



**NATIONAL INSTITUTE OF TECHNOLOGY,
ROURKELA-769008, ODISHA**

(An Institute of National Importance under Ministry of Education, Govt. of India)

Advertised Tender Enquiry

Department: Academic Section

Tender Notice No: NITR/PW/AC/2025/346

Date: 08/04 /2025

**To
Through
CCP Portal
(E-procurement)**

<u>Important Date</u>		
Event	Date	Time
Pre-bid Conference	21/04/2025	11:00 Hrs.
Last Date of Submission of bid	29/04/2025	11:00 Hrs.
Date of Opening of Technical bid	30/04/2025	11:00 Hrs.

Dear Sir,

We intend to purchase the commodities specified below and invite quotations in accordance with the terms and conditions detailed in the bid document. If you are interested, kindly send your offer with prices and complete terms within the time mentioned above.

For any technical query contact to

Attention: Mr. Dipti Ranjan Das
Assistant Registrar, Academic Section UG-PG, 1st Floor
National Institute of Technology
Rourkela – 769 008, Odisha
Phone: 0661 – 2462037
Email: acad.ug@nitrkl.ac.in

Yours sincerely,

Name: Mr. Dipti Ranjan Das, AR (AC)

Enclosure:

- 1) Schedule of requirement, specifications, dates etc.
- 2) Bid document containing detail terms and conditions.

1. Schedule of requirements

Sl. No.	Item Description:-	Quantity (in pieces)
1	Printing of Main Answer Books	3,00,000
2	Printing of Additional Answer Books	2,00,000

2. Specifications and allied Technical Details

For detailed specification see **Annexure 1**
Please submit list of users along with the quotation.

3. Format of Quotation (tick appropriate box)

☒ It is a two-part bid with separate technical and price bids.

4. The Bid should be submitted through <https://eprocure.gov.in/eprocure/app>.

5. Quotations should be valid for a period of **90 days** from the date of opening of technical bid.

6. Some important dates:

i.	Pre-bid Conference:	Date: 21/04/2025	Time: 11:00 Hrs.
ii.	Venue for Pre-bid Conference:	UG & PG Academic Office, NIT Rourkela	
iii.	Last date for submission of bid	Date: 29/04/2025	Time: 11:00 Hrs.
iv.	Opening date of technical bid	Date: 30/04/2025	Time: 11:00 Hrs.

7. **Warranty:** Not Applicable.

8. **GST:** should be charge as per the applicable rates.

9. Tender fee (Non-refundable) of **Rs. 1500/- (Rupees One Thousand Five Hundred only)** and Earnest Money Deposit (EMD) / Bid Security (refundable) of **Rs. 2,75,000/- (Rupees Two Lakh Seventy Five Thousand only)** to be deposited through **ONLINE mode only using NET-BANKING / NEFT / RTGS / IMPS or payment online in an acceptable form.**

- The Bidders are allowed to submit their bid only after the successful payment of EMD.
- The bidders are required to submit a proof of successful payment details of Tender Fee & EMD along with technical bid i.e. transaction reference no, bank details and UTR No. Any other mode of payment shall not be entertained.
- In online payment of EMD, if the payment is made by the bidder within the last date and time of bid submission but not received by NIT Rourkela within the specified period i.e. xx/xx/2024 (00:00 Hrs.) to any reason(s) whatsoever then the bid will not be accepted. EMD received after due date and time as specified will be forfeited.
- Bank details for NET-BANKING / NEFT / RTGS / IMPS or online payment in an acceptable form is as follows:

Bank Name: State Bank of India
Branch: NIT Campus, Rourkela, Odisha
Account Name: Security Deposit Account
Account No.: 30046305869
IFSC: SBIN0002109

10. EMD/Bid security of unsuccessful bidders will be returned to them without any interest at the earliest and latest on or before the 30th day after the award of the contract to H1 bidder.

11. Bidders registered with Khadi and Village Industries Commission (KVIC), National Small Industries Corporation (NSIC) and any other body specified by the Ministry of MSME / GoI as per public

procurement policy for Micro & Small Enterprises (MSE) order 2012 are exempted categories from payment of EMD provided that the registration certificates issued by one of those mentioned agencies must be valid as on closing date of tender. Micro and Small Enterprises who have applied for registration renewal of registration with any of those agencies/bodies but have not obtained the valid certificate as of the close date of the tender are not eligible for exemption.

