



राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली

NATIONAL INSTITUTE OF TECHNOLOGY DELHI

(An autonomous Institute under the aegis of Ministry of HRD, Govt. of India)

सेक्टर ए-७, इंस्टिट्यूशनल एरिया, नरेला, दिल्ली-११००४०, भारत/ Sector A-7, Institutional Area, Narela, Delhi-110040, INDIA

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Ref. No. NITD/03/RSQ/28/2018-19

Date: 30th Jan 2019

Vendor's Name: M/s _____
Address : _____

Contact No. : _____
Email ID : _____

Subject: Inviting Quotations for **Printing of Annual Reports (2017-18)** in sealed Envelopes.

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

Sl. No.	Item Description & Specification	Pages per copy (approx.)	Qty	Quoted Price (₹) (Unit Price)
1.	Printing & Supply of Institute Annual Report (English Version) 130 GSM Glossy paper + Cover (as per our sample)	Total - 104 pages (Colour Printing - 52 pages, B/W Printing - 52 pages)	125 Nos.	PRINTING CHARGES Per Book - ₹ _____ DESIGNING CHARGES ₹ _____ TRANSLATION CHARGES (for Hindi version) ₹ _____
2.	Printing & Supply of Institute Annual Report (Hindi Version) 130 GSM Glossy paper + Cover (as per our sample)	Total - 104 pages (Colour Printing - 52 pages, B/W Printing - 52 pages)	125 Nos.	₹ _____ <u>ADDITIONAL PAGE CHARGES</u> Colour Page Printing Per Page - ₹ _____ B/W Page Printing Per Page - ₹ _____ Translation Charges (for Hindi version) Per Page - ₹ _____

GST No. : _____

GST Applicable: _____%

Delivery Period: _____ days

Tentative opening date of the quotations would be **15th Feb 2019** up to **03:00 PM**

(ALL THE ABOVE FIELDS ARE MANDATORY)

Terms and Conditions:

1. The Quotations in **sealed envelopes** should be submitted in Store & Purchase Section of NIT Delhi before scheduled date/ time of opening the quotations.
2. **Rates to be quoted by the bidders on 'Per Book' as well as 'Per Page' basis. Payment will be made by the Institute on actual basis i.e. in case, total no. of pages printed per book exceed the no. of pages mentioned in the table above, then payment will be made on the basis of additional per page rates quoted by the bidder in the quotation (for printing and translation).**
3. **Interested bidders may visit the Institute to examine the Sample Annual Report before submitting their respective quotations.**
4. **GST no. and GST payable** must be clearly mentioned in the quotation.
5. **Delivery period** must be clearly mentioned
6. **Warranty period** (if applicable) should be clearly mentioned.
7. Rates quoted should be on **F.O.R. basis** for supply at the Institute and no other charges would be payable other than the charges quoted above.
8. 100% payment shall be made to the L1 vendor against delivery of items in good condition and after satisfactory inspection of the items by the Institute.
9. Delivery shall be considered complete only when all the items, in new condition, as per PO would be delivered.
10. Any other terms and conditions applicable should be clearly mentioned in the quotation.
11. **Quotation to be submitted only by the vendor(s) not debarred by Department of Commerce or Ministry / Department concerned in accordance with GFR-155 (2017), if found otherwise, the Institute reserves the right to reject the quotation and/or cancel the order placed, if any.**

PURCHASE COMMITTEE