



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/(24-Estt)/Print/2016(Pt.)/ 929

Dated: 27.11.2019

**NOTICE INVITING QUOTATION**

**PRINTING AND SUPPLY OF OF WALL CALENDAR, DESK CALENDAR AND DIARY FOR  
THE YEAR 2020 FOR NIT MANIPUR**

It is hereby notified to all the prospective bidders to submit their quotation/bid for printing and binding of Wall Calendar, Desk Calendar and Diary for the year 2020 for NIT Manipur as per the following specifications:

1. Specifications:

Sl.	Particulars	Qty (Nos.)
1	<b>Wall Calendar 2020</b> No. of leafs: 6, Multi colour Pages: 220 gsm, back to back wiwo binding.	500 Nos.
2	<b>Desk/Table Calendar 2020</b> Stand: 600 gsm fusion board, inner paper 250 gsm art paper, Multi colour 7 leafs with stand and wiwo binding.	300 Nos.
3	<b>NIT Manipur Diary 2020</b> Hard cover laminated, 100 gsm, inner 356 pages with Multi colour, cover, logo UV spotting.	500 Nos.

**Note: Sample copy may be seen from the office of the undersigned.**

2. Date of Delivery: Within 14 days from the date of issue of Purchase order. LD charges @ 0.5% per week applicable.
3. Credentials: Work experience of same nature at national level/Govt./Semi-Govt./PSU's/Autonomous Bodies.
4. EMD: Rs. 5000/- refundable in the form of Demand Draft of any nationalized bank in favour of Director, NIT Manipur payable at State Bank of India, Imphal, Secretariat Branch.
5. Bid/Quotation to be submitted in one single sealed envelope:

A). Technical Bid/Quotation:

Self-attested copies of the following must be enclosed:

- a) GST Registration certificate.
- b) EMD
- c) Credentials



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B). Price Bid:

Particulars	Rate per copy (Rs.)	GST (in % & Amt.) (Rs.)	Total cost per copy incl. GST (Rs.)
Wall Calendar 2020			
Desk/Table Calendar 2020			
NIT Manipur Diary 2020			

6. You are hereby requested to quote the amount inclusive of printing, binding and delivery at NIT Manipur. Rate should be inclusive of all taxes.

7. Changes, if any, to this Notice will be intimated as corrigendum/addendum to the same on the Institute website ([www.nitmanipur.ac.in](http://www.nitmanipur.ac.in)), so bidders are requested to check the Institute website regularly.

8. The actual quantity of requirement of items may vary from what is indicated in this Notice Inviting Quotation which is only an estimate. The decision of the competent authority regarding variant and quantity to be purchased is final. The Institute reserves the right to reject any or all bids/quotations without assigning any reason thereof.

9. The sealed quotation/bid should be submitted under Single-Bid System with superscription **“NOTICE INVITING QUOTATION – PRINTING AND SUPPLY OF WALL CALENDAR, DESK CALENDAR AND DIARY FOR THE YEAR 2020 FOR NIT MANIPUR”** and addressed to The Registrar, National Institute of Technology, Manipur, Langol Campus, Imphal – 795004, Manipur so as to reach the undersigned on or before **09.12.2019 latest by 01:00 P.M.** or must be submitted in Institute’s Establishment Section at NIT Manipur, Langol Campus. Incomplete tender in any respect shall be summarily rejected.

Registrar  
NIT Manipur

Sl.	Details	Date	Time
1	Notification for Notice Inviting Quotation	27.11.2019	
2	Last date for submission /deposit of Quotation	09.12.2019	1:00 P.M.
3	Opening of Quotation/bid	09.12.2019	2:00 P.M.