:00 AM**

1. Sealed Tenders are invited by NITR from reputed printers through Offline mode in two separate cover/part/bid system (i.e. Envelope – I: Technical Bid and Envelope – II: Price Bid) by Speed post/Registered Post/Courier to empanel them under Rate Contract to undertake the printing jobs of the Institute for a period of **one year** as per the schedule of requirement given in **ANNEXURE-I**. The Bids are to be submitted physically addressing to **Registrar, NIT Rourkela-769008, Odisha** by the bidding firms. Incomplete bids will be rejected summarily.
2. NITR reserves the right to reject any or all the bids without assigning any reasons thereof. If the printed copies are not delivered in time penalty will be imposed as per **ANNEXURE-III**.
3. After the work is completed, the bill for the work in triplicate prepared on the basis of the accepted rates should be submitted together with receipted delivery voucher for the supplies made to make the payment by the Institute.
4. Responsibilities of the printer for executing the Contract.
 - (i) Timely delivery is the essence of the contract.
 - (ii) The Printer shall print, bind and deliver the work in clear and legible type, form and style and with other fit and proper materials in good and workman-like manner, and by the process specified, and where a sample is supplied, in accordance therewith. If execution of the job is not in accordance with specifications and/or terms and conditions, inter alia, the materials supplied are liable to be rejected without any compensation and/or any penalty including forfeiting the security deposit and/or black listing of the printer and/or any other penalty as deemed fit by the competent authority of NITR in this regard shall be final and binding on the printer.
5. Subletting the assignment: The Contractor/Printer shall not sub-let, transfer or assign the contract or any part thereof or any interest therein or any advantage thereof in any manner.
6. The contractor/printer shall, whenever called upon to do so, give full particulars and information with regard to any work in hand and shall also permit the Director, NIT Rourkela or any other officer deputed by him to inspect the printer's premises at all reasonable times to verify the statements. The printer shall give assistance and information as may be required by him/her in connection with any contract or contracts.
7. The Printer at his/her own cost will arrange all the equipment, materials and other things/service etc. necessary for printing, inter-alia. NITR will provide only manuscript (both hard and soft copies).
8. Different colors of quality inks are to be used as per the layout supplied or proposed.

9. The proof reading/checking will be done by the printer himself with a view to ensure 100% error free work. However, the final proof will be given for approval to Registrar, NIT Rourkela. After getting such a proof for approval, if the Institute finds that the printer has not done proof checking properly so as to ensure error/deficiency free work, the printer may be penalized to an extent and in a manner as deemed fit by the Institute.
10. The CDs/Pen Drives/Charts etc. supplied by this Institute to be returned by the printer to the Institute within two days on completion of the printing work. A CD/soft copy of the printed materials in PDF and Page Maker formats will be supplied by the printer along with delivery of the printed copies to the Institute so that the publication can be soon put up on Institute website. No additional payment will be made to printer for such CD/soft copy having the printed copy in PDF and page maker formats.
11. The printer shall be responsible for all loss, destruction, damage or deterioration of the printed materials for any cause whatsoever at any stage of printing or are in the course of transit from the printer to the consignee.
12. The Printer shall do the printing and deliver printed materials in accordance with the conditions of the contact at the time and place and in the manner as specified in the letter of acceptance of the Tender. The printer shall comply with the instructions that the Director (or his/her representative), NIT Rourkela may issue from time to time.
13. The firm should indicate all the relevant data mentioned in Technical specification as per **Annexure II** (legible self-attested photocopies to be enclosed)
14. **Bid Security/EMD** in shape of DD (Demand Draft) for **INR 15,000/- (Rupees Fifteen Thousand Only)** and Tender Cost (Non- refundable) in the form of DD for **INR 500/- (Rupees Five Hundred Only)** in favor of **Director, NIT Rourkela** Payable at **Rourkela** from any Scheduled Commercial Bank except Co-operative and Gramin bank. And DD for the Bid-Security/EMD should remain valid for a period of **45 days** beyond the bid validity period from the date of opening of bids. Bid security of unsuccessful bidders will be returned to them at the earliest and latest on or before the **30th day** after the award of the contract. **EMD (Earnest Money Deposit)** and **Tender Cost** should reach physically through speed post/register post/courier, containing in an envelope & superscribed with subject, tender reference number addressing to **Registrar, NIT Rourkela- 769008, Odisha;** Attention: Assistant Registrar(PW) **on or before 25/08/2022 at 11:00 AM**
15. The Bid Security of the unsuccessful bidders will be returned within 30 days after the award of contract and **for successful bidders, the bid security will be converted to Security Deposit (SD).**
16. The Printer selected in Tender will be required to deposit a security amount of Rs. 30000/- (Rupees Thirty Thousand Only) in the form of Demand Draft in favour of " Director, NIT Rourkela ", Payable at Rourkela and the same should remain valid for 60 days beyond the contract period. And empaneled contractor for printing rate contract should have to deposit the security amount within fifteen days after the award of contract and undertake the jobs on the approved rate of the L-1 firm. No interest shall be payable by NITR to the bidders on their Bid Security and Security Deposit.
17. The time specified for delivery of final proofs or completion of the order shall be strictly adhered to and time in this respect shall be deemed to be the essence of the contract. If the time schedule is not adhered to and the job is delayed during proofing, printing or dispatching, inter-alia the penalty will be imposed as per Annexure-III, for reasons other than those beyond printer's control and/or if the quality of paper/cards etc. used and quality of printing etc. is not as per specification agreed to the Registrar, NIT Rourkela shall be entitled to exercise the following option:-
 - (a) to cancel the order without any financial repercussion on the part of the purchaser towards any expenses incurred by the tenderer in connection with the printing of the materials/report and/or

