

**NATIONAL INSTITUTE OF TECHNOLOGY  
JAMSHEDPUR – 831014**

Enquiry No. ....

Date: .....

<b>Last date of submission</b>		<b>Time and date for opening</b>	
31/01/14	Up to 3.00 PM	31/01/14	At 3.30 PM

Dear Sir,

The Institute invites sealed quotations for printing the annual report of the Institute for the year 2012-2013 by 31/01/14 upto 3.00 PM.

The cover page shall be on 300-gsm papers with lamination and paper for text material shall be 80-gsm white paper. The cover shall be printed in 4 colours. There will be about 20 photographs in all in 4 colours, which will be laid out in back, front and inside the report.

The text matter may run up to 140 pages of A-4 size and shall be printed in two colours with headings in one colour and text in another colour (preferably black).

We need 200 copies of the printed book in Hindi and English each. You shall be supplied with text material in soft and hard copy format in English Version only, but in case if any department sends the matter in hard copy only the press / Printer have to do the DTP (typing + CD Preparation) work well as in Hindi version, all the text matter (Departmental + Accounts) total (140 Pages) if Annual Account + Audited Annual Account, the Press/ Printer have to do the DTP (typing + CD preparation) work accordingly. The photographs will be supplied by the institute. You shall have to do the cover layout and internal layout yourself.

Yours faithfully  
Sd/-  
Librarian

**TERMS & CONDITION FOR SUBMISSION OF QUOTATION FOR SUPPLY OF  
STORES ORDERED.**

1. [a] Rate: The rate quoted shall be on F.O.R.N.I.T., Jamshedpur.  
[b] Excise Duty & Sales Tax : Rates inclusive of Excise Duty and Sales Tax will be preferred. However, where quoted separately, the advalorem rate payable should be clearly cited in accordance with provisions of the relevant Act & Rules.
2. [a] Consignee: All stores are required to be consigned to the Director, National Institute of Technology, Jamshedpur – 831014, Jharkhand.  
[b] Disposal Of Dispatch Documents: The relevant bill and priced challan each in triplicate should be dispatched to the Librarian, N.I.T. Jamshedpur immediately on completion of dispatch.

3. Delivery period: The stores are required to be delivered / dispatched within Twenty-five (25) days from the date of the receipt of the order.
4. Quality & specification of stores: The Stores offered should be of the best quality unless and otherwise specified confirming strictly to the specification cited. The institute reserves the right to reject such stores as are found unacceptable on these grounds.
5. Liquidated Damages: If a firm accepts and fails to execute the order in full or part, as per terms and conditions stipulated therein, it will be open to this Institute to recover liquidated damages from the firm at the rate of 1% of the value of the undelivered stores per month or part thereof, subject to a maximum of 5% of the value of the undelivered stores. It will also be open to this Institute alternatively, to arrange procurement of the required stores from any other source at the risk and expense of the firm which accepted and the on failed to agreed upon.
6. Submission of Quotation: All quotation must be forwarded in sealed cover addressed to the Librarian of N.I.T., Jamshedpur- 831014, so as to reach within the specified period. The reference to the Enquiry Number and the last date for submission must clearly be superscribed on the sealed envelope.
7. Period of Validity: A quotation shall remain valid for acceptance at least for a period of 45 (forty-five) days from the date of opening.
8. Income & sales Tax Clearance: In case an intending supplier has not finished to this Institute before with its Income & Sales Tax Clearance Certificate [upto date], may furnished it with the present quotation.
9. Payment: Payment will be made by a crossed account payee cheque on the S.B.I., R.I.T., Jamshedpur, normally within 45 days from the date of receipt of bill or the stores in good order and condition, whichever is later.
10. Rejection of Offers: The Institute reserves the right to ignore or reject any offer including the lowest without assigning any reason.

Sd/-  
Librarian  
NIT, Jamshedpur