



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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वेबसाइट/Website: www.nitdelhi.ac.in

Ref. No.: NITD/03/RSQ/30/2018-19

Date: 1st Mar 2019

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

Contact No. : _____
Email ID : _____
GST No. : _____

Subject: Inviting Quotations for printing and supply of various Convocation related items.

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

Item Category	Sl. No	Item Description	Quantity	Quoted Price (₹) (Unit Price)	Total Price (₹) (Without Taxes)	Total Quoted Price (₹) (Including Taxes)
I	1	Degree Certificates	342			
	2	Merit Certificates	25			
II	1	Medals	25			
III	1	Invitation Cards	1500			
	2	Convocation Brochure	800			
	3	Convocation Speeches	800			

** Refer Annexure – I for minimum specifications and formats of the above items.*

GST Applicable: _____%

Delivery Period: _____

Last Date of receiving quotations would be **8th March 2019** up to **5 PM**

Terms and Conditions:

1. The quotations in sealed envelopes along with 'at least ONE SAMPLE' for each of the items being quoted by the vendor should reach the Institute (Store & Purchase Section) before the scheduled date/time mentioned above.
2. The quotations should mandatorily include supporting documents (mentioned in Annexure-I).
3. Institute reserves the right to finalize 'Item Category wise' multiple L1 vendors.
4. Technical and Financial bid needs to be submitted by the vendors in two separate sealed envelopes inside a single outer envelope superscribed as 'NITD/03/RSQ/30/2018-19 - Quotation for Convocation related printing requirement'.
5. Payment will be made by the Institute on actual basis.
6. Institute reserves the right to vary the actual quantity by 2% while placing the order with the L1 vendor(s).

7. **GST no.** and **GST payable** must be clearly mentioned in the quotation.
8. **Delivery period** must be clearly mentioned
9. **Warranty period** (if applicable) should be clearly mentioned.
10. 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.
11. **Rates should be quoted by the bidders in detail and should be final i.e. inclusive of printing and other art work costs (if any).**
12. 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.
13. Delivery shall be considered complete only when all the items, in new condition, as per PO would be delivered.
14. Any other terms and conditions applicable should be clearly mentioned in the quotation.
15. 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.
16. In case of any clarification required with respect to submitting bid, bidders may enquire through email at centralstore@nitdelhi.ac.in or contact: 011-33861025.

PURCHASE COMMITTEE

MANDATORY DOCUMENTS REQUIRED

1. Samples must be submitted by the participating bidders against each item being quoted by them. e.g. paper to be used, printing quality, build quality of medals etc.
2. Numbers and types of security features enabled on Degree and Merit certificates for authentication purposes need to be clearly mentioned by the bidders in their quotations.
3. POs/ related documents in support of such above mentioned items, which they have supplied in other NITs/ IITs/ CFTIs etc needs to be submitted along with their quotations.

MINIMUM SPECIFICATIONS

ITEM CATEGORY	ITEM	SPECIFICATIONS
I	Degree Certificates	A4 size, 4+1 Color Digital printed on Non Tearable 200 Micron Media with variable Data printing and atleast following mandatory security features: <ul style="list-style-type: none">• QR Code• Bar Code• Ultra Void• Right side black patch correlation• Micro text below the top log in font 1• Security transparent impression• Invisible transparent impression Degree Certificates should fit into the folder size: 9”X12.5” (Formats attached)
	Merit Certificates	A4 size, 4+1 Color Digital printed on Non Tearable 200 Micron Media with variable Data printing and security features Merit Certificates should fit into the folder size: 9”X12.5” (Formats attached)
II	Medals	Medals with box and lanyard (Formats and artwork attached)
III	Invitation Cards	6.3”X6.3”, 230 GSM paper with 160 GSM envelope cover (Formats and artwork attached)
	Convocation Brochure	A5, 44+ 4 pages (tentatively), inner 130 GSM & 250 GSM cover, matt lamination – Approximately 36 pages + cover (Formats and artwork attached)
	Convocation Speeches	8.25”X17.5”, 4+4 pages, 250 GSM art card, both side matt lamination (Formats and artwork attached)