- (b) to forfeit the security deposit and/or
 - (c) to black list the printer.
 - (d) To recover the Printer. Liquidated damages by way of penalty as decided by the competent authority and /or
 - (e) Any after penalty as deemed fit by the Director, NIT Rourkela.
- 18.** The Director, NIT Rourkela shall have the power to determine the scale of deduction in such case and his decisions shall be final and binding on the printer.
- 19.** In the event of any action being taken under 17(a) above, the cancellation of the order will be without prejudice to the right of the NITR to recover from the printer any loss deducted thereby and printer will not be entitled to any compensation for such cancellation.
- 20.** In the event of work being wholly rejected, the Director, NIT Rourkela may at his own discretion either:
- i. Permit the printer to re-do the same within such time as he may specify at printer's own cost which shall include the cost of paper and other materials, inter-alia and/or
 - ii. Arrange to get the additional work done elsewhere and by any other person or from any other source that the printer, in which case, the amount of extra cost, if any, shall be paid by the printer.
- 21.** The price quoted should be inclusive of all charges (including freight etc.) except GST. Applicable GST shall be paid extra.
- 22.** In case of quality of service by the contracted agency found unsatisfactory, NITR may terminate the contract agreement without giving any notice.
- 23.** The contract may be extended for another two more years on annual basis on mutual understanding between NITR & contractor on same terms and condition.
- 24.** Recovery Clause and the Set-off clause :
- In the event of any loss of NITR in the form of papers and materials or damage thereto (for whatever cause) happening in the misuse thereof while in the possession or control of the printer, his/her servants, workmen or agents and/or failure to return the papers or other materials rendered either on termination of contact or on reduction in the quantity of the order within the aforesaid time the printer shall pay the costs, thereof (to be determined by the Director or his/her representative), NIT Rourkela, whose decision shall be final and binding under this contract. It shall be lawful for NIT Rourkela, to recover on behalf of Director, NIT Rourkela such sum or sums then due or which, at any time thereafter, may become due from the printer from the security deposit, if any, deposited by the printer or otherwise from the contracts.
- 25.** The finalized contract shall be interpreted under Indian Laws. In case of dispute of any kind, the firm shall abide by the decision of the Competent Authority, NIT Rourkela. In case the dispute is required to be referred to Arbitration, it shall be referred to sole arbitrator under **Arbitration and Conciliation Act 1996**. The place of settlement of dispute shall be Rourkela. In the case of settlement of dispute is in the court, it will be in the jurisdiction of courts at Rourkela, Odisha.

