



राष्ट्रीय प्रौद्योगिकी संस्थान, मणिपुर

**NATIONAL INSTITUTE OF TECHNOLOGY, MANIPUR**

Imphal, Manipur, Ph. (0385 – 2058566 / 2445812

E-mail:- [director@nitmanipur.ac.in](mailto:director@nitmanipur.ac.in), Website: [www.nitmanipur.ac.in](http://www.nitmanipur.ac.in)

An Autonomous Institute under MHRD, Govt. of India

No.NITM.1/(32-Estt)/Pur/Sta/2016

Dated: 02.03.2017

**TENDER FOR  
“SUPPLY OF STATIONERY ITEMS, PRINTING OF STATIONERY ITEMS AND  
HOUSEKEEPING ITEMS”**

Sealed tenders are invited from reputed Firm/Agency/Company/Dealer for Supply Stationery Items, Printing of Stationery Items and Housekeeping items to National Institute of Technology, Manipur. Tender documents may be downloaded from the website [www.nitmanipur.ac.in](http://www.nitmanipur.ac.in). Cost of tender document is **Rs. 1000/-** payable separately for every quoted item as per annexure V in the form of Demand Draft/ Banker’s Cheque to be submitted along with tender documents. Earnest money deposit refundable amount of **Rs. 50000/- (Rupees Fifty Thousand Only)** payable separately for every quoted item as per annexure V in the form of Demand Draft/ Banker’s Cheque/Bank Guarantee from any Scheduled Bank in favour of the Director, NIT Manipur payable at State Bank of India, Imphal, Secretariat Branch along with credentials and the completed tender documents. The tender document along with terms and conditions is attached. The tender, complete in all respects must reach the Institute on or before **03.04.2017 latest by 03:00 PM** or must be dropped in the tender box placed at the Institute’s Administrative Office at NIT Manipur, Langol Campus on or before **03.04.2017 upto 03:00 PM**. Incomplete tender in any respect shall be summarily rejected. The Director, NIT Manipur reserves the right to reject any or all the tenders without assigning any reason thereof.

Details may be seen from website [www.nitmanipur.ac.in](http://www.nitmanipur.ac.in) & [www.eprocure.gov.in](http://www.eprocure.gov.in)

Sd/-  
Registrar  
NIT Manipur

Sl.	Details	Date	Time
1	Notification of Tender	02.03.2017	
2	Last date for submission /deposit of Tender	03.04.2017	3:00 P.M.
3	Opening of Tender documents	05.04.2017	2:00 P.M.



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## **TENDER DOCUMENT**

### **Tender For Supply of Stationery Items, Printing of Stationery Items and Housekeeping Items**



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### **Instruction to Bidders**

#### **INTRODUCTION AND GENERAL COMMERCIAL DETAILS**

1. The tenderer shall be required to submit the Earnest money deposit refundable amount of Rs. **50000/- (Rupees Fifty Thousand Only)** payable separately for every quoted item as per **annexure IV** in the form of Demand draft/Banker's cheque/Bank Guarantee which is refundable and a non-refundable tender fee for an amount of **Rs. 1000/- (Rupees One Thousand Only)** payable separately for every quoted item as per **annexure IV** by way of Demand Draft/ Banker's Cheque only. Demand draft/Banker's cheque/Bank Guarantee shall be drawn in favour of the Director, NIT Manipur payable at State Bank of India, Imphal, Secretariat Branch from any Scheduled Bank. The demand drafts for earnest money deposit & tender fee must be enclosed in the envelope with the technical bid.
2. Offer in the financial bid should be written in English and price should be written in both figures and words. The offer should be typed or written in ink pen or ball pen. Use of pencil will be ignored. The relevant supporting documents as required must be enclosed.
3. Envelope of technical bid & financial bid should be individually sealed and then placed in a third envelope, to be sealed and superscribed with tender number, due date of submission and address to: "The Director, NIT Manipur, Langol Campus, Imphal - 795004.
4. Sealed tender should reach the Institute, latest by **03.04.2017 at 03:00 PM**. Tender(s) received beyond the last date of submission will be rejected. No tender will be entertained by E-mail or FAX.
5. **Tender documents will be opened on 05.04.2017 at 02:00 PM** in the Administrative Block of the Institute in the presence of the tenderer(s) or their authorized representative(s), who are present at the scheduled date and time.
6. In the event of the due date of receipt and opening of the tender being declared as a holiday for the Institute, then due date of receipt / opening of the tender will be the next working day at the same time.
7. The tenderers are requested to read the tender document carefully and ensure to comply with all the instructions herein. Non-compliance of the instructions contained in this document may disqualify the tenderer from the tendering exercise.
8. The Institute reserves the right to split the order in view of time constraint or select certain items in single or multiple units and reject the others or all as mentioned in the schedule and to revise or alter the specifications before acceptance of any tender and accept or reject any or all tenders, wholly or partly or close the tender without assigning any reason whatsoever.
9. Institute will enter into a rate contract agreement with the successful bidder for a period of 1 year & extendable for another year on the same terms and conditions. Purchase order will be issued when



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items are required by the Institute.

