

NOTICE INVITING QUOTATION

Procurement of Mementos, Printed Bags with Logo, Conference Note Pads, Pen Drive, Pens for Conference and File Folders for TEMSMET 2025 conference, scheduled from 8th October to 10th October, 2025, at NIT Delhi



NIQ NUMBER: NITD/2025/S&P/NIQ/012

NATIONAL INSTITUTE OF TECHNOLOGY DELHI
An autonomous Institute under the aegis of
Ministry of Education (Shiksha Mantralaya), Government of India
Plot FA7, Zone P-1, G T Karnal Road
Delhi - 110036

NIT Delhi is an autonomous Institute under the aegis of Ministry of Education (Shiksha Mantralaya), Government of India. The Institute is inviting bids for the Procurement of ***Mementos, Printed Bags with Logo, Conference Note Pads, Pens and File Folders*** for the ***TEMSMET 2025 conference, scheduled from 8th October to 10th October, 2025, at NIT Delhi as per the*** details provided in this bid document.

Quotations need to be submitted only through Post/By Hand/ Courier. The bidders are requested to read the technical specifications carefully and ensure compliance with all specifications/ instructions. Non-compliance with specifications/ instructions mentioned in this document may lead to disqualification of the bidders. Bids received over email will not be considered (to maintain transparency in the process).

The Competent authority of NIT Delhi reserves the right to accept/reject the offer or to accept/reject any bid wholly or partly or to cancel the complete purchase process without assigning any reason whatsoever. Incomplete bids or late bid submissions are liable to be rejected shall not be considered in any case.

The quotations are hereby invited on behalf of THE DIRECTOR, NATIONAL INSTITUTE OF TECHNOLOGY (NITD) DELHI from the bidders with respect to the following item categories:

ITEM CATEGORIES

S. No.	Item	Quantity	Specification of the item
1	Memento	50	As per Annexure I
2	Printed Bags with Logo	200 (Cotton) 40 (Leather)	
3	Conference Note Pads	200	
4	Pens for Conference	300	
5	File Folder	200	
6	Pen Drive 16 GB/ 32 GB	200	

IMPORTANT DATES

1. Last date for receiving quotation: **07 days from date of publishing of NIQ (29.09.2025 upto 05:00 PM)**
2. Tentative Date of opening quotations: **Next date from last date of receipt of bids**

OTHER TERMS AND CONDITIONS

1. Rates are to be quoted by the vendors on the basis of the specification as per Annexure I and F.O.R basis.
2. The items quoted by the vendor should be new and as per the specifications mentioned in Annexure-I.
3. Rates to be quoted should be final (including delivery, taxes, freight & labour charges, etc) and nothing extra shall be paid over the quoted rates by the Institute.
4. **Sample may be called from the bidders for evaluation of the quotations**
5. **The bidders are required to provide previous 3 Year Work orders regarding supply of items of similar nature the Govt. (Organization)/Institute/CFTIs/PSUs and any other.**
6. **PERFORMANCE SECURITY:** The successful bidder shall be required to deposit an amount equivalent to 3% of order value (in accordance with Ministry of Finance OM vide No. F.9/4/2020-PPD dated 12th November 2020) as Performance Security in the form of DD duly pledged in the name of the **Director, NIT Delhi General** valid for period of 60 days within 30 days from the issue of Work order.
 - I. Performance security will be discharged after compliance of successful bidder's performance obligation.
 - II. If the successful bidder fails or neglect any of his obligations under the warranty /guarantee period, it shall be lawful for Director, NIT Delhi to forfeit either whole or any

part of performance security furnished by the bidder as a compensation for any loss resulting from such failure.

7. Kindly note that the actual number of items is tentative and the quantity may increase/decrease at the time of placing the order as per the requirement of the Institute.
8. Payment will be released only after satisfactory supply, installation and inspection of the items by the Institute.
9. No part payment requests shall be entertained by the institute and the payment shall be processed only after the delivery, installation and inspection of all the ordered items as per the Work order issued by the Institute.
10. **Maximum Delivery Period should be 07 days from date of issue of Work order.**
11. **Copies of GST Registration and PAN** shall be provided.

ADDITIONAL INFORMATION / DOCUMENTS REQUIRED

1. The **service period** needs to be explicitly mentioned while quoting by the vendor.
2. The **warranty period** needs to be explicitly mentioned by the vendor.
3. **The bidders should provide copies of suitable documents in support of their reputation, credentials and past performance.**
4. **The vendor should provide the documents in support of firm's registration with appropriate authorities.**

***Heading on the envelope must be mentioned.**

"Quotation for procurement of Mementos, Printed Bags with Logo, Conference Note Pads, Pens and File Folders"

The postal address for submitting the Quotations in hard copy is as follows:

The Faculty-Incharge
Store & Purchase Section,
3rd Floor, Admin Block,
National Institute of Technology (NIT) Delhi
Plot No. FA-7 Zone P1, GT Karnal Road, Delhi-110036.

CONTACT DETAILS

For Technical Queries (Items Related):

Name: Dr. Anmol Ratna Saxena

Address:

National Institute of Technology (NIT) Delhi
Plot No. FA-7 Zone P1, GT Karnal Road,
Delhi-110036.

Phone: 9873177085

Email: temsmet2025@nitdelhi.ac.in

For any other Queries

Name: Dr. Anurag Singh

Address:

National Institute of Technology (NIT) Delhi
Plot No. FA-7 Zone P1, GT Karnal Road,
Delhi-110036.

Phone: 7835014014

Email: temsmet2025@nitdelhi.ac.in

Technical Specification for Printing Services

S. No.	Particulars	Technical Specification
1	Memento	• Material: Crystal/Metal/Wood (as per approval) • Size: Medium (6-8 inches) • Finish: Polished, Engraved/Printed with Institute logo & text • Packaging: Individual box with cushioning
2	Printed Bags with Logo	• Type: Eco-friendly Cotton/Canvas/Non-woven material • Size: Approx. 14x16 inches with handle • Printing: Institute logo and text (single/both sides) • Color: As per Institute branding
3	Conference Note Pads	• Size: A4 / A5 (as required) • Pages: Minimum 50 ruled/blank sheets, 70-80 GSM paper • Cover: 250-300 GSM Art card, printed with Institute logo & conference name • Binding: Spiral/Staple binding
4	Pens for Conference	• Type: Ball Pen (metal/plastic) • Ink: Blue/Black, smooth writing • Branding: Institute logo printed/engraved • Packaging: Standard box packing
5	File Folder	• Size: A4 with flap and button/Velcro/elastic closure • Material: Thick card/Plastic (durable) • Printing: Institute logo and event details • Color: As per Institute requirement