

Malaviya National Institute of Technology Jaipur
Jawahar Lal Nehru Marg, JAIPUR-302017 (Rajasthan)
Ministry of Education
(Government of India)



Open Tender Enquiry

For

Printing of Examination Copies

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

No. F5(2441) ST/MNIT//2022

Phone : 0141-2713312,2713352

NOTICE INVITING QUOTATIONS

Registrar, MNIT, JLN Marg, Jaipur invites sealed tenders for the supply of “**Printing of Examination Copies**” for MNIT Jaipur in Two Bid System (Technical & Financial bids in separate envelope) as per schedule given below:

Schedule	
Event	Date & Time
Download of Tender	15.11.2022
Bid Submission Last Date & Time	07.12.2022 by 2.00 PM
Technical Bid Opening Date & Time	07.12.2022 at 3.00 PM
Earnest Money	(Rs. 21,000.00) EMD in the form of Demand Draft in the name of The Registrar, MNIT payable at Jaipur or NEFT/RTGS in the bank account details as under:- Bank Name: ICICI Bank Ltd., Bank Branch: MNIT Jaipur Account Holder: Registrar MNIT Jaipur, J.L.N. Marg, Jaipur Bank Account No: 676805000011 Bank IFSC Code: ICIC0006768
Delivery	Within 10 days from the date of award of contract
No. of Covers	02
Bid Validity days	60 days
Email Address (for Technical Clarifications)	storepurchase@mnit.ac.in

Quotation must be enclosed in a properly sealed envelope addressed to **Deputy Registrar (S&P), Malaviya National Institute of Technology, Jawahar Lal Nehru Marg, Jaipur -302017** (E-mail address storepurchase@mnit.ac.in) by designation and not by name. The quotations must be super scribed “Quotations for the supply of “**Printing of Examination Copies**” as called for in Tender Notice No. ----- dated _____ due on----- at -----AM/PM. The Quotation must reach on or before the due date and time mentioned in the ‘**Schedule**’. The documents must be dropped in the tender box available in Central Store during office hours (9.30am to 6.00pm) on all working days. Bids delivered to any other place or any individual shall not be considered as valid document. Quotations sent by e-mail will also not be considered valid. The complete Tender document can be viewed and downloaded only from the website (www.mnit.ac.in) and CPPP site <https://eprocure.gov.in/epublish/app> during the tender period.

1. Minimum Eligibility Criteria:

- a) The bidder must have proven prior experience of printing convocation brochure of National Institutes like IITs, IISERs and NITs or any reputed organization during last 03 (three) years as on the tender submission deadline. Signed self-certified Purchase Order copies from the clients to whom such supplies are being/have been extended must be enclosed with the technical bid. Experience within last 3 years as on the last date of tender submission must be as per the following details:

Three similar completed works each of value not less than 40% of estimated cost;

OR

Two similar completed works each of value not less than 50% of the estimated cost;

OR

One similar completed work of each of value not less than 80% of the estimated cost;

- b) The bidder should submit samples as per specifications given in Annexure-1.

2. Documents to be submitted along with the tender :

A. Technical Bid

- i. Signed tender documents in all pages as a proof of acceptance of all Terms and Conditions.
- ii. Purchase order copies as work experience as mentioned in SI. No. 1(a) above.
- iii. Acknowledgement of Income Tax return for the last three financial years or from the date of incorporation whichever is later.
- iv. Copies of PAN, GST Registration
- v. A Certificate/Undertaking on the letter-head of the Company to the effect that the bidder/Manufacturer had not been blacklisted anywhere in India or abroad by any organization.

B. Price Bid: as per Annexure-II in separate sealed envelope super scribing the same.

3. Evaluation Process:

A. Technical Evaluation :

1. Technical evaluation will be made on the basis documents submitted by the bidder as required in SI. Nos. 2a(i) to 2a(v)
2. Sample submitted by the vendor will be examined by the committee and the acceptance of the samples by the committee is final.

B. Price Evaluation: The price bid will only be opened of those bidders who are technically qualified on the basis of 3a above and the lowest bidder will be awarded the contract.

4. General Terms and Conditions :

- i. **Rate:** The rate quoted must be inclusive of all charges, i.e., Taxes, Duty, Packing & Forwarding charges. The stores are required to be delivered at the Institute under the suppliers own arrangement, free of additional charges. The damage or loss in transit if any will be at the risk and cost of the vendor.
- ii. **Consignee:** All stores are to be consigned in the name of **Deputy Registrar (S&P), Malaviya National Institute of Technology, Jawahar Lal Nehru Marg, Jaipur -302017 .**

- iii. **Delivery period:** The stores are required to be delivered positively within **10 days** of the issue of Purchase Order.
- iv. **Quality & Specification of Stores:** **As given in Annexure-1.** The items should be confirming strictly to the specification given. The Institute reserves the right to reject such item/items, if found unacceptable on these grounds.
- v. **Submission of quotation:** All quotations must be forwarded in sealed bids format under a two cover system as per requirement mentioned in the tender document. **Two separate sealed covers superscribed "Technical Bid" and "Financial Bid"** should be submitted in a single sealed cover so as to reach within the specified period. The reference to the enquiry number and the last date