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NITMGH/ES/ANN-RPT/2023-24/1725

Dated :- 13.10.2023.

**NOTICE INVITING QUOTATION (NIQ) FOR PRINTING AND SUPPLY OF ANNUAL REPORT AND ANNUAL ACCOUNTS 2022-23 OF NIT MEGHALAYA IN ENGLISH AND HINDI (INCLUDING HINDI TRANSLATION)**

NIT Meghalaya invites online Tenders through **CPP Portal** <https://eprocure.gov.in/eprocure/app> from eligible Bidders for Printing and Supply of Annual Report and Annual Accounts 2022-23 of NIT Meghalaya in English and Hindi (including Hindi Translation), as per details at ANNEXURES-I & II. The first part is the **Technical Bid** which consists of technical requirements and general terms & conditions and the second part is the **Financial Bid**.

Prescribed Tender document, detailed fees and specifications, bid instructions and Terms & Conditions can be downloaded from the CPP Portal (<https://eprocure.gov.in/eprocure/app>). The bidding process (submission and finalization) will be done in online mode at CPP Portal. The bidders may submit their bid only through uploading in the CPP Portal <https://eprocure.gov.in/eprocure/app>

**BIDINSTRUCTIONS**

The offer must be submitted in Two Bid – Two Files/Covers only through uploading in the CPP Portal, before the last date & time for bid submission. Bidders must submit their digitally signed bids. The covers will contain the following documents:-

- i. Cover 1 which consists of technical requirements and general terms & conditions.
- ii. Cover 2 which consists of the Price Bid (in BoQ Ms-Excel format).

**LAST DATE OF SUBMISSION: - 30.10.2023 at 1:00 PM**

**Technical bids will be opened on 31.10.2023 at 3:30 p.m.**

After evaluation of technical bids, financial bids of the successful bidders (technically qualified) will be opened on a later date which will be duly notified.

**NIQ TERMS & CONDITIONS:**

01. **Broad scope of work:** Design, Page setting, Printing, Fabrication, Supply and Delivery of Annual Report and Annual Accounts 2022-23 of NIT Meghalaya. Bidder must also submit soft copy of the final report (both English and Hindi versions) in printable PDF format for Institute's record.
02. Soft copy of the Annual Report and Annual Accounts 2022-23 (English version) in \*.docx format

will be provided to the selected bidder along with Work Order. All original photographs, charts, etc. will be provided. The selected bidder shall arrange for the design and reformatting of the matter into the printing format.

03. Translation of the Report into Hindi shall be carried out by the selected bidder.
04. Selected bidder shall arrange for design and reformatting of the matter in Hindi into the same design and printing format as the English version.
05. Copy of the previous years' Annual Reports and Annual Accounts are available on the Institute's website in the link <https://www.nitm.ac.in/p/annual-reports>
06. The Report may run upto 325 (+/- 25) pages, i.e. approximately 163 pages printed on both sides (both multi colour and single colour pages).
07. In case the number of pages in the Report exceeds or falls short by more than 25 pages, the same shall be calculated on a pro rata basis.
08. The bidder shall have to prepare a minimum of three cover and layout designs to be presented to the Director, NIT Meghalaya in soft copy. The Director shall select and approve one of the designs as the final cover and layout for the Report.
09. NIT Meghalaya reserves the right to change the layout, make additions/deletions in the text/photographs before making final prints of the Reports.
10. Final printing should be made only after obtaining confirmation from the authorized personnel of NIT Meghalaya.
11. All the copyright of the Annual Report will be with the 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.
12. The quantities given at ANNEXURE-I (Scope of Work) may be increased or decreased at the discretion of the Director, National Institute of Technology Meghalaya.
13. Specifications of work are given at ANNEXURE-II.
14. The bidder will have to ensure the safety of the printed material during binding, packing and delivery.
15. The bidder should preferably be based in Eastern India and having at least 5 (five) years' experience in printing, publishing and designing. Proof of experience must be submitted.
16. The bidder must have an average turnover of Rs. 20 (twenty) lakhs in the last 3 (three) financial years. (Balance sheet, CA certificate and income tax return for financial years 2022-23, 2021-22, 2020-21 must be enclosed.
17. The bidder should have executed similar printing works of such scale during the immediately preceding five years and must submit at least 03 (three) work orders/ contracts in support of such claim.
18. The bidder must have an in-house Hindi translator. The translator's profile must be submitted along with the technical bid. The bidder must also submit at least 03 (three) work orders for Hindi Translation for Central or State Government departments or other similar Institutes of National Importance (IIT/ NIT/ IIM/ etc.).
19. The bidder's GST Registration Certificate must be enclosed along with the tender documents.
20. The bidder has to submit a voluntary statement by way of affidavit stating that they have not been blacklisted in the past by any Government and Non-Government organizations, Autonomous