12. The EMD / Bid Security of the bidder who withdraws its bid in breach of terms and conditions of the contract, withdraws at any stage after the opening of the technical bid and who evades or refuses to accept the Award of Contract after being L1 within the period of validity, shall be liable to be forfeited.

13. **Performance Security:**

- a. The successful bidder shall have to deposit a security amount equal to **3% of the total contract value** after AOC drawn, within 15 days after the issuance of the Purchase Order through NET-BANKING / NEFT /RTGS or online payment in an acceptable form. The Security Deposit shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations.
- b. EMD of the successful bidder will be refunded after receipt of SD in case of award of contract. Any dues of the Institutes shall be adjusted / recovered from SD. The Security Deposit will not attract any interest.
- c. The Security Deposit shall be liable to be forfeited if successful bidder fails to undertake the work or fails to comply with any of the terms & conditions of the contract.
- d. Bank details for NET-BANKING / NEFT / RTGS / IMPS or online payment in an acceptable form is as follows:

Bank Name: State Bank of India
Branch: NIT Campus, Rourkela, Odisha
Account Name: Security Deposit Account
Account No.: 30046305869

14. **Eligibility Criteria:**

- a. **Status:** The bidder shall necessarily be a legal entity either in the form of sole proprietorship, partnership, Limited, or Private Limited Company registered under the Companies Act 1956 or subsequent amendments of the act, eligible to provide Garden maintenance services. The bidder in the form of a Joint Venture (JV) / Consortium is not permitted. Copy of Registration No. under the Shop & Commercial Establishment Act may be enclosed. Proof of the status of the bidder shall be submitted. The firm should have Zonal or Regional headquarter in Odisha/Rourkela.
- b. **Financial Capacity:** The Bidders should have a minimum average annual turnover of **Rs. 50,00,000/- (Rupees Fifty Lakh)** in the last three financial years i.e. Financial Year 2021-22, 2022-23, 2023-2024. Bidders are required to submit documentary evidence like an Audited Balance Sheet, Profit & Loss Statement, and Income Tax Return (ITR) and completed purchase order copy/experience certificate (As per given format) for the last three financial years. All financial documents submitted must be duly certified by a Chartered Accountant. The firms must be willing and/or capable of sustaining themselves financially until bills are processed and payments are released.
- c. **Experience:** The bidder should have **printed minimum 3 Lakh copies of answer books during last five financial years ending on 31/03/2025** in any Government / Semi-Government / Autonomous Bodies / PSU. Interested bidder(s) may participate along with sufficient proof of experience. A copy of the Purchase Orders / Service Orders along with experience and satisfactory performance certificate against the respective Purchase order should be produced in support of their experience as per given format. Supply of only purchase order without any satisfactory performance report shall not be counted as a valid experience.

15. Documents to be submitted as a part of technical bid:

- a. Photocopy of PAN card along with Income Tax Return for last three financial years (i.e. for Financial Year 2021-22, 2022-23 & 2023-24).
- b. Photocopy of GST Registration Certificate/Number & ISO Certificate (preferable).
- c. Photocopy of Audited Balance Sheet and Profit & Loss A/c of last three financial years (i.e. for Financial Year 2021-22, 2022-23 & 2023-24).
- d. Copy of minimum average annual turnover of Rs. 50 Lakh during last three financial years ending of 31st March, 2024.
- e. Copy of requisite Purchase order/service order/completion certificate/experience/performance satisfactory certificate issued by the organization;
- f. Location of press/workshop: The press/workshop of the bidder should be near to Vicinity of NIT Rourkela so that vendor is available whenever required in NIT Rourkela on an urgent basis or staff of NITR may visit the workshop whenever required.
- g. Duly signed **Annexure – II, III & IV.**
- h. **Sample copy of Answer books (minimum 2 copies of each).**

