

# **NOTICE INVITING QUOTATION**

**Procurement of printing services for Brochures/Booklet, Certificates, Banners & Flexes, Poster, Standees, ID Cards with Lenyard for the TEMSMET 2025 conference, scheduled from 8th October to 10th October, 2025, at NIT Delhi**



**NIQ NUMBER: NITD/2025/S&P/NIQ/013**

**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 **printing services for Brochures/Booklet, Certificates, Banners & Flexes, Poster, Standees, ID Cards with Lenyard** for **the TEMSMET 2025 conference, scheduled from 8<sup>th</sup> October to 10<sup>th</sup> 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 award of work 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 (Approx.)	Specification of the item
1	Printing services for	30	As per Annexure I
	a) Brochures/Booklet		
	b) Schedule printing on glossy papers	350	
	c) Certificates	250	
	d) Banners and Flexes	3000 Sq feet	
	e) Posters	50	
	f) Standees	20	
	g) ID Cards with Lenyard	250	

#### IMPORTANT DATES

1. Last date for receiving quotation: **07 days from date of publishing of NIQ**
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 12<sup>th</sup> 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 printing services for Brochures, Certificates, Banners, Posters, Standees, Flex, ID Cards, Badges"***

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

The Faculty-Incharge  
Store & Purchase Section,  
3<sup>rd</sup> 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](mailto: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](mailto:temsmet2025@nitdelhi.ac.in)

**Technical Specification for Printing Services**

<b>S. No</b>	<b>Particulars</b>	<b>Technical Specification</b>
<b>1.</b>	Brochures	<ul style="list-style-type: none"><li>• Size: A4 / A5 (bi-fold / tri-fold)</li><li>• Paper: 170–200 GSM Art Paper (Gloss/Matte finish)</li><li>• Printing: 4-color CMYK both sides</li><li>• Binding: Center stapled / Creased fold</li></ul>
<b>2.</b>	Certificates	<ul style="list-style-type: none"><li>• Size: A4 (210x297 mm)</li><li>• Paper: 250-300 GSM Ivory/Art Card/ textured</li><li>• Printing: 4-color offset/digital</li><li>• Security features: Optional watermark/ foil embossing</li></ul>
<b>3.</b>	Banners/Flex	<ul style="list-style-type: none"><li>• Material: Front-lit Flex (minimum 280-300 GSM)</li><li>• Printing: Solvent/ eco-solvent, 720 dpi minimum</li><li>• Finishing: Eyelets at equal distance, hemming on edges</li><li>• Sizes: As per event requirement</li></ul>
<b>4.</b>	Posters	<ul style="list-style-type: none"><li>• Size: A3/A2/A1</li><li>• Paper: 170-200 GSM Gloss/ Matte Art Paper</li><li>• Printing: 4-color CMYK, Singl/both sides</li><li>• Lamination: Gloss/Matte (as required)</li></ul>
<b>5</b>	Standeers (Roll-up)	<ul style="list-style-type: none"><li>• Size: Standard 3 ft x 6 ft</li><li>• Printing: Eco-solvent on Star/flex</li><li>• Stand: Lightweight aluminium, collapsible with carrying bag</li></ul>
<b>6.</b>	ID Cards with Lanyard	<ul style="list-style-type: none"><li>• Size: CR-80 Standard (85.60 x 53.98 mm)</li><li>• Material: PVC, 760 microns</li><li>• Printing: Digital, Full-color, both sides</li><li>• Lamination: Gloss finish, scratch-resistant</li><li>• Accessories: Lanyard (printed/plain), clip/holder</li></ul>

**General Conditions**

- All items to be printed at high resolution (minimum 300 dpi).
- Colors must be smudge-proof, water-resistant, and UV-stable.
- Vendor to provide sample proof for approval before bulk printing.
- Delivery must be timely and packaging should ensure no damage.
- Compliance with ISO 9001:2015 or equivalent standards preferred.