Tenders should be submitted in two parts, (i) Part – I (Technical Bid) & (ii) Part – II (Financial Bid).

Envelope of Part – I should be superscripted as “Tender for Supply of Stationery Items / Printing and Supply of Stationery Items / Housekeeping Items Part – I Technical Bid” and

Envelope of part – II should be superscripted as “Tender for Supply of Stationery Items / Printing and Supply of Stationery Items / Housekeeping Items Part – II Financial Bid”.

**Registrar  
NIT Manipur**

**Enclosures:**

- a. Annexure - I : Terms & Conditions
- b. Annexure - II: Technical Bid (Pre-qualifying requirements)
- c. Annexure - III: Compliance Certificate
- d. Annexure - IV: Scope of the work
- e. Annexure - V: Financial Bid (Stationery Items)
- f. Annexure - VI: Financial Bid (Printing and supply of Stationery Items)
- g. Annexure - VII: Financial Bid (Housekeeping Items)
- h. Annexure - VIII: Declaration regarding blacklisting / debarring for taking part in tender.

**Registrar  
NIT Manipur**



**ANNEXURE - I**

**TERMS & CONDITIONS**

**1. PRICES AND TAXES**

- i) Price quoted by Firm shall be firm and final.
- ii) Bidders are requested to indicate CST/VAT registration No. as well as PAN No. and must Enclose attested Xerox copy of CST /VAT /PAN registration no.

2. **F.O.R.:-** Price should be F.O.R. NIT Manipur, Langol Campus, Imphal.

3. **DELIVERY:** - Within 7days from the date of receipt of Supply order. The date of despatch/booking shall be treated as the date of delivery.

4. **TURN OVER CERTIFICATE:-** The Bidder/Firm must enclosed Business Turnover certificate certified by CA having not less than Rs. 50 lacs (Fifty Lacs) annual turnover for last 3 (three) financial years.

5. **FINANCIAL STABILITY CERTIFICATE:-** The Bidder/ Firm must enclosed Credential certificate not less than Rs.50 Lacs(Fifty lacs) from any schedule Bank.

6. **VALIDITY:** -

**ii) The Bid should be valid for minimum 60 days from the scheduled date of tender**

**Opening with provision for subsequent extension, if necessary.**

**i) The rate should be valid for the financial year 2017-2018.**

7. **INSPECTION:** - An Authorized representative of NIT Manipur may inspect the materials at firm's premises before dispatch. The firm shall give inspection call indicating readiness of materials.

8. **TECHNICAL SPECIFICATIONS:**

- i) Make & relevant details should be clearly mentioned in your offer
- ii) Details of technical literature / catalogues.
- iii) Dealership certificate along with company price list.

9. **GUARANTEE / WARRANTY:** - All the materials should be guaranteed against all manufacturing defects for a period of 12 months from the date of dispatch / supply.

10. **EARNEST MONEY DEPOSIT (EMD) / Bid Guarantee :-** The bidders shall submit EMD for amount of Rs. 50,000/= (Rupees Fifty Thousand ) Only in form of Demand Draft / Deposit –at- call/ Banker's Cheque / FDR/ Bank Guarantee in favour of the Director, NIT Manipur payable at Imphal from any scheduled Bank.

11. The EMD shall be submitted in a separate envelope duly super scribed and same along with the main offer shall be submitted in another common sealed envelope duly super scribed as 'EMD



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**Inside' with TENDER ENQUIRY No. & TENDER ENQUIRY FOR THE PURCHASE OF ELECTRICAL ITEMS**

12. Bid without EMD shall be rejected and shall be returned back to the bidder.
13. The EMD/Bid Guarantee of the unsuccessful bidders shall be returned within 30 days of finalization of the tender. EMD/ Bid Guarantee of successful bidder shall be returned after completion of contract period.
14. The EMD shall be liable to be forfeited by NIT Manipur in case any of the bidders alters or withdraws the bid during the validity of the offer, after opening of bids. The EMD shall also be forfeited in case the successful bidder fails to accept the Purchase/ supply order or fails to Execute/Supply the items/materials as per the Purchase/ Supply order.
15. The purchase of any quantity will be made as and when required by the NIT Manipur.
16. **PAYMENT:** - 100% Payment will be made only after satisfactory completion of supply.
17. If the firm is not able to supply the items due to any reasons, these will be arranged from other agency at the **cost and risk of the supplier**.
18. **NIT Manipur** i.e. the purchaser, reserves the rights to reject/accept or partly accept any offer without assigning any reason for such decision.
19. NIT, Manipur shall not be responsible for delay, loss or non-receipt of tenders/quotation sent by post. Tender/Quotation received late due to any reason shall not be considered. Telegraphic offers shall not be accepted.
20. If the due date of receipt / opening as mentioned be a holiday(s), the quotation shall be received and opened at the same time as specified but on the next working day.
21. **The undersigned reserves the right of rejecting all or any of the tenders and is not bound to be accepting the lowest or any other tenders.**