16. Bid Evaluation Procedure:

17. Techno-commercial Bid Evaluation:

- a. Techno-commercial bids will be opened on the specified date & time by the Tender Evaluation Committee duly constituted by the competent authority of NIT Rourkela. The bids will be evaluated based on the documents submitted by the bidders in the e-Procurement module of CPP Portal and the satisfactory performance report from the previous orders. The decision of the committee will be final and binding on all bidders and can't be questioned at any stage of evaluation.
- b. The Institute also reserves the right to seek confirmation/clarification from the issuing agency for the supporting documents submitted by the bidder.
- c. To assist in the examination, evaluation and comparison of the bids, and qualification of bidders, the committee may, at its discretion ask any bidder for a clarification of its bid. The committee's request for clarification and the response shall be in writing through e-procurement mode only. No other mode shall be entertained. Any clarification submitted by a bidder that is not in response to a request shall not be considered.
- d. If any bidder fails to provide the requested clarification/information within the stipulated date and time given by the Institute, the bid shall be technically disqualified.
- e. The request for clarification and the response shall be in writing, without any alterations in the price or substance of the bid submitted.
- f. Financial bids of those bidders whose techno-commercial bids are found technically qualified shall be opened by the Committee on the specified date & time. The same shall be communicated to the prospective bidders through e-mail by NIC.

18. Financial Bid Evaluation Criteria:

- a. The financial bid (BOQ) shall be in Excel sheet form. The financial bid (BOQ) of all techno-commercial qualified bidders shall be opened by the committee on the scheduled date & time.
- b. After evaluation, the tender shall be awarded to the supplier who quoted the overall lowest price (L1) for the unit as per the Price Bid (BOQ) after complying with the specifications adherence to the tender.
- c. After evaluation, the order shall be awarded to the bidder who quoted the lowest price (L1) after complying with all the Acts/provisions stated/referred to for adherence in the tender. In case two or more agencies are found to have quoted the same price, the Committee shall decide the L-1 Agency based on the following tie breaking criteria:
 - i. The average annual turnover for the last three financial years shall be considered.

- ii. If further required for tie breaking, the turnover for the financial year 2023-24 shall be considered.
- iii. If further required for tie breaking, the turnover for the financial year 2022-23 shall be considered.
- iv. Further, if the tie persists then the L1 will be decided by a draw system in the presence of the concerned bidders. The decision in this regard by the committee shall be final and binding on all concerned.
- d. Being L1 will not be the sole criterion for eligibility for the award of contract. The feasibility of the lowest quote by the bidder will be examined by the committee with reference to relevant rules in vague, terms & conditions of the tender and the decision of the committee in this regard shall be final & binding on all concerned.
- e. If a tenderer quotes predatory pricing / abnormally low bids, the tender evaluation committee may ask for written clarification from the tenderer for detailed price analysis / price break-up / price justification of its bid price in relation to scope, schedule allocation of risks and responsibilities, any other requirements of the bid documents during the financial evaluation.
- f. During financial bid evaluation, if the bidder fails to demonstrate the basis of the quoted price with substantiating documents / evidence / calculation, the committee at its sole discretion shall reject the bid.

16. Make in India:

In case the bidder is a Class-I / Class-II in line with the Public Procurement (Preference to Make in India) Order 2017 No. P45021/2/2017-PP (BE-II) dated 04 Jun 2020 as amended from time to time, there shall be a preference to local suppliers towards preference to make in India. A Self Declaration Certificate regarding “Class-I/Class-II” for the tendered items as per the **Annexure – VI** is to be submitted by the bidder.

As per the OM of Department of Promotion for Industry and Internal Trade No.P-45021/102/2019-BE-II-Part (1) dated: 04.03.2021. The bidders can't claim themselves as Class-I local suppliers/Class-II local suppliers by claiming the services such as transportation, insurance, installation, commissioning, training and after sales service support like AMC/CMC etc. as local value addition.

