



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय  
National Institute of Technology Meghalaya  
Bijni Complex, Laitumkrah, Shillong 793 003  
Meghalaya, India

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Ref: NITMGH/ES/Printing/Vol.II/2018-19/2247

Date. 10.09.2018.

**NOTICE INVITING QUOTATION (NIQ) FOR PRINTING AND SUPPLY OF ANNUAL REPORT AND ANNUAL ACCOUNTS 2017-18 OF NIT MEGHALAYA  
IN ENGLISH AND HINDI**

NIT Meghalaya invites quotations from Printing Presses/ Printers for Printing and Supply of Annual Report 2017-18 of NIT Meghalaya in English and Hindi as per details at **ANNEXURE-I** in single sealed envelopes to reach the undersigned **on or before 1:00 PM on 01.10.2018**.

**BID INSTRUCTION:**

01. Quotations will have to be submitted in a single sealed envelope. The address of the firm submitting the quotation and the Officer to whom the quotation is addressed must appear distinctly on sealed covers. Further, on sealed cover, the following are to be written:

**QUOTATION FOR PRINTING AND SUPPLY OF ANNUAL REPORT AND ANNUAL ACCOUNTS 2017-18 OF NIT MEGHALAYA IN ENGLISH AND HINDI.**

**NIQ REF NO. NITMGH/ES/Printing/Vol.II/2018-19/2247**

**Date 10.09.2018**

02. **LAST DATE OF SUBMISSION: 1:00 PM on 01.10.2018.**

**Quotations will be opened on the same day at 3:00 p.m. After evaluation of bids, the successful bidder will be informed on a later date.**

03. **Earnest Money:** Refundable earnest money deposit (EMD) of INR 7000/- (Rupees Seven thousand only) through Demand Draft/Banker's Cheque **only** in favour of National Institute of Technology Meghalaya, payable at Shillong, must accompany the Quotation. EMD of unsuccessful bidders shall be returned after finalization of the contract without any interest. EMD of the successful bidder will be released only after completion of the work, without any interest. Quotations not accompanied by EMD as prescribed above shall be summarily rejected.

04. **Bid not transferable:** The bid documents are not transferable and the seal and signature of the authorized official of the firm must appear on all the papers and envelopes submitted.

05. Soft copy of the Annual Report (English version only) in \*.docx format may be downloaded from the link provided. All original photographs, charts, etc. will be provided. Selected printer shall arrange for design and reformatting of the matter into the printing format.

06. Copy of the Annual Report and Annual Accounts 2016-17 will be kept available at the Front Office, Administrative Block, NIT Meghalaya, Bijni Complex, Laitumkrah, Shillong-793003 for reference purposes only.

## **NIQ TERMS & CONDITIONS:**

01. (a) **Broad scope of work:** Design, Page setting, Printing, Fabrication, Supply and Delivery of Annual Report and Annual Accounts 2017-18 of NIT Meghalaya. Printer has also to submit soft copy of the final report in printable PDF format for Institute's record.  
(b) Translation of the report from English to Hindi shall be made accurately reproducing error free without changing the meanings.
02. The bidder should have executed similar printing order of such scale during the immediately preceding three years and must submit all necessary documents/orders in support of such claim.
03. **The Report may run upto 150 pages, i.e. 75 pages printed on both sides (both multi colour and single colour pages).**
04. In case the number of pages in the Report exceeds or falls short by 20 pages, the same shall be calculated on prorata basis.
05. The quantities given at **ANNEXURE-I** can be increased or decreased at the discretion of the Director, National Institute of Technology Meghalaya.
06. **Rates:** Rates quoted in the **Financial Bid** should be on DOOR DELIVERY NIT Meghalaya basis, as per format given at **ANNEXURE-II**.
07. Vague terms like "packing, forwarding, transportation, etc. extra" without mentioning the specific amount will not be accepted. Such offers shall be treated as incomplete and rejected. Bidders shall indicate their rates in clear/visible figures as well as in words and shall not alter/overwrite/make cutting in the quotation. In case of a mismatch, the rates written in words will prevail. Usage of "White ink" to erase and then rewrite the rates will not be accepted.
08. **Validity of Quotation:** Quoted rates must be valid for 90 (ninety) days.
09. All documents submitted should be self-attested with seal of the bidder.
10. Bidder must unconditionally accept all terms and conditions stipulated in the tender document and all pages of the bid including all enclosures should be numbered and must be duly filled in, signed and stamped by the bidder or his authorized representative. Offers received without signature and seal on all pages are liable to be rejected.
11. NIT Meghalaya reserves the right to change the layout, make additions/deletions in the text/photographs before accepting for making final prints of the Reports.
12. Final printing should be made only after obtaining confirmation from the authorized personnel of NIT Meghalaya.
13. All the copyright of the Annual Report will be with NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA. None of the contents should be revealed to any person not associated with the Report work, nor material in the report in any form, should be shared by the successful bidder with anybody.
14. **Delivery:**
  - a. **Time Limit:** Proof copy of the English version of the Report should be delivered within 7 (seven) days from the date of issue of Purchase Order. Proof copy of the Hindi version should be delivered within 7 (seven) days later. Final printed Reports of required quantity should be delivered within 10(ten) days from the date of approval of the proof copy.
  - b. **Penalty for delay in delivery:** The date of delivery should be strictly adhered to otherwise the Director, NIT Meghalaya reserves the right not to accept delivery in part or full.
15. **Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Conditions mentioned in the tender bids submitted by vendors will not be binding on NIT Meghalaya.