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**ANNEXURE - II**

**TECHNICAL BID (PRE-QUALIFYING REQUIREMENT)**

**SUPPLY OF STATIONERY ITEMS, PRINTING OF STATIONERY ITEMS AND HOUSEKEEPING ITEMS**

1	Name of the firm	
2	Registered Office address Telephone Number Fax Number e-mail	
3	Correspondence/contact address	
4	Details of Contact Person (Name, designation, address etc.) Telephone Number (including Mobile No) Fax Number, e-mail	
5	Is the firm a registered company? If yes, submit documentary Proof. Year and Place of the establishment of the company	
6	Former name of the Company, if any.	
7	Is the firm *Government/ Public Sector Undertaking *Propriety firm *Partnership firm (if yes, give partnership deed) *Limited company or limited corporation *Member of a group of companies(if yes, give name and address and description of other companies) * Subsidiary of a large corporation (if yes give the name and address of the partner organization) If the company is subsidiary, state what is the involvement of the parent company in the project.	
8	Is the firm registered with Sale Tax Department? If yes, Submit valid Sales Tax/ VAT Registration Certificate.	
9	Is the firm registered under Labour Laws Contract Act? If yes, submit valid registration certificate.	
10	Attach the organizational chart showing the structure of the organization. Total number of employees	
11	Details of EMD Fee in favor of Director, NIT Manipur (Attach copy of proof)	EMD Fee: Rs.
11	Valid Income Tax Clearance Certification/ PAN, as the case may be, along with Certificates to prove payment of Govt. taxes / duties.	
12	Are you registered with any Government/ Department/ Public Sector Undertaking as Small Scale Industry (if yes, give details)	



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**ANNEXURE - III**

**COMPLIANCE CERTIFICATE**

**(A certificate of compliance to NIQ term to be enclosed in the Technical bid)**

Sl. No.	NIQ Terms and Conditions	Yes / No
01	Rate quoted as per instruction	
02	AMC rate after warranty provided	
03	Validity of quoted rate for 120 days agreed	
04	PBG term agreed	
05	Payment term agreed	
06	Delivery terms agreed	
07	Warranty period agreed	
08	Literature: Printed Literature provided	
09	Dealership / distributorship certificate (in case of dealers/agents) provided	
10	Sales Service: address of after Sales Service centre in India provided	
11	Manufacturer certificate provided	
12	ISO/ ISI certification provided	

Signature: .....

Name & Full Address of Tenderer:

M/s .....

.....

.....

Phone Nos.: .....

E-mail: .....

Official seal of the Tenderer





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**ANNEXURE - IV**

**SCOPE OF THE WORK**

<b>Sl.</b>	<b>Name of the Items</b>	<b>Scope of the work</b>
1	Stationery Items	Supply
2	Stationery Items	Printing & Supply
3	Housekeeping Items	Supply



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**ANNEXURE - V**

**FINANCIAL BID (Stationery items)**

Sl. No.	Particulars	Unit (Nos.)	Rate per unit	Tax	Amount
1	A4 Paper (JK)				
2	A4 Colour Paper				
3	Legal Paper (JK)				
4	Note Sheet Paper (Green)				
5	A3 Paper (JK)				
6	Drawing Paper				
7	Graph Book				
8	Graph Sheet				
9	Semi Log Graph Sheet				
10	JK Bond Paper				
11	Transparent Sheet Pink				
12	Transparent Sheet Blue				
13	Transparent Sheet Green				
14	Transparent Sheet Red				
15	Plastic cover for OHP Sheet/ Spiral Binding				
16	Colour plastic cover sheet A4 size				
17	Plastic file cover				
18	Photo Paper				
19	Carbon Paper				
20	Chart paper White				
21	Chart paper Green				
22	Chart paper Red				
23	Whiteboard 3"X3"				
24	Magnetic Duster				
25	Clip board				
26	Guard file				
27	Register No. 6				
28	Register No.8				
29	Register No.10				
30	Register No. 12				
31	Register No.14				
32	Register No. 16				
33	Register No. 18				
34	RegisterNo.20				
35	RegisterNo.24				
36	Register No. 40				
37	Stock Register				
38	Calculator (Scientific)				