- a. ‘Local Content’ means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all custom duties) as a proportion of imported content in the item (including all custom duties) as a proportion of the total value, in percentage.
- b. ‘Class-I local supplier’ means a supplier or service provider, whose goods, services or works offered for procurement, has local content equal to or more than 50% as defined under this order.
- c. ‘Class-II local supplier’ means a supplier or service provider, whose goods, services or works offered for procurement, has minimum local content of 20% but less than 50%, as defined under this order.
- d. ‘Non-local supplier’ means a supplier or service provider, whose goods, services or works offered for procurement, has local content less than 20%, as defined under this order.
Complaint redressal mechanism: In case any complaint received by the procuring agency or the concerned Ministry/Department against the claim of a bidder regarding local content/domestic value addition in an electronic product, the same shall be referred to STQC.
- e. The bidder shall be required to furnish the necessary documentation in support of the domestic value addition claimed in an electronic product to STQC. If no information is furnished by the bidder, such laboratories may take further necessary action, to establish the bonafides of the claim.
- f. A complaint fee of Rs. 2 lakh or 1% of the value of the domestically manufactured products being procured (subject to a maximum of Rs.5 lakh), whichever is higher, to be paid by Demand Draft to be deposited with STQC. In case, the complaint is found to be incorrect, the complaint fee shall be forfeited. In case, the complaint is upheld and found to be substantially

correct, deposited fee of the complainant would be refunded without any interest.

- g. False declarations will be in breach of the Code of Integrity under Rule 175 (1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.

17. Purchase preference to Make in India (MII):

- (a) Subject to the provisions of this Order and to any specific instructions issued by the Nodal Ministry or in pursuance of this Order, purchase preference shall be given to 'Class-I local supplier' in procurements undertaken by procuring entities in the manner specified here under.
- (b) In the procurements of goods or works which are divisible in nature, the Class-I local supplier shall get purchase preference over 'Class-II local supplier' as well as 'Non-local supplier', as per following procedure:
 - i. Among all qualified bids, the lowest bid will be termed as L1. If L1 is Class-I local supplier, the contract for full quantity will be awarded to L1.
 - ii. If L1 bid is not a 'Class-I local supplier', 50% of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the 'Class-I local supplier' will be invited to match the L1 price for the remaining 50% quantity subject to the Class-I local supplier's quoted price falling within the margin of purchase preference, and contract for that quantity shall be awarded to such 'Class-I local supplier' subject to matching the L1 price. In case such lowest eligible 'Class-I local supplier' fails to match the L1 price or accepts less than the offered quantity, the next higher 'Class-I local supplier' within the margin of purchase preference shall be invited to match the L1 price for remaining quantity and so on, and contract shall be awarded accordingly. In case some quantity is still left uncovered on Class-I local suppliers, then such balance quantity may also be ordered on the L1 bidder.
- (c) In the procurements of goods or works, which are not divisible in nature, and in procurement of services where the bid is evaluated on price alone, the 'Class-I local supplier' shall get purchase preference over 'Class-II local supplier' as well as 'Non-local supplier', as per following procedure:
 - i. Among all qualified bids, the lowest bid will be termed as L1. If L1 is 'Class-I local supplier', the contract will be awarded to L1.
 - ii. If L1 is not 'Class-I local supplier', the lowest bidder among the 'Class-I local supplier', will be invited to match the L1 price subject to Class-I local supplier's quoted price falling within the margin of purchase preference (L1+ 20%), and the contract shall be awarded to such 'Class-I local supplier' subject to matching the L1 price. iii. In case such lowest eligible 'Class-I local supplier' fails to match the L1 price, the 'Class-I local supplier' with the next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on and contract shall be awarded accordingly. In case none of the 'Class-I local supplier' within the margin of purchase preference matches the L1 price, the contract may be awarded to the L1 bidder.
- (d) "Class-II local supplier" will not get purchase preference in any procurement, undertaken by procuring entities.

(e) Margin of Purchase Preference: The margin of purchase preference shall be 20%.

18. Purchase preference to Micro and Small Enterprises (MSEs):

Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service.

