



राष्ट्रीय प्रौद्योगिकी संस्थान मणिपुर
NATIONAL INSTITUTE OF TECHNOLOGY MANIPUR

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

E-mail : director@nitmanipur.ac.in , Website : www.nitmanipur.ac.in

An Autonomous Institute under Ministry of Education, Govt. of India.

No. NITM.1/(255-Estt)/Purchase/2022/ 1790

Imphal, the 26th February 2024

TENDER FOR PRINTING OF ENVELOPE AND LETTER HEAD.

National Institute of Technology Manipur invites quotations from reputed authorized dealers/agencies/suppliers for supply of the following items under two bid system (Technical bid and Financial bid).

Interested authorized dealers/agencies/suppliers are required to submit the sealed rate quotation in the Prescribed Form along with required documents under two bids systems (Technical bid and Financial bid). The complete tender documents and terms & conditions are available in the Institute web-site <http://www.nitmanipur.ac.in> & eProcurement.

1	Envelope Small (Printed with NIT Logo) Size (10" x 4.5") inner side lamination	10000 nos.	Sample enclosed
2	Envelope A4 (Printed with NIT Logo)	5000 nos.	
3	NIT Letter Head	3000 nos.	Sample enclosed

The sealed Tender superscribed as '**Tender for printing of Envelope and Letter Head**' along with **Advt. No. in bold letters at the top of the envelope** should reach to '**The Registrar, National Institute of Technology Manipur, Langol, Imphal – 795004**' on or before **3.00 p.m. of 20/03/2024**. Tender will be opened on **21/03/2024 at 2:00 p.m.** in the Institute's Conference Hall in presence of the tenderer(s) or their authorized representative(s), who are present at the scheduled date and time.

Note: Any addendum/corrigendum/notifications will be published in the Institute website: www.nitmanipur.ac.in.

Sd/-
(Prof. Kh. Tombā Singh)
Registrar, NIT Manipur



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TERMS & CONDITIONS

1. The tenderers are required to submit Earnest Money Deposit of **Rs. 10,000/- (Rupees ten thousand) only** which is refundable and a non-refundable tender fee of **Rs. 1,000/- (Rupees one thousand) only** in the form of Demand Draft/Banker's Cheque in favour of Director, NIT Manipur payable at State Bank of India, Secretariat Branch, Imphal should be submitted along with the Tender documents. Tenders without EMD and Tender Fee will be rejected. The EMD of successful/unsuccessful tenderers shall be returned without interest.
2. The rates should be written in English both in figures and words without any corrections or over writing. Any over writing or rewriting should be duly countersigned. Using of pencil will be ignored/rejected.
3. 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 '**Technical Bid for printing of Envelope and Letter Head**' and Envelope of part – II should be superscripted as '**Financial Bid for printing of Envelope and Letter Head**'.
4. Envelopes of technical bid & financial bid should be individually sealed and placed in third envelope to be sealed and **superscribed** as '**Tender for printing of Envelope and Letter Head**' along with Advt. No. **in bold letters at the top of the envelope** should reach to '**The Registrar, National Institute of Technology Manipur, Langol – 795004**' on or before **3.00 p.m. of 20/03/2024**. Incomplete or those received without Tender Fee, EMD and after due date and time shall be summarily rejected. National Institute of Technology Manipur reserves the right to extend the date, reject/cancel the tender without assigning any reason thereof.
5. Interested authorized dealers/agencies/suppliers are requested to submit their tender papers, as per **Annexure-I, Annexure-II & Annexure-III** quoting the best rate/price.
6. No tender will be entertained by E-mail or FAX.
7. **Tender documents will be opened on 21/03/2024 at 2:00 PM** in the Institute's Conference Hall in presence of the tenderer(s) or their authorized representative(s), who are present at the scheduled date and time.
8. In the event of the due date of receipt and opening of the tender being declared as a holiday for the Institute, the due date of receipt/opening of the tender will be the next working day at the same time.
9. 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.
10. Payment shall be made only after receipt of the materials/articles in good/working conditions.
11. The bidders should not be blacklisted by any Government/Semi Government/Private Institute.

Sd/-
Registrar, NIT Manipur



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ANNEXURE – I

(TECHNICAL BID)

FOR PRINTING OF ENVELOPE AND LETTER HEAD.

Format for Bidders' Organization Details

1	Name of the Authorized Dealers/Agencies/Suppliers	
2	Registered Office address Telephone Number Fax Number e-mail	
3	Correspondence address	
4	Details of Contact Person (Name, designation, address etc.) Telephone Number (including Mobile No) Fax Number, e-mail	
5	Name of the agency/firms If registered, please submit relevant document	
6	Former name of the Company, if any.	
7	GST Registration No.	
8	Annual Turnover during the last two financial year (Enclose copies of Audited Financial Statement) 2021-22 2020-21	
9	Valid Income Tax Clearance Certification/PAN, as the case may be, along with Certificates to prove payment of Govt. taxes / duties.	
10	Are you registered with any Government/ Department/ Public Sector Undertaking as Small Scale Industry (if yes, give details)	
11	Details of Tender Fee	
12	Details of EMD	

Signature of authorized person with seal



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ANNEXURE – II

(FINANCIAL BID)

FOR PRINTING OF ENVELOPE AND LETTER HEAD.

Price Bid Format

Sl. No.	Items	Qty	Rate per unit	Amount
1	Envelope Small (Printed with NIT Logo) Size (10" x 4.5") inner side lamination	10000 nos.		
2	Envelope A4 (Printed with NIT Logo)	5000 nos.		
3	NIT Letter Head	3000 nos.		
			Total Amount (Rs)	
			GST (.....%)	
			Grand Total (Rs)	

(Rupees.....(in words)

Signature of authorized person with seal



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ANNEXURE - III

**DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART
IN TENDER.**

I / We hereby declare that
the agency/firm 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.

Name:.....

Signature:.....

Date:.....



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An Institute of National Importance Under Ministry of Education, Govt. of India.

To,

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SAMPLE

If undelivered, please return to :
National Institute of Technology Manipur
Langol (Lamphelpat)
Imphal, Manipur – 795004
Website : www.nitmanipur.ac.in



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