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39	Calulator (Digital)				
40	Steel Scale (30cm)				
41	Lebelling Tape (Medium)				
42	Lebelling Tape (Large)				
43	Fevi- stick (Glue stick gum)				
44	Liquid gum bottle				
45	Correction pen				
46	Erax-ex				
47	Ball Pen (Blue/Green/Red/Black)				
48	Gel Pen (Blue/Green/Red/Black)				
49	Highlighter pen				
50	Pencil (HB)				
51	Eraser (Fine)				
52	Sharpner				
53	Rubber Band				
54	Scissor (big India made)				
55	Scissor (small India made)				
56	Paper cutter				
57	Horse Blade				
58	OHP Marker pen (Permanent)				
59	Marker pen (Permanent)				
60	White Board Marker				
61	White Board Market Ink				
62	Note pad				
63	Paper clip (U-clip)				
64	Paper clip with handle				
65	File tag (Thread)				
66	Spiral (small/ medium/big)				
67	Cellotape transparent (big)				
68	Cellotape transparent (medium)				
69	Cellotape transparent (small)				
70	Cellotape Brown (big)				
71	Cellotape Brown (medium)				
72	Cellotape Brown (small)				
73	Stapler No.10				
74	Stapler No.24				
75	Stapler very big size				
76	Stapler pin No. 10				
77	Stapler pin No. 24				
78	Stapler very big size				
79	Single puncher				
80	Double puncher				
81	Spiral puncher				
82	Stamp pad – Gripex/Korex Size: 8.5cm x				



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83	Sticky notes (Small)				
84	Sticky notes (Large)				
85	Sven levers Lock & Key (Jyoti)				
86	Thumb pin				
87	Spiral Binding String (big, medium and small)				
88	Plastic rope				
89	Thread (For binding Answer Sheets)				
90	Alpin				
91	DVD Blank				
92	CD Blank				
93	Lamination Machine				
94	Spiral Binding Machine				
95	Stamp pad Ink				
96	Binder Clips (Big, medium and small)				
97	CD				
98	DVD				
99	Tissue paper				
100	Tag File				
101	Clip File				
					<b>Total</b>
					<b>Tax</b>
					<b>Grand Total</b>

**ANNEXURE - VI**

**FINANCIAL BID (Printing and Supply of Stationery Items)**

Sl. No.	Particulars	Unit (Nos.)	Rate per unit	Tax	Amount
1	Box file/Ring File (Printed with NIT Logo)				
2	Envelope Small (Printed with NIT Logo)				
3	Envelope A4 (Printed with NIT Logo)				
4	Envelope Legal size (Printed with NIT Logo)				
5	Envelope A2 (Printed with NIT Logo)				
6	Stock Register – A3 size (100 pages)				
7	Service book (New GOI format)				
					<b>Total</b>
					<b>Tax</b>
					<b>Grand Total</b>



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**ANNEXURE - VII**

**FINANCIAL BID (Housekeeping Items)**

Sl. No.	Particulars	Unit (Nos.)	Rate per unit	Tax	Amount
1	Broom (Normal type)				
2	Broom (Plastic)				
3	Broom (Long Bamboo)				
4	Odonil				
5	Sani Fresh/Harpic				
6	Phenyl Red				
7	Phenyl White (perfume)				
8	Lizol				
9	Toilet Brush				
10	Dust picker				
11	Mop Duster with holder (Big)				
12	Mop Duster with holder (Small)				
13	Wiper (Plastic)				
14	Plastic Bucket				
15	Plastic Mug				
16	Detergent Powder – Surf excel / tide				
17	Napthalene Balls				
18	Colin (500ml)				
19	Dustbin (plastic)				
20	Towel (Small)				
21	Towel (Big)				
22	Air Freshener				
23	Dettol Hand wash				
24	Eze Clean				
25	Hand Glove				
26	Spider web cleaner (Plastic)				
27	Good Night Spray				
28	All out machine				
29	All out liquid				
				<b>Total</b>	
				<b>Tax</b>	
				<b>Grand Total</b>	



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**ANNEXURE - VIII**

DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER.

(To be executed & attested by Public Notary / Executive Magistrate on Rs.10/- non judicial Stamp paper by the bidder)

I / We ..... Manufacturer / Partner(s)/  
Authorized Distributor /agent of M/s hereby declare that the firm/company namely M/s.  
..... has not been blacklisted or debarred in the past by Union /  
State Government or organization from taking part in Government tenders in India.

DEPONENT Name  
Address

Attested:

(Public Notary / Executive Magistrate)