



# भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद

धनबाद, झारखण्ड, भारत, पिन-826004

(मानव संसाधन एवं विकास मंत्रालय, भारत सरकार के अधीन एक राष्ट्रीय महत्व का संस्थान)

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

DHANBAD, JHARKHAND, INDIA, PIN-826004

(An Institute of National Importance under Ministry of H.R.D., Govt. of India)

STORES & PURCHASE SECTION Phone: (0326) 2235678 || Email : purchase@ismdhanbad.ac.in || Website : www.iitism.ac.in

No. INST(Sotre)-500346-2017-18

Date: Jan 19, 2018

## NOTICE INVITING TENDER

**Subject: Printing and supply of Note sheet, Peon Book, A4 size envelope, Scribbling Pad, Attendance Register and small envelope.**

Indian Institute of Technology (Indian School of Mines), Dhanbad invites quotations for the following to be supplied and delivered in Purchase & Store Section.

S No	Full Description of items/ store	Qty	Delivery
1	Printing & supply of IIT(ISM) A4 size Note Sheet Pad containing 100 pages in one pad	500 Pads.	At the Earliest
2	Printing & supply of Peon Book. Size: 6" X 8"	350 Nos.	
3	Printing & supply of A4 Size Envelope with IIT (ISM), Dhanbad name and logo.	2000 Nos.	
4	Printing & supply of Scribbling Pad with IIT (ISM) name and logo. size: 6" X 8"	1000 Nos.	
5	Printing & supply of Attendance Register with IIT (ISM) name and logo.	200 Pcs.	
6	Printing & supply of Small window Envelope with IIT (ISM) name and logo. Size: 11" X 5"	10000 Pcs.	

### Tender Schedule

Particulars	Date & Time
Last date and time for submission of tenders	07.02.2018 at 1:00 P.M.
Date and time of opening of tenders	07.02.2018 at 4:00 P.M.

1. You are requested to quote your lowest rates for the supply of above items in the attached format for Financial Bid (Annexure – I)
2. You may send your representative in the office of the undersigned at the scheduled date and time of opening of tender.
3. Tender should be submitted in sealed cover only super scribed with Enquiry No. and due date at the following address only:

*The Deputy Registrar (P&S)*  
*Indian Institute of Technology (Indian School of Mines),*  
*Dhanbad – 826 004 Jharkhand*  
*P: 0326-2235612*  
*E: [drps@ismdhanbad.ac.in](mailto:drps@ismdhanbad.ac.in)*

19/01/2018



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## Terms & Conditions

- 1) The rates should be quoted for each item separately.
- 2) Conditional offer will not be accepted.
- 3) *Please submit paper sample for Note Sheet, Peon Book, Scribbling pad along with your offer, failing which your bid will not be considered.*
- 4) *Paper quality of Note sheet should be in 80gsm good quality ledger paper.*
- 5) *Printing matter for all will be given by store and purchase section of IIT(ISM), Dhanbad.*
- 6) IIT (ISM) does not issue any Form 'C' or 'D' towards sales tax concessional rate. Hence, full rate of sales tax/VAT applicable should be quoted.
- 7) *Educational discount*, if any, should be clearly mentioned.
- 8) You are requested to submit your quotation strictly as per the specifications mentioned in the NIT.
- 9) Your tender must be valid for **minimum 90 days** from the date of opening of tender.
- 10) *Each page in the bid document must be numbered properly* and duly signed & sealed by the bidder on every page of the bid.
- 11) The items/ materials shall be required to be delivered at Purchase & Store Section, IIT (ISM) Dhanbad at the risk and cost of the tenderer.
- 12) Unloading and installation shall be the complete responsibility of the supplier.
- 13) The stores are required to be delivered within 30 days. Late delivery may not be accepted.
- 14) The items offered should be of good quality confirming to BIS standards, wherever applicable.
- 15) *Advance payment is not admissible.* Payment shall normally be made within 3-4 weeks subject to receipt and acceptance & installation (as per Purchase Order Terms) of the ordered materials/items.
- 16) In the event date on which the tender is opened for acceptance is declared to be a holiday, the tenders shall be deemed to remain open for acceptance till the next working day.
- 17) Please send your offer by Regd.Post/ Speed Post/ Courier along with Courier receipt. Tender/ quotation will be received during IIT (ISM) working hours only (i.e. Monday to Friday). *Late or delayed tenders shall be summarily rejected.*
- 18) Any other information that you may like to obtain, you are free to contact IIT (ISM) before submission of tender.
- 19) IIT (ISM) reserves the right to accept and/or to reject any/ all tenders without assigning any reason.

  
Assistant Registrar



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## Format for Financial Bid

Annexure - I

NIT No.: INST(Store)-500346-2017-18

Date:

Bidders Ref: No.

Date:

GST No.

**Subject: Supply of Stationery printing items**

Sl. No.	Full Description of Items	Qty.	Rate	Amount
			Packing & Forwarding (if any)	
			<b>Total</b>	
			GST No.	
			Freight (if any)	
	Amount should be in figure as well as word		<b>Grand Total</b>	

### Note:

- 1) All the details must be provided as per prescribed format only
- 2) Prices quoted by the bidders should include GST, duties, livies, transportation cost and insurance costs etc. if any
- 3) All the rates must be quoted in Indian Rupees.

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