Institutes, Public Sector and Private Sector Undertakings and also to state that there is no vigilance/CBI case pending against the bidder. The affidavit is to be duly executed before the Notary Public or Magistrate First Class on a non-judicial stamp paper of INR 10/- (Rupees Ten) only. **The bidder should have to submit that affidavit in original along with the Technical Bid.**

21. Only those bids with all desired documents attached to the satisfaction of the Tender Committee will be considered for financial bid opening. After evaluation of technical bids, the date for opening financial bids will be notified and qualified bidders will be informed accordingly. Technical bid evaluation criteria is given as Annexure-III.
22. Bidders shall indicate their rates as per the BoQ.
23. Bidders are advised to check applicable GST on their own before quoting. NIT Meghalaya will not take any responsibility in this regard. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum quoted GST %.
24. **Validity of Quotation:** Quoted rates must be valid for 90 (ninety) days.
25. All documents submitted should be self-attested with seal of the bidder.
26. Bidder must unconditionally accept all terms and conditions and specifications stipulated in the tender document and all pages of the bid including all enclosures should be numbered and must be duly filled in and digitally signed by the bidder or his authorized representative. Offers received without signature and seal on all pages are liable to be rejected.
27. **Earnest Money Deposit:** Refundable Earnest Money Deposit (EMD) of ₹ 15,000 /- (Rupees Fifteen Thousand only) through demand draft drawn in favour of National Institute of Technology Meghalaya, payable at Shillong, will have to accompany the technical Bid.

The EMD of unsuccessful bidders shall be returned without any interest after award of contract. EMD of the successful bidder will be released without interest on submission of the Performance Bank Guarantee or delivery of the ordered items, as applicable.

In case of firms registered under NSIC/ MSME, EMD exemption will be given to the permissible extent, as indicated in their Certificate. All vendors claiming exemption must submit copies of their valid NSIC/ MSME registration Certificate duly attested with the seal of the organization (along with the Technical Bid). Offers received without Earnest Money or appropriate valid Certificate shall be summarily rejected.

28. **Delivery schedule:**

a. **Time Limit:**

- (i) The soft copies of the proposed cover and layout designs should be ready for presentation to the Director, NIT Meghalaya within 10 (ten) days from the date of issue of Purchase Order.
- (ii) First proof copy of the English version of the Report should be delivered within 3 (three) days after approval of the cover and layout design by the Director, NIT Meghalaya.
- (iii) First proof copy of the Hindi version should be delivered within 10 (ten) days later.
- (iv) Final printed Reports of required quantity should be delivered within 10(ten) days from the date of approval of the respective proof copy.
- (v) Soft copies of the final report (both English and Hindi) in printable PDF format should also be submitted for Institute's record together with the printed Reports.

- 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.
29. **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.
30. **Bid Splitting:** Bid splitting is not permitted.
31. **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.
32. In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.
33. **Payment:** 100% payment within 30(thirty) days from date of delivery and acceptance.
34. **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.
35. 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 and the CPP Portal 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.
36. 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.
37. The Director, NIT Meghalaya does not bind himself to offer any explanation to those bidders whose technical bids have not been found acceptable by the Technical Evaluation Committee of the Institute.
38. Annual Report printing is a time bound job that demands proper sincerity and engagement with the job. There may be multiple corrections/modifications. One dedicated manpower is required to be appointed by the bidder who will sincerely respond to correspondences (email/ phone call/ SMS/ WhatsApp, etc.) made from the Institute's end from the date of receipt of the work order till completion of the job so that the work can be carried out smoothly and efficiently.
39. **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.