- i. In case L1 is not an MSE and MSEs quoting price within the band of L1+15% shall also be allowed to supply a portion of requirement by matching their price to L1 price in a situation where L1 price is from someone other than an MSE. Such MSEs shall be allowed to supply at least 25% of total tendered value in case of divisible item (or 100% in case order quantity is not divisible).
 - ii. In case L1 is not an MSE and there is more than one MSE within the range of L1+15%, only the lowest MSE shall be considered for 25% order in case of divisible item (or 100% in case order quantity is not divisible), subject to matching the L1 prices. Only on refusal of such lowest MSE to accept L1 price, second lowest MSE within the range of L1+15%, shall be considered. This process shall be continued till a MSE in the range accepts the L1 price or the MSEs in the L1+15% range are exhausted. In case no MSE accepts the L1 price or there is no MSE available, in L1+15% range, then the order shall be placed without applying this principle.
19. Please go through the enclosed “bid document” carefully for other bidding instructions. Please send your quotations through <https://eprocure.gov.in/eprocure/app>.
20. The Institute reserves the rights to reject any or all of the tenders without assigning any reason thereof and is not liable to accept the lowest tender and would not be responsible for any postal delay.
21. For technical details, you may contact

Mr. Dipti Ranjan Das

Assistant Registrar, Academic Section UG-PG, 1st Floor
National Institute of Technology
Rourkela – 769 008, Odisha
Phone: 0661 – 2462037



NATNATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA-769008, ODISHA

(An Institute of national importance under Ministry of Education, Govt. of India)

BID DOCUMENT

1. Instructions to the bidders

- 1.1 Bids are invited on behalf of the Director, National Institute of Technology (NIT), Rourkela – 769 008, Orissa, from the intending bidders for supply of the goods/stores/ equipment for the Institute as detailed in the enquiry letter.
- 1.2 In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
- 1.3 The last date for receipt of the bid is marked in the tender document.
- 1.4 The Bid should be uploaded in <https://eprocure.gov.in/eprocure/app>. Please follow the guideline of the site.
- 1.5 If a prospective bidder requires any clarification in regard to the bidding documents, he may make a request the concerned officer or faculty member at least 15 days before the deadline for receipt of bids.
- 1.6 Bids received after the deadline of receipt indicated in Para 1.3 above shall not be taken into consideration.
- 1.7 Each bidder shall submit only one bid. A bidder, who submits more than one bid, shall be disqualified and considered nonresponsive.
- 1.8 The bidder has to sign in full at all pages of the scanned part of the bidding document. No over-writing in those pages is acceptable.

2. General Terms and Conditions

- 2.1 The rates quoted should preferably be net, inclusive of all taxes and duties, packing, forwarding, freight, Insurance and all other incidental charges. In case these charges are quoted extra in addition to the quoted rates, the amount thereof or Ad Valorem rate must be specified. Packing, forwarding, freight etc., when quotes separately are reimbursable at actuals. If external agencies are employed, their receipts must be enclosed with the invoice.
- 2.2 No bid shall be modified, substituted or withdrawn by the bidder after the last of submission of tender.
- 2.3 Any alteration / modification in the bid or additional information supplied subsequent to the bid's due date, unless the same has been expressly sought for by the Authority, shall be disregarded.
- 2.4 Conditional discount, if any, offered by the bidder shall not be considered at the time of evaluation.
- 2.5 The goods offered should strictly conform to the specification and technical details mentioned in **Annexure – I**.
- 2.6 The Institute may like to conduct pre-dispatch inspection of goods, where applicable.
- 2.7 The successful bidder may be required to execute a contract, where applicable.
- 2.8 In the event of any dispute arising out of the bid or from the resultant contract, the decision of the Director, NIT Rourkela shall be final.
- 2.9 Partial submission of bid is not permitted. Bidder should apply for all the items.
- 2.10 **Bid Validity:** The bid shall be valid for a period of **90 days** from the date of opening of technical bid. In case your offer has a different validity period that should be clearly mentioned in the quotation.
- 2.11 **Acceptance and Rejection of bids:** NIT Rourkela reserves the right to accept or reject any or all bid, or cancel the tender process, or issue another identical tender for similar Goods / Services without assigning any reason thereof.
- 2.12 **Contract Validity / Delivery Period:** The goods are required to be delivered at the indenting department of NIT Rourkela after issuance of Purchase Order under the risk and arrangement of bidder. Delivery

beyond the said period shall be treated as unresponsive and Performance Security shall be forfeited. ***Please refer clause no 2 (Annexure – I) for detailed delivery schedule.***