- 26. Submission of Bids: Two Bid System:** The two bid system will be followed for this tender. In this system the bidder must submit their offer in separate sealed envelopes as – **Technical Bid** and **Price Bid**. Both the Technical Bid and Price Bid envelopes should be clearly marked as “**Envelope No. I - Technical Bid** and **Envelope No. II - Price Bid** and **both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with the Tender No. & Due Date and to be submitted to the concern department/section mentioned in tender document. Submission in any other form shall summarily reject.** The tender should sign (not initials) at each page of the tender and all its annexures. No page should be removed/detached from the tender document.
- 27. Evaluation of Quotations:** Quotation will be evaluated item-wise basis (i.e. fixed rate/L1 rate). The purchase committee will evaluate & compare the quotation determined to be substantially responsive i.e.
- (i) Are properly signed
 - (ii) Confirm to the terms & conditions and specifications
 - (iii) Price offered are competitive

**Sd/-
REGISTRAR
NIT, Rourkela**

BOQ (Bill of Quantity)/PRICE BID/QUOTED PRICE FORMAT [should only be enclosed in cover/envelope -II (Price-bid cover), not to be enclosed with the technical bid]

Tender Inviting Authority: REGISTRAR, NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA- 769008				
Name of Work: Rate Contract of Printing Job at NIT Rourkela				
Tender Notice No: NITR/PW/2022/L/0423 Dated: 28/07/2022				
Name of the Bidder/ Bidding Firm / Company :				
<u>PRICE SCHEDULE</u> (DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY) (This BOQ template must not be modified / replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)				
NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Basic rate in figures to be entered by the bidder in Rs. p	Total amount without taxes in Rs. P	Total amount in words
A	B	C	D	E
1	<u>GROUP 1</u>			
	<u>Offset Printing (Batch size- 1000/2000/3000, Paper size : A2)</u>			
1.01	Good Quality Printing			
1.02	Single Colour (Master in black colour), up to paper size A4		0.00	INR Zero Only
1.03	Single Colour (Master other than black), up to paper size A4		0.00	INR Zero Only
1.04	Two Colour (Master) up to paper size A4		0.00	INR Zero Only
1.05	Special High Definition Printing(using superior printing machinery and process)			
1.06	Single Colour (computer to plate) up to paper size A2		0.00	INR Zero Only
1.07	Single Colour (computer to plate), up to paper size A2 Batch size= 2000		0.00	INR Zero Only
1.08	Two Colour (computer to plate) up to paper size A2		0.00	INR Zero Only
1.09	Two Colour (computer to plate), up to paper size A2 Batch size= 2000		0.00	INR Zero Only
1.10	Four Colour (computer to plate) up to paper size A2		0.00	INR Zero Only
1.11	Four Colour (computer to plate), up to paper size A2 Batch size = 2000		0.00	INR Zero Only
1.12	<u>Screen Printing</u>			
1.13	DTP (Per Impression, Per Colour, Per 1000 Pages)		0.00	INR Zero Only
1.14	<u>Post Printing Processing(up to Paper Size A4)</u>			
1.15	Lamination, Embossing, Foil Stamping etc.			
1.16	Matt Lamination per 100 pages		0.00	INR Zero Only
1.17	Gloss Lamination per 100 pages		0.00	INR Zero Only
1.18	Spot Lamination per 100 pages per Inch		0.00	INR Zero Only
1.19	a) Embossing per Inch		0.00	INR Zero Only
1.20	b) Foil Stamping per 100 Pages per Inch		0.00	INR Zero Only

2	GROUP 2			
2.01	<u>Supply of Paper; A1/ Double Demy Size & 8 Sheets of A4/Letter/Legal/Full scape size</u>			
2.02	Cream Wove(Good Quality), 8 sheets of			
2.03	56 gsm		0.00	INR Zero Only
2.04	70 gsm		0.00	INR Zero Only
2.05	Ledger Paper(Good Quality), 8 sheets of			
2.06	70 gsm		0.00	INR Zero Only
2.07	90 gsm		0.00	INR Zero Only
2.08	Super Printing Paper(JK, Ballarpur or similar)			
2.09	90 gsm		0.00	INR Zero Only
2.10	120 gsm		0.00	INR Zero Only
2.11	Ordinary Paper/Board (JK, Ballarpur or similar band paper quality normally sold as copier paper)			
2.12	65 gsm		0.00	INR Zero Only
2.13	70 gsm		0.00	INR Zero Only
2.14	80 gsm		0.00	INR Zero Only
2.15	90 gsm		0.00	INR Zero Only
2.16	100 gsm		0.00	INR Zero Only
2.17	120 gsm		0.00	INR Zero Only
2.18	220 gsm		0.00	INR Zero Only
2.19	Art paper (Uncoated) A4/Letter Size			
2.20	90 gsm		0.00	INR Zero Only
2.21	120 gsm		0.00	INR Zero Only
2.22	170 gsm		0.00	INR Zero Only
2.23	220 gsm		0.00	INR Zero Only
2.24	250 gsm		0.00	INR Zero Only
2.25	300 gsm		0.00	INR Zero Only
2.26	Art paper (Glossy coated) A4/Letter Size			
2.27	90 gsm		0.00	INR Zero Only
2.28	120 gsm		0.00	INR Zero Only
2.29	130 gsm		0.00	INR Zero Only
2.30	170 gsm		0.00	INR Zero Only
2.31	220 gsm		0.00	INR Zero Only
2.32	250 gsm		0.00	INR Zero Only
2.33	Art paper (Matt coated) A4/Letter Size			
2.34	90 gsm		0.00	INR Zero Only
2.35	120 gsm		0.00	INR Zero Only
2.36	165 gsm		0.00	INR Zero Only
2.37	220 gsm		0.00	INR Zero Only
2.38	250 gsm		0.00	INR Zero Only

3	GROUP 3			
3.01	<u>Designing (A4/Letter Page); Mostly Text, including tables and few photographs.</u>			
3.02	Good Quality Printing			
3.03	Up to 4 pages		0.00	INR Zero Only
3.04	Special High Definition Printing(using superior printing machinery and process)			
3.05	Up to 4 pages		0.00	INR Zero Only
4	GROUP 4			
4.01	<u>Special Effects, Artistic Designing (A4/ Letter Page); Mostly graphics including colour background and special effects</u>			
4.02	Good Quality Printing			
4.03	Up to 4 pages		0.00	INR Zero Only
4.04	Special High Definition Printing(using superior printing machinery and process)			
4.05	Up to 4 pages		0.00	INR Zero Only
5	GROUP 5			
5.01	<u>Collating and Binding</u>			
5.02	Ordinary Folding/Stapling per set of 100 copies a) 100 pages		0.00	INR Zero Only
5.03	Ordinary Folding/Stapling per set of 100 copies b) 200 pages		0.00	INR Zero Only
5.04	Centre stapling per set of 100 Copies		0.00	INR Zero Only
5.05	Perfect Binding/ Gum Binding (per copy)		0.00	INR Zero Only
5.06	Hard case Book Binding < 100 copies		0.00	INR Zero Only
5.07	Hard case Book Binding > 100 copies		0.00	INR Zero Only
5.08	Spiral Binding (each volume including plastic cover sheets)		0.00	INR Zero Only
5.09	Thesis Binding (each volume) up to 100 pages		0.00	INR Zero Only
5.10	Shrink Wrapping (each volume)		0.00	INR Zero Only

6	GROUP 6			
6.01	<u>General Printing</u>			
6.02	Letter Head (J.K. Excel Bond) (A4 size, 90 GSM) (Print Bi- Colour- Navy Blue & Black)		0.00	INR Zero Only
6.03	Letter Head (J.K. Excel Bond) (A4 size, 100 GSM)(Print Bi- Colour- Navy Blue & Black)		0.00	INR Zero Only
6.04	Letter Head (J.K. Excel Bond) (A4 size, 100 GSM) (Multi-colour)		0.00	INR Zero Only
6.05	Hard Board File(30' x 18') (Gatta 32 Announce, Pink Colour)		0.00	INR Zero Only
6.06	Leaf File(Yellow Board, 350 GSM, 9 1/2" x 34")		0.00	INR Zero Only
6.07	Students File (Different Colour) 350 GSM		0.00	INR Zero Only
6.08	Envelope (small) Parchment Paper 10" x 4", 90-100 GSM		0.00	INR Zero Only
6.09	Envelope (Medium) laminated 12" x 6"		0.00	INR Zero Only
6.10	Envelope (Big Laminated) 14" x 10"		0.00	INR Zero Only
6.11	Envelope Cloth (Parchment Paper) 14" x 10" = 100 GSM		0.00	INR Zero Only
6.12	Envelope Window (Parchment Paper) 10" x 4" = 100 GSM		0.00	INR Zero Only
6.13	Register Paper 120 GSM (Legal Size)		0.00	INR Zero Only
6.14	Note Sheet (Laser Paper 90 GSM) (Legal Size, Light Green Colour)		0.00	INR Zero Only
6.15	ES- 05 Form (A4 Size), 70 GSM, Copier paper		0.00	INR Zero Only
6.16	Exam Answer Sheet Maplitho finishing paper JK & Built, 65 GSM, 18 Kg		0.00	INR Zero Only
6.17	Ordinary Form Print single side double colour, A4, B & W		0.00	INR Zero Only
6.18	Ordinary Invitation Card (10" x 6")		0.00	INR Zero Only
6.19	Multi-colour Invitation Card (10" x 6")		0.00	INR Zero Only

TECHNICAL BID**(ON LETTER HEAD OF THE FIRM)****Tender for Rate Contract (RC) for printing jobs of National Institute of Technology, Rourkela****Details Particular of Tenderer:**

Sl. No.	Particular	
1.	Name of the Firm.	
2.	Address of the Firm.	
3.	Registration No. of the firm/company (copy Attached) (Yes/No).	
4.	PAN & GST Registration No. (Copy must be Attached) (Yes/No).	
5.	Name of the authorized signatory.	
6.	Specimen signature of the authorized signatory.	
7.	Mobile number of the authorized signatory and other telephone numbers of the Firm/Company.	
8.	Whether the Firm has deposited EMD or not. If Yes then DD/Pay order number (A copy of DD/Pay Order must be uploaded).	
9.	A detail of the Printing contract with Ministries/Departments/Organizations/PSUs etc. in which the firm is engaged in providing service for at least 3 years. Copies of work orders must be enclosed.	
10.	Whether proof/ copies of work order on items at Sl. No. 9 enclosed or not (Yes/No).	
11.	Income Tax Return for last two Financial years (copy enclosed) (Yes/No).(including Balance Sheet and Profit & Loss Statement)	
12.	Under taking/acceptance of terms & conditions by the firm (separate sheet enclosed) (Yes/No).	

I have fully read the terms & conditions of the tender documents and agreeable to me/us.

Yours faithfully,

Name & Signature with date
Seal of the firm

Details w.r.t. Penalty to be imposed for delay in work PENALTY CLAUSE

PERIOD OF DELAY	PENALTY
For 1-2 days	½ % of the admitted amount of the bill
For 3-7 days	1 % of the admitted amount of the bill
More than 1 week but not more than 2 weeks	2% of the admitted amount of the bill
More than 2 weeks but not more than 3 weeks	3% of the admitted amount of the bill
More than 3 weeks but not more than 4 weeks	4% of the admitted amount of the bill
More than 4 weeks but not more than 5 weeks	5% of the admitted amount of the bill
More than 5 weeks but not more than 6 weeks	6% of the admitted amount of the bill
More than 6 weeks but not more than 7 weeks	7% of the admitted amount of the bill
More than 7 weeks but not more than 8 weeks	8% of the admitted amount of the bill
more than 8 weeks but not more than 9 weeks	9% of the admitted amount of the bill
More than 9 weeks	10% of the admitted amount of the bill

Signature of the Printer along with
Name Address, Telephone No. Fax
No, E-mail address, date and stamp
of the firm Registration No

Signature of the Accepting Officer
With date and stamp