40. **Termination for default:** Default is said to have occurred:

- (d) If the Report is found having deviated from the approved design, having poor printing quality and quality of materials used not as per specifications.
- (e) 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.
- (f) 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 (if applicable). 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.

41. **Applicable Law:**

- (g) 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.
- (h) 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.

Sd/-  
Registrar

Encl.:

1. ANNEXURE-I - **Scope of Work for Annual Report 2022-2023**
2. ANNEXURE-II - **Specifications**
3. ANNEXURE-III - **Technical Evaluation Criteria**

**Scope of Work for Annual Report 2022-2023**

**Quantity: English version 30 (thirty) copies and Hindi version 30 (thirty) copies.**

The scope of work for printing of the Annual Reports in English & Hindi version:

- Designing the cover & inside pages
- Editing all inside pages and ensuring standardization of text
- Creating a design template
- Copy-fitting and layout (Page spacing and page layout)
- Making tables, pie charts and figures
- Alignment and formatting of the report
- English draft to be translated into Hindi
- Design adaptation of Hindi version, following the English layout
- If any changes in English, then same to be carried out by bidder in Hindi
- Proof-reading the entire publication before sending the draft copies to NIT Meghalaya
- Incorporating changes/corrections given by NIT Meghalaya
- Printing and binding of the Reports
- Submit a searchable PDF version of the report for uploading on NIT Meghalaya's website.
- The final printed copy must be supplied and delivered within 10 (ten) days after obtaining confirmation from the authorized personnel of NIT Meghalaya

**NOTE:** Proof-reading will be done by NIT Meghalaya.

**Specifications**

<b>Sl. No.</b>	<b>Item Description</b>	<b>Quantity</b>
<b>01</b>	Hindi translation of Annual Report and Annual Accounts 2022-23 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 2022-23 of NIT Meghalaya with the following specifications:</p> <p><i>Size:</i> 8.5" x 11"</p> <p><i>Pages:</i> May run upto 325 (+/- 25) 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>30 books English version</p> <p>30 books Hindi version</p>

**Technical Evaluation Criteria:**

1. Is the bidder based in Eastern India?
2. Does the bidder have at least 5 (five) years' experience in printing, publishing and designing?
3. Has the bidder submitted proof of having 5 (five) years' experience?
4. Has the bidder executed similar printing works of such scale during the immediately preceding 5 (five) years?
5. Has the bidder attached at least 03 (three) work orders/ contracts issued within the immediately preceding 5 (five) years?
6. Does the bidder have an average turnover of Rs. 20 (twenty) lakhs in the last 3 (three) financial years?
7. Has the Balance sheet, CA certificate and income tax return for financial years 2022-23, 2021-12, 2020-21 been attached?
8. Does the bidder have an in-house Hindi translator?
9. Has the bidder attached at least 03 (three) work orders for Hindi Translation for Central or State Government departments or other similar Institutes of National Importance (IIT/ NIT/ IIM/ etc.)?
10. Has the bidder submitted the GST Registration Certificate?
11. Has the bidder submitted an affidavit in original stating that they have not been blacklisted in the past by any Government and Non-Government organizations, Autonomous Institutes, Public Sector and Private Sector Undertakings and also to state that there is no vigilance/CBI case pending against them?
12. Has the bidder paid the refundable Earnest Money Deposit (EMD) of ₹ 15,000 /- (Rupees Fifteen Thousand only) or has the bidder submitted an appropriate valid Certificate for claiming exemption?
13. Does the bidder have one dedicated manpower who will sincerely respond to correspondences (email/ phone call/ SMS/ WhatsApp, etc.) made from the Institute's end?
14. Has the bidder unconditionally accepted all terms and conditions, including validity of quotation, payment terms and delivery schedule, and specifications stipulated in the tender document by digitally signing and attesting all pages of the submitted bid documents, including all enclosures?

**NOTE:** Failure to submit/ attach all required documents and proof of experience, as required in the tender document, will lead to rejection of the bid.