



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/(255-Estt)/Purchase/2019/205

Imphal, the 17<sup>th</sup> March, 2021

**TENDER FOR PRINTING OF ENVELOPE.**

National Institute of Technology Manipur invites quotations from reputed agencies/firms/individuals for procurement of the following envelopes printed with Institute's logo in two bid system i.e, Technical and Financial. Interested agency/firms/individuals are required to submit the sealed tender in the Prescribed Form along with sample(s) of the envelopes in two bid systems (Technical and Financial). The complete Tender document and terms & conditions is 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.
2	Envelope A4 (Printed with NIT Logo)	3000 nos.

Both the bids must be kept in separate envelopes superscribed as "**Technical Bid for Supply of Envelopes**" and "**Financial Bid for Supply of Envelopes**" and both the bids must be kept in third envelope superscribed as "**TENDER FOR SUPPLY OF ENVELOPES**" along with Advt. No. in bold letters at the top of the envelope should reach to "**The Registrar, National Institute of Technology Manipur**" on or before **3.00 p.m. of 07/04/2021**. Incomplete or those received without Tender Fee and after due date and time shall be summarily rejected. National Institute of Technology Manipur reserves the right to cancel any or all tenders without assigning any reason thereof. Tender will be opened on **08/04/2021 at 2:00 p.m.** in the presence of the tenderers or their representatives, if they so desire, at NIT Manipur.

Sd/-  
Registrar, NIT Manipur



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**Instruction to Bidders**

1. The tenderers are required to submit '**Bid Security Declaration Form**' in the tender document alongwith a non-refundable tender fee of **Rs. 500/- (Rupees five hundred) 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 Tender Fee will be rejected.
2. Offer in the financial bid should be written in English and price should be written both in 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. 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 Supply of Envelopes**" and Envelope of part – II should be superscripted as "**Financial Bid for Supply of Envelopes**"
4. Envelope of technical bid & financial bid should be individually sealed and placed in third envelope to be sealed and superscribed as "**TENDER FOR SUPPLY OF ENVELOPES**" along with Advt. No. in bold letters at the top of the envelope should reach to **The Registrar, National Institute of Technology Manipur** on or before **3.00 p.m. of 07/04/2021**. Incomplete or those received without Tender Fee and after due date and time shall be summarily rejected. National Institute of Technology Manipur reserves the right to cancel any or all tenders without assigning any reason thereof. No tender will be entertained by E-mail or FAX.
5. **Tender documents will be opened on 08/04/2021 at 2:00 p.m.** 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.

Sd/-  
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**ANNEXURE - I**

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

**SUPPLY OF ENVELOPES**

1	Name of the agencies/firms/individuals	
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	GST Certificate of the firm	
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	Latest Income Tax Clearance Certificate	
12	Are you registered with any Government/ Department/ Public Sector Undertaking as Small Scale Industry (if yes, give details)	



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**ANNEXURE - II**

**COMPLIANCE CERTIFICATE**

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

Sl. No.	NIQ Terms and Conditions	Yes / No
1	Rate quoted as per instruction	
2	Validity of quoted rate for 120 days agreed	
3	Payment term agreed	
4	Delivery terms agreed	
5	Literature: Printed Literature provided	

Signature: .....

Name & Full Address of Tenderer:

M/s .....

.....

.....

Phone Nos.: .....

E-mail: .....

Official seal of the Tenderer



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**ANNEXURE - III**

**FINANCIAL BID (Supply of Envelopes)**

Sl. No.	Particulars	Unit (Nos.)	Rate per unit	Tax	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)	3000 nos.			
<b>Total</b>					
<b>Tax</b>					
<b>Grand Total</b>					



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ANNEXURE - IV

DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER.

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.

Name:.....

Signature:.....

Date:.....



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ANNEXURE-V

**Bid-Securing Declaration Form**

Dated: .....

Bid No.....: Dated: .....

To,

.....  
.....  
.....

The undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration. We accept that We may be disqualified from bidding for any contract with you for a period of ..... Days from the date of Bid Submission if we are in a breach of any obligation under the bid conditions, because we

- (a) Have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- (b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
- (i) Fail or reuse to execute the contract, if required, or
- (ii) Fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

We understand this Bid Securing Declaration shall cease to be valid if we are not the successful Bidder, upon the earlier of

- (i) the receipt of your notification of the name of the successful Bidder; or
- (ii) Thirty days after the expiration of the validity of our Bid.

Seal & Signature of Corporate Seal

Designation:

Name:

Duly authorized to sign the bid for an on behalf of

Dated on