



राष्ट्रीय प्रौद्योगिकी संस्थान पुदुच्चेरी  
थिरुवेत्ताकुडी, कारैक्काल- 609 609  
NATIONAL INSTITUTE OF TECHNOLOGY PUDUCHERRY  
Thiruvettakudy, Karaikal - 609 609

NITPY/Calendar/2017 - 18

Date: 27.11.2017

**NOTICE INVITING QUOTATION / TENDER FOR DESIGNING, PRINTING & SUPPLY OF INSTITUTE CALENDAR**

National Institute of Technology Puducherry invites separate sealed quotations from the reputed vendors for the supply of Institute Calendar for the year 2018 in the prescribed format given below:-

Sl. No.	Details
1.	Minimum Size: 18.00 inch x 25 inch
2.	Paper quality: 135 inch GSM
3.	Number of pages: 7 (double sided - 06, single sided -01)
4.	<b>Format for 6 pages</b> Name of the Institute Month-2018 Photographs of Institute Events/ buildings Complete Month details Left side Previous Month Right side Next Month Bottom: Details of Holiday/particulars Footnote: Famous wordings Institute Emblem: Water Colour Page Colour: Pale yellow
5.	Cover page: Emblem of the institute in the center Surroundings: 12 Months small calendar
6.	Metal rim binding with hook
7.	Minimum number of prints 400

The complete details of the items to be supplied, Eligibility conditions and method of submission of bidding documents, etc. are available in our institute website: <http://www.nitpy.ac.in>

**Last Date & Time**

Submission of Quotation: **18-12-2017, on or before 3.00 PM**

Opening of Quotation in the presence of available bidders: **18-12-2017 at 4.30 PM.**

**The bidders should bring one sample materials for each item at the time of opening of the quotations.**

-Sd/-  
Registrar (i/c)

## Terms & Conditions

Separate sealed quotations are invited for Supply of the **Institute Calendar** for NIT Puducherry as per the details given in the Annexure:

1. The sealed quotations along with price should reach "**The Registrar, National Institute of Technology Puducherry, Thiruvettakudy, Karaikal**" – 609 609 **on or before 18-12-2017 at 3:00 PM** and they will be opened on the **same day at 4:30 PM** in the presence of available bidders. The offers will not be considered if received after the bid closing date and time.
2. The quotations should be sealed and superscripted as "**Institute Calendar for the year 2018**".
3. The rates should be inclusive of all taxes, freight, packing, forwarding, etc.
4. The rate quoted shall on FOR destination basis at our premises.
5. The firm should have been in existence for at least last three years (proof to be attached)
6. The quote is not transferable.
7. The offers received through telex / tele-fax / e-mail will not be accepted by the Institute under any circumstances.
8. The Institute shall not be responsible for any delay / loss or non-receipt of quotes by post / courier service.
9. No unsolicited correspondence shall be entertained after the submission of the offer.
10. Quoting merely the lowest price does not confer any right to any bidder for award of supply order. The Institute reserves the right to select any bid on the grounds of quality, offer of additional / special features, compatibility, etc.
11. The Institute also reserves the right to reject any bids with sub-standard products even if they are found to be lowest.
12. The period of delivery is not more than seven after issuing the Purchase order.
13. Full particulars regarding the make, manufacturing specifications and standards, guarantee period, and descriptive literature should accompany the quotation.
14. The price and the delivery period should be clearly stated in the quotation.
15. If any articles are not up to the prescribed quality or specification it is liable for outright rejection.
16. At the time of dispatch of articles, Delivery Note should be given along with the articles.
17. Failure to supply the item indented within delivery time will result in automatic cancellation of Supply Orders. Such automatic cancellation empowers the Institute to purchase the items from other available sources and to recover the difference between the prices so paid and those payable under the contract. Also failure to comply with the general spirit of the contract will lead to termination of contract and effecting purchases required from outside sources and to recover the loss in such kind of purchase from supplier.
18. In case of failure to supply within the time specified in the Purchase order, a penalty/LD of 0.5% of the total value per week or a part thereof shall be levied subject to a maximum of 7.5% in respect of items which are not supplied. The decision of National Institute of Technology Puducherry shall be final in this regard.

19. Bidder should send a model sample of calendar with above specification/ if not almost similar mentioning the details.

**Date: 27-11-2017**

**-Sd/-  
Registrar (i/c)**

**Accepted the terms & Conditions**

**Name, Sign & seal of the vendor**