



Dr B R AMBEDKAR NATIONAL INSTITUTE OF TECHNOLOGY
G T Road By Pass, Jalandhar-144011, Punjab (India)
Tel: 0181-2690301-2690453 PBX Fax: 2690320 website www.nitj.ac.in

Ref. No: NITJ/PUR/170/17/

Date:

NOTICE INVITING QUOTATION

Sealed quotations are invited on behalf of Director, NIT, Jalandhar for the Supply of Printing & Binding of Compendium, Photography with Drone Camera and Enhancements required for Institute as per details given below:-

Please send your offers super scribing

- (i) **“Quotation for Printing & Binding of Compendium – 500 copies
Photography with Drone Camera
Enhancements**
- (ii) **Reference of this letter/ NIQ No.**
- (iii) **Opening date of quotation on the cover of the envelope.**

Last date of receipt of quotations	05.11.2018 at 3:00 PM
Opening of quotations	05.11.2018 at 3:30 PM

Quotations should reach at following address before the last date of receipt and time.

*Kind Attention: Purchase Section,
Director*

*Dr. B.R. Ambedkar National Institute of Technology, Jalandhar
GT Road, By Pass, Jalandhar-144001*

The quotations will be opened by the committee duly constituted for the purpose on due date and time in the presence of the quotees, whom so ever may wish to be present.

1. All the quotations/enquiries should be addressed to the Director, Dr B R Ambedkar National Institute of Technology, Jalandhar.
2. In case of non –compliance of instructions and all the terms & conditions, the offer will not be considered.
3. The institute being an Educational Institution, a special rebate/discount may be allowed.
4. Quotations without GST number will be invalid.

(Download Detailed Terms & Conditions, Specification of above equipment as per Annexure-I &II from institute’s website www.nitj.ac.in.)



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IMPORTANT NOTE

The offers must be submitted in a sealed envelope duly super scribing the Quotation for Supply of Printing & Binding of Compendium, Photography with Drone Camera and Enhancements required for Institute with due date and time on the cover of envelope.

1. The Quotations received after last date, will not be considered.
2. All corrigenda, addenda, amendments and clarifications to Notice Inviting Quotation will be uploaded on the website www.nitj.ac.in. Quotee shall keep themselves updated with all such developments.
3. In case the last date of receipt/ opening of Quotation falls on holiday, the bids shall be opened on the next working day at same time.
4. The Quotation should be neatly typed. Any deviation in the offer shall lead to rejection.
5. Quotation(s) received after last date of offer submission will be rejected. No offer will be entertained by Email/FAX.
6. Supplier must mention Full address with Telephone No., Fax No., GST No. & E mail on their envelop also.



Annexure-I

**FOLLOWING TERMS AND CONDITIONS MUST BE CAREFULLY STUDIED
BEFORE SUBMITTING QUOTATIONS**

1. Name, complete address of the bidder/Quotee with Telephone No., Fax No. , GST No. & Email must be mentioned on the envelope.

2. Location of Head office with complete address, with telephone No. Fax No. and Email must be mentioned on the envelope.

3. The quotation must be quoted duly typed on the letter heads of the supplier / manufacturer duly mentioned full address ,GST No./ PAN No./ and must be in a sealed cover which should be super scribed Quotation for

_____ Quotation No. NITJ/Pur/ dt:_____ ”.

4. Telefax /E-mail and other incomplete offer will not be considered.

Read and Accepted

**Signature of the Quotee
With Stamp**



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5. All quotations will be deemed to be FOR NIT, Jalandhar unless otherwise specified and should include packing and forwarding charges.
6. All quotations will be valid for at least 90 days excluding the date of opening
7. **Illustrated literature and catalogue must be furnished along with quotation.**
8. **The supplier must mention whether he is manufacturer, dealer or supplier. In case of supplier or dealer the authorization from the manufacturer is required and copy of the same must be enclosed with the bid/quotation.**
9. Rate should be quoted in the Indian rupees only. Delivery period must also be mentioned.

Read and Accepted

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10. **Quotation received after the due date will not be considered unless the date is extended.**
11. The successful supplier has to submit an amount of @2% of the total value of the offer in shape of bank guarantee/EMD upto the period of warranty period of the equipment before releasing of 10% payment **(for equipment which costs more than Rs. 1,00,000/- individually).**
12. In case the last date of receipt of quotation falls on holiday, the quotation shall be opened on the next working day.
13. **The make/model and country of origin must be specified.**
14. It may be stated clearly whether the quoted items are available in stock. If not the minimum period of supply of goods be indicated.
15. **Percentage of taxes must be clearly stated.**
16. Inspection of goods will be carried out by the consignee or the Inspection Committee at the destination and rejected goods will have to be taken back within 10 days from the date of dispatch from the indenting officer, failing which the quotee shall be responsible for the loss.

Read and Accepted

**Signature of the Quotee
With Stamp**



17. The rejected goods must be replaced within 15 days of the dispatch, failing which indenting officer will be entitled to make arrangements as its disposal without any further reference.
18. If there is any dispute/doubt, the decision of the Director, Dr. B. R. Ambedkar National Institute of Technology, Jalandhar shall be final.
19. All disputes are subject to Jalandhar Jurisdiction.
20. Certificate to the effect that the Price quoted by supplier is the lowest and is not more than the Price charged from other Educational Institutions/ R & D departments in India must be enclosed.
21. Copies of supply order of at least of three users where you have already supplied above said Equipment/items/software may be supplied (if available).
22. Details of training and the cost if any be intimated.
23. The supplier who quote the equipment, must provide terms & conditions, upgrade policy and installation policy etc along with the quotation.
24. **90% payment will be released against delivery and inspection of the material and balance 10% payment shall be released within 20 days after having installation report of the equipment/material.**
25. The quantity of material may vary as per requirement.
26. **Penalty: The Director, Jalandhar reserves the right to impose 0.5% (Half) per cent penalty per week on account of delay in supply, if delivery received after expiry of the original delivery period. The total penalty should not exceed 10% of the value of the delayed goods.**

Read and Accepted

**Signature of the Quotee
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Annexure-II

Specification:

Specifications for Printing of Compendium: a memoir to the journey of NIT Jalandhar

Printing & binding of 500 copies of compendium

Title will be in 4 color with 28 oz cardboard - 130 GSM Paper for
four color pages - Maximum of 110 number of leaves - Single
piece box pack - Normal threaded and cloth binding

Photography with drone camera

Photograph enhancements


Vinay Midha 20/12/17