- 2.13 **Price:** The bidders should quote their offer/rates in BOQ in clear terms without ambiguity. The rate quoted for service shall be including all taxes, duties, license fee, road permits and delivery charges (including part delivery) up to NIT Rourkela (designated department / centre).
- 2.14 **Liquidated Damages:** In case of delay in supply beyond the contractual delivery date as specified, penalty at the rate of 0.5% per week of delay or part thereof on delayed supply of Goods and / or service until actual delivery or performance subject to a maximum of 10% of the contract value may be imposed and after four month the contract may be terminated and EMD & Security Deposit will be forfeited.
- 2.15 **Payment:** A Part payment shall be initiated to the supplier upon the successful delivery of each lots in accordance with the delivery schedule. Payment shall be processed on submission of the original tax invoice addressed to **The Registrar, NIT Rourkela, Odisha - 769008** in triplicate along with supporting documents to the designated officer and only after the material has been supplied to the satisfaction of the Institute. No payment shall be made for any goods that are rejected. All payment shall be made through NEFT / RTGS / PFMS only. Therefore, the supplier has to provide the bank details to the Institute while submitting the invoice for payment.
- 2.16 **Fall Clause:** In case the supplier supplies or quoted the same product at a lower rate to other Governments, public sector or private organizations, the supplier would reimburse the excess to NIT Rourkela.
- 2.17 **Applicable Laws:** The contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction.
- 2.18 **Arbitration:**

All disputes or differences of any kind whatsoever arising out of or in connection with the contract work during the subsistence of the contract or otherwise, shall be governed by the provisions of ARBITRATION AND CONCILIATION ACT, 1996 and any statutory rules/amendments thereof.

- 2.19 **Jurisdiction and Right to Amend the Rules:**
- i. The Institute reserves the right to amend the rules whenever and wherever considered necessary & appropriate. The same shall be intimated to the firm in due course of time, which shall be final and binding on the firm.
 - ii. The Institute rules shall be binding when executing the contract. If differences persist ever after arbitration & there are compelling reasons to go to court, it will be decided in the Court of Rourkela only.
- 2.20 **Termination of Default:** The purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, terminate the contract in whole or part:
- i. If the supplier fails to deliver any or all of the Goods within the period(s) specified in the order or within any extension thereof granted by the purchaser; or
 - ii. If the supplier fails to perform any other obligation(s) under the contract;
 - iii. If the supplier, in the judgment of the purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

1. Printing of Main Answer Books:

- Four Full scape sheets (ITC 65 gsm) center folded and center stapled (three stapling of appropriate size) and trimmed to 325mm X 210mm. (Total 16 pages per book).
- Printing on the front cover and front inner cover pages as per supplied layout.
- Punching Hole at Left Top Corner for Tying.
- Punching of "NITR" by a series of small holes at Top Left Corner.
- Serial Numbering at the Top Right Corner on Front Page.
- 30 mm Top Double Line Margin and 30mm Left Double line margin on all pages except front page and front inner page.
- Faint Rolling of 35 Horizontal lines per page.
- Page Numbering 1 to 13 except Front Page and Front inner page at Top right Corner.
- The Last Page to be printed as per the supplied Layout.

2. Printing of Additional Answer Books:

- Two full scape sheets (ITC 65gsm) center folded and center stapled (three stapling of appropriate size) and trimmed to 325mm X 210mm. (Total 8 Pages per book).
- Printing on the Front Cover page as per supplied Layout.
- Punching hole at Left Top Corner for Tying.
- Punching of "NITR" by a series of small holes at Top Left Corner.
- 30 mm Top Double Line Margin and 30mm Left Double Line margin.
- Faint Rolling of 35 Horizontal Lines per page.
- Page Numbering from S1 to S8 at Top Right Corner with Sl. No.
- Page Numbering on Top Right Corner.

Note: Sample copy of Main & additional answer books (2 copies) should be provided along with technical bid and should reach physically at NIT Rourkela on or before 30/04/2025 by 11:00 Hrs. at Purchase and Works Office.

