



**NETAJI SUBHAS INSTITUTE OF TECHNOLOGY
(Affiliated to University of Delhi)**

**An Autonomous Institution under the Govt. of NCT of Delhi
AZAD HIND FAUJ MARG, SECTOR-3, DWARKA, NEW DELHI-110078**

Phone no. 25099050-Ext.-2325, Fax. 25099022, 25

Website: www.nsit.ac.in

No. F. 84(438) Moksha/2017/DSW/NSIT/

Dated: 09.03.2017

NOTICE INVITING QUOTATION

Sealed item rate quotations in two Bid system (Technical and Financial Bid in two separate envelope) are hereby invited on behalf of Board of Governors, NSIT, New Delhi from the agencies fulfilling the eligibility criteria given below for the following work. Quotations must reach in the office of the undersigned up to 3:00 PM on 17.03.2017. Quotations shall be opened on the same day at 3:30 PM in Room No. 001, Admin Block, Sector-3, Dwarka, New Delhi-110078 by the Purchase Committee.

Name of Event: - Cultural Festival Moksha-17 in NSIT, Dwarka.

Sub-Head:- Arrangement of Printing for Moksha-17.

Estimated Cost: - Rs. 1, 90,000/-

EMD: Rs. 10,000/- in shape of DD in favor of Director, NSIT along with Quotations as part of Technical Bid.

Time Allowed: Five Days

Schedule of Quantity: As per Annexure A

Terms and Conditions: As per Annexure B.

Eligibility Criteria:

1. The agency must be registered for D-VAT.
2. The agencies must have satisfactorily completed at least one similar work in any government department/autonomous body/PSU in previous five years of at least Rs. 1 Lakh.

Documents to be submitted in the Technical Bid:

1. Copy of D-VAT Registration Certificate.
2. D-VAT return for the quarter ending September 2016 or quarter ending December 2016.
3. DD/PO for the Earnest Money Deposited (EMD).
4. Terms and Conditions (Annexure-B) signed by the Bidder.

Documents to be submitted in the Financial Bid:

1. Duly filled and signed Financial Bid (Annexure-A)

The Quotation document may be obtained from the office of Dean Students Welfare or may be downloaded from the website of NSIT www.nsit.ac.in

Assistant Registrar (S&P)

Annexure-A

Schedule of Quantities

Name of work: Arrangement of Printing for Moksha-17

S.no.	Description	Quantity	Unit	Rate	Amount
1.	Digital printing of certificate (A4 size landscape) on 300 GSM mattpaper.All certificates shall have same content.	500 No.	Each		
2.	Printing of laminated ID cards i. B-3 size(85mmx110mm) ii. B-4 size(100mmx150mm) iii. Metallic (4"x3")	250 No. 225 No. 25 No.	Each		
3.	Digital printing of poster 12"X18" size on 250 GSM.The posters of different designs shall be got printed.	250 No.	Each		
4.	Digital printing of poster A2 size on 300 GSM.	250 No.	Each		

S.no.	Description	Quantity	Unit	Rate	Amount
1.	Supply of printed T-shirts having round neck made of superior quality cotton fabric of approved shade. The rubber printing shall be 180 GSM .The contractor shall get the sample approved before bulk printing.	200 No.	Each		
2.	Supply of printed T-shirts having collar made of superior quality cotton fabric of approved shade. The rubber printing(with name and post) shall be 220 GSM .The contractor shall get the sample approved before bulk printing.	60 No.	Each		

S.no.	Description	Quantity	Unit	Rate	Amount
1.	Printing of flex banners of different sizes with arrangement of rings in corners for hanging.	3000 sq. feet	Each		
2.	Providing and fixing of Flex backdrops mounted on MS tube frame of different sizes. After completion of the event the contractor will remove and take back the backdrops alongwith MS tube frame.	1000 sq. feet	Each		
3.	Providing and placing standee normal flex of size 6'X3' having MS tube frame. The contractor shall take back the standee after completion of the event.	15 no.	Each		

(Signature of the Bidder with stamp)

ANNEXURE-B

**NETAJI SUBHAS INSTITUTE OF TECHNOLOGY
AZAD HIND FAUJ MARG: SECTOR-3 DWARKA
NEW DELHI -110075**

TERMS AND CONDITIONS

Name of work: Cultural Festival Moksha-2017 in NSIT Dwarka

Sub-Head: Event Management Services for Cultural Festival Moksha-17.

1. The prices are net including cartage loading, unloading, service tax etc and nothing extra shall be payable on any account.
2. Any tender with incomplete information or quotes is liable to be cancelled.
3. The quantities in the tender are approximate and may vary depending upon the actual requirement at the time of execution. However any deviation,if required,shall be carried out only after instructions in writing from the Faculty-in-Charge. The payment for such deviations shall be made or deducted at the rate contract.
4. The material shall be of specified quality.
5. Applications without earnest money shall be rejected out rightly.
6. 100% payment shall be made only after satisfactory completion of services.
7. If the agency fails to provide the service to the satisfaction of the institute such as inferior quality of service, failing in providing the mentioned services in part or full in time, NSIT can impose suitable penalty and in such case decision of Director, NSIT shall be final and binding on the contractor.
8. In case, the service provider to whom the contract is awarded refuses to perform the contractual obligations, the Performance Guarantee of such person shall be forfeited absolutely and such person shall be blacklisted from participation in tenders at NSIT in future.
9. No tools and plants shall be issued by NSIT.
10. NSIT reserves the right to cancel the tender and service order in full or part before the date of start and no compensation shall be entertained in such circumstances.
11. The contractor shall indemnify NSIT against any accident causing any financial loss or injury and/or loss to the contractor or his workmen while providing the services.
12. The earnest money deposit of the successful bidder to whom the contract is awarded shall be converted into Performance Guarantee which shall be released only after successful completion of services.
13. If any bidder withdraws his bid after submission of bid, the earnest money deposit of such bidder shall be forfeited absolutely.