16. **Late and delayed tender:** Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.
17. **Payment:** 100% payment within 30(thirty) days from date of delivery and acceptance.
18. **Enquiry during the course of evaluation not allowed:** No enquiry from the bidder(s) shall be entertained during the course of evaluation of the tender till final decision is conveyed to the successful bidder. However, the Purchase Committee or its authorized representative may make enquiries/seek clarification from the bidders. In such a case, the bidder must extend full co-operation.
19. At any time prior to the date of submission of bid, NIT Meghalaya may, for any reason, either of its own or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment / corrigendum. **Any such amendment / corrigendum will be duly notified through the Institute's website only.** Prospective bidders are advised to check the Institute's website every now and then for any amendment / corrigendum. In order to provide reasonable time to take the amendment into account in preparing the bid, NIT Meghalaya may extend the date and time for submission of bids.
20. The acceptance of the quotation will rest solely with the Director, NIT Meghalaya, who in the interest of the Institute is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reasons.
21. **Force Majeure:** If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned, that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows:
  - (a) Any law, statute or ordinance, order action or regulations of the Government of India,
  - (b) Any kind of natural disaster, and
  - (c) Strikes, acts of the Public enemy, war, insurrections, riots, lockouts, sabotage.
22. **Termination for default:** Default is said to have occurred:
  - (a) If the Report is found having deviated from the approved design, having poor printing quality and quality of materials used not as per specifications.
  - (b) If the supplier fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by NIT.
  - (c) If the supplier fails to perform any other obligation(s) under the contract.Under the above circumstances NIT may terminate the purchase order in whole or in part and forfeit the EMD. In addition to the above, NIT may at its discretion also take the following actions: NIT may procure, upon such terms and in such manner, as it deems appropriate, goods similar to the undelivered items/products and the defaulting supplier shall be liable to compensate NIT for any extra expenditure involved towards goods and services obtained.
23. **Applicable Law:**
  - (a) The contract shall be governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of Competent Court and Forum in Shillong / India only.
  - (b) Any dispute arising out of this purchase shall be referred to the Director NIT Meghalaya, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Director of the Institute. The decision of such Arbitrator shall be final and binding on both the parties.

Registrar

Encl.: ANNEXURE-I, ANNEXURE-II

## ANNEXURE -I

Sl. No.	Item Description	Qty.
<b>01</b>	Hindi translation of Annual Report and Annual Accounts 2017-18 of NIT Meghalaya	As per actual number of pages
<b>02</b>	<p>Design, Page setting, Printing, Fabrication, Supply and Delivery of Annual Report and Annual Accounts 2017-18 of NIT Meghalaya with the following specifications:</p> <p><i>Size:</i> 8.5" x 11"</p> <p><i>Pages:</i> May run upto 150 pages (both multi and single colour pages)</p> <p><i>Cover Pages:</i> 300 GSM Imported Art Board Gloss with Lamination</p> <p><i>Inside Pages:</i> 100 GSM art paper Gloss</p> <p><i>Production:</i> Single colour &amp; Multi colour as per actual layout and design (cover in 4 colour)</p> <p><i>Fabrication:</i> Cover Lamination</p> <p><i>Binding:</i> Perfect with section sewing</p>	<p>200 books English version</p> <p>100 books Hindi version</p>

**NOTE:**

1. Soft copy of the Annual Report (English version only) in \*.docx format may be downloaded from the link provided.
2. In case the number of pages in the Report exceeds or falls short by 20 pages, the same shall be calculated on prorata basis.

ANNEXURE –II

**Format of Financial Bid**

(to be submitted in the Bidder's letterhead)

Sl. No.	Item	Quantity	Unit	Rate in figures	Rate in words
1.	Hindi translation of Annual Report and Annual Accounts 2017-18 of NIT Meghalaya	As per actual number of pages	Per page		
2.	Printing and supply of Annual Report and Annual Accounts 2017-18 of NIT Meghalaya	200 books <u>English version</u>	Per book		
		100 books <u>Hindi version</u>	Per book		
3.	Discount (if any)				
4.	Applicable Taxes (please specify)				
5.	Transportation charge up to NIT Meghalaya premises (if applicable)				
	<b>Grand total on door delivery at NIT Meghalaya</b>				

Date:

(Signature of the Authorised signatory)

(Seal of the Agency)