



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/2022/1583

Imphal, the 19th December, 2023

TENDER FOR SUPPLY OF ANSWER SHEET BOOKLET & ADDITIONAL SHEET.

National Institute of Technology Manipur invites sealed rate quotation from Authorized Dealers/Agencies/Suppliers for supply of **Answer sheet booklet & Additional sheet** mentioned at **Annexure-II** under two bids systems (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.

The sealed Tender superscribed as '**Tender for supply of Answer Sheet Booklet & Additional Sheet**' 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 12/01/2024**. Tender will be opened on **15/01/2024 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. Tomba Singh)
Registrar, NIT Manipur



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TERMS & CONDITIONS

1. The tenderers are required to submit Earnest Money Deposit of **Rs. 20,000/- (Rupees twenty 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 supply of Answer Sheet Booklet & Additional Sheet**' and Envelope of part – II should be superscripted as '**Financial Bid for supply of Answer Sheet Booklet & Additional Sheet**'.
4. Envelopes of technical bid & financial bid should be individually sealed and placed in third envelope to be sealed and **superscribed** as '**Tender for supply of Answer Sheet Booklet & Additional Sheet**' **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 12/01/2024**. 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 15/01/2024 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 and working conditions.
11. The bidders should not be blacklisted by any Government/Semi Government/Private Institute.
12. PAN No., GSTIN No. should be enclosed.
13. The tenderer should have an annual turnover of Rs. 5,00,000/- (Rupees five lakh) or more on average basis for the last two years. Supporting balance sheets for these years, duly certified by Chartered Accountant, to be submitted with tender document.

Sd/-
Registrar, NIT Manipur



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ANNEXURE – I

(TECHNICAL BID)

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)

Price Bid Format

Sl. No.	Items	Qty	Rate	Amount
1	Answer sheet: 16 pages, size 23 cm x 29.5 cm, 70GSM, white color, top sheet printed (Format enclosed)	20,000		
	Answer sheet: 12 pages, size 23 cm x 29.5 cm, 70GSM, white color, top sheet printed (Format enclosed)	20,000		
2	Additional Answer Sheet: 4 pages, size 23 cm x 29.5 cm, 70GSM, white color, top sheet printed (Format enclosed)	20,000		
	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:.....

SL. NO.

2254



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END SEMESTER/MID TERM EXAMINATION

Semester	Branch.....	Enrolment No.....
Subject	Code No.....	
Date of Examination.....	Signature of Invigilator.....	

No. of Additional sheets :

Instructions to Examinees

1. Furnish all the details at the space provided above and in the additional sheet (s).
2. Write on both the sides of the answer book except the cover page.
3. Additional answer sheet will be supplied after the main answer book is exhausted.
4. Do not tear any page from the answer book.
5. Any act of indiscipline or misbehaviour in the examination hall will be dealt with as per rules.
6. Do not bring any book or loose paper in the examination hall.
7. Do not bring programmable calculators, mobile phone, other electronic gadgets, etc.
8. Do not write anything on the question papers.

Question No.																		Total
Marks																		

Signature of Examiner

SL. NO. 2501



Signature of Invigilator.....

Date.....

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ADDITIONAL SHEET
