

NATIONAL INSTITUTE OF TECHNOLOGY  
KURUKSHETRA-136119

No. Exam/15<sup>th</sup> Convocation- 2018/260

Dated: 16/01/18

M/s Institute Website

**Sub: INVITATION OF QUOTATIONS FOR PRINTING & SUPPLY DEGREE CERTIFICATE, DEGREE FOLDER, CONSOLIDATED GRADE(MARK) SHEET AND FOLDERS.**

1. You are invited to submit your most competitive quotation for the following goods:

Sr.No.	Brief Description & Specifications of Goods	Quantity
1.	Printing & Supply of Degree Certificate, Degree Folder Consolidated Grade(Mark) Sheet, Folder  (Detailed Specifications are attached)	As per list attached
2.	Necessary literature of the goods may please be sent to facilitate to take decision.	
3.	All duties taxes and other levies payable by the Institute shall be included in the total price. This Institute does not issue Form C or D.	
4.	Payment will be made Online through RTGS/NEFT within 30 days after receipt of material in good condition and according to specifications. The Bank detail for making online payment may be indicated in the quotation.	
5.	The supplier shall deposit Earnest Money alongwith the Quotation amounting to Rs. 20000 /- in shape of Accounts Payee Demand Draft, Fixed Deposit Receipt, Bankers Cheque or Bank Guarantee from any commercial Bank in favour of the Director, National Institute of Technology, Kurukshetra. The Quotations without Earnest Money shall be rejected, the EMD will remain valid for a period of 45 days beyond the final validity period of quotation.	
6.	Performance Security @ 05% of the total value of the equipment may be furnished in shape of Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any Commercial Bank in favour of the Director, NIT Kurukshetra valid upto 60 days after the date of completion of warranty .	
7.	The items must be supplied within delivery period or delivery period extended by the Institute on the request of the supplier on genuine grounds otherwise the penalty for delayed period @ 0.5% of the amount shall be charged for every week or part thereof and the maximum 10%..	
8.	The goods are not required exclusively for Research Purpose. The Duties are payable by the Institute.	
9.	The quotation should remain valid for a period not less than 60 days from the date of submission.	
10.	The firm must have got <b>GST No.</b> printing on their quotation	
11.	The right of accepting or rejecting any quotation and to cancel the bidding process and reject all quotations without assigning any reason is reserved with the Institute.	
12.	The due date for receipt of quotation is <b>24.01.2018</b> and will be opened on next working day. Please quote on the top of the envelope our Ref. No. and due date of opening.	

*Rus*  
K/11/P

Date: 16/01/18

List of items with specifications & a

Sr. No.	Specifications	Qty.
1.	Printing & supply of : Degree Certificates on Non-tearable sheet having size 12.5"x 9" and weight on 380 GSM <i>with security features.</i>	1300Nos.
2.	Printing & supply of : Degree Folders containing full size transparent pocket in both sided	1300 Nos.
3.	Printing & supply of : Consolidated Grade(Mark) Sheet on Non-tearable sheet having size 12." x 9" and weight on 380 GSM <i>with security features</i>	1300 Nos.
4.	Printing & supply of Folders for : Senators Media persons VIPs With Pen & writing pad	70 Nos. 30 Nos. 10 Nos.

Note: Two set of Roll Number stickers are to be printed.

Total

1. The goods are to be delivered within delivery period. Delivery period extended by the Institute on the request of the supplier on genuine grounds otherwise the penalty for delayed period @ 0.5% of the contract shall be charged for every week or part thereof and the maximum 10%.
2. The goods are not required exclusively for Research Purpose. The Duties are payable by the Institute.
3. The quotation should remain valid for a period not less than 60 days from the date of submission.
4. The firm must have got GST No. printing on their quotation.
5. The right of accepting or rejecting any quotation and to cancel the bidding process and reject all quotations without assigning any reason is reserved with the Institute.
6. The due date for receipt of quotation is 24.01.2018 and will be opened on next working day. Please put on the top of the envelope our Ref. No. and due date of opening.

*[Handwritten signature]*