Terms and Conditions

- The rate per copy/ book including cover pages may be quoted separately for Main Answer Book and Additional Answer books. These rates should be inclusive of freight charges, printing, designing cutting, proof reading charges, delivery charges, loading, unloading etc. The rates should not have any ambiguities. Incomplete or ambiguous offers would be rejected. Charges for providing additional copies will remain same. The number of pages mentioned above is tentative which may vary at the time of actual printing.
- Delivery period:** The following schedule would be adhered to:

(i)	Design / layout of first proofs of design and text for design selection/correction	Within fifteen days of order placement/ handling over of pen drive or hard copies			
(ii)	Second proof/final proof	Within five days after first proof. If complete corrections have not been carried out in first proof, next proof would be submitted urgently.			
(iii)	Printed answer books to be delivered at NIT, Rourkela	Lot No.	Lot Size (in pieces)		Delivery Period
			Main	Additional	
		1	1,00,000	50,000	Within 60 days after final proof is confirmed
		2	50,000	50,000	Within 15 days after delivery of 1 st lot
		3	50,000	50,000	Within 15 days after delivery of 2 nd lot
		4	50,000	50,000	Within 15 days after delivery of 3 rd lot
		5	50,000	-	Within 15 days after delivery of 4 th lot

NOTE: The above mentioned quantities to be delivered as per the scheduled mentioned, however, delivery period and Lot size may vary depending on the requirement of the Institute. Written order will be communicated with the firm for any change in delivery period and lot size.

(ON THE LETTERHEAD OF THE FIRM)

**DECLARATION
(TENDER ACCEPTANCE LETTER)**

To,

The Registrar,
National Institute of Technology Rourkela
Rourkela – 769008
Odisha

Sub: Acceptance of all the terms & conditions of tender.

Ref.: Procurement of Answer Sheet (Printing of Main and Additional Answer Books).

1. I/We have downloaded/ obtained the tender document(s) for the above mentioned “Tender/Work” from the CPP Portal or NIT Rourkela web site(s).
2. I/We have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/documents furnished for this tender are authentic to the best of my knowledge and belief.
4. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.
5. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/ corrigendum(s) in its totality/entirety.
6. I / We/ are aware of the fact that furnishing of any false information / fabricated documents would lead to rejection of my / our tender at any stage besides any liabilities towards prosecution under the appropriate law.

Date:
Place:

Signature of Authorized person

Full Name:
Designation:
Seal

(ON THE LETTERHEAD OF THE FIRM)

SELF DECLARATION – NON-BLACKLISTING

To,
The Registrar,
National Institute of Technology Rourkela
Rourkela – 769008
Odisha

Ref: Procurement of Answer Sheet (Printing of Main and Additional Answer Books).

Dear Sir,

I / We, Proprietor / Partner(s) / Director(s) of M/s., hereby declare that the Firm / Company namely M/s has not been blacklisted or debarred / no Police Case or Vigilance inquiry pending or ever been punished by any Hon'ble Court / no due towards Income Tax declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period as on the date by NIT Rourkela or any other Govt. Organization / PSU / Central Autonomous Body from taking part in tenders.

We further declare that presently our Firm / Company M/sis not blacklisted or debarred and not declared ineligible for any reason by any State / Central Government / PSU / Autonomous Body on the date of bid submission including violation of relevant Labour Laws.

If this declaration is found to be incorrect then without prejudice to any other action than may be taken, our Performance Security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be debarred from bidding in future against any other tender.

Date:

Place:

Signature of Authorized person

Full Name:

Designation:

Seal

(ON THE LETTERHEAD OF THE FIRM)

BID SECURITY DECLARATION

To,
The Registrar,
National Institute of Technology Rourkela
Rourkela – 769008
Odisha

Ref: Procurement of Answer Sheet (Printing of Main and Additional Answer Books).

Dear Sir,

We, the undersigned declare that

1. We understood that, according to the tender conditions, bids must be supported by a Bid Security Declaration.
2. We accept that we will automatically be suspended from being eligible for bidding in any contract with the Institute for the period of 3 years or as per decided by the NIT Rourkela starting from the bid closing date, if we are in breach of our obligation(s) under the bid conditions, because we;
 - a. have withdrawn our bid during the period of bid validity specified in the letter of bid; or
 - b. having been notified of the acceptance of our bid by the institute during the period of bid validity, (i) fail or refuse to execute the contract, or (ii) fail or refuse to furnish the performance security, in accordance with the tender conditions.

Date:

Place:

Signature of Authorized person

Full Name:

Designation:

Seal