



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/(24-Estt)/Print/2016/1677

Imphal, the 20th December, 2022

TENDER FOR PRINTING OF ENVELOPE AND COLOUR LETTER HEAD.

National Institute of Technology Manipur invites sealed rate quotations from reputed agencies/firms for supply of the following envelopes printed with Institute's logo in two bid systems i.e, Technical Bid and Financial Bid. Interested agency/firms are required to submit the sealed rate quotations in the Prescribed Form (**Annexure I, II & III**) along with sample(s) of the envelopes in two bid systems (Technical Bid and Financial Bid). The complete Tender documents and terms & conditions are available in the institute website <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)	5000 nos.
3	Institute colour letter head (A4 size)	1000 nos.

The Technical Bid and Financial Bid must be sealed in separate envelopes superscribed as '**Technical Bid for Supply of Envelopes & Colour Letter Head**' and '**Financial Bid for Supply of Envelopes & Colour Letter Head**' and both the bids must be kept in third envelope superscribed as '**TENDER FOR SUPPLY OF ENVELOPES & COLOUR LETTER HEAD**' along with Advt. No. in bold letters at the top of the envelope. The quotation should reach to '**The Registrar, National Institute of Technology Manipur**' on or before **3.00 p.m. of 19/01/2023**. 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 **20/01/2023 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/-
Registrar, NIT Manipur



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Instruction to Bidders

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. 1000/- (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.
 2. The amount in the financial bid should be written in English both in figures and words. The amount should be typed or written in ink pen or ball pen. Use of pencil will be ignored.
 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 & Colour Letter Head**' and Envelope of part – II should be superscripted as '**Financial Bid for Supply of Envelopes & Colour Letter Head**'
 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 AND COLOUR 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**' on or before **3.00 p.m. of 19/01/2023**. 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.
- Tender will be opened on 20/01/2023 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.
5. 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.
 6. 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.
 7. 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.
 8. Financial bids will be compared separately for each items and orders will be placed to the lowest bidder for each item.

Sd/-
Registrar, NIT Manipur



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ANNEXURE - I

TECHNICAL BID (FOR SUPPLY OF ENVELOPES AND COLOUR LETTER HEAD)

1	Name of the agencies/firms	
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/MSME *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	Last 3 (three) years annual return filing statement	
10	Are you registered with any Government/ Department/ Public Sector Undertaking as Small Scale Industry (if yes, give details)	



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ANNEXURE - II

FINANCIAL BID (FOR SUPPLY OF ENVELOPES AND COLOUR LETTER HEAD)

Sl. No.	Particulars	Unit (Nos.)	Rate per unit	Amount
1	Envelope Small (Printed with NIT Logo) Size (10"x 4.5") inner side lamination as per sample	10000 nos.		
2	Envelope A4 (Printed with NIT Logo) as per sample	5000 nos.		
3	Institute colour letter head (A4 size)	1000 nos.		
			Total	
			GST	
			Grand Total	



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ANNEXURE - III

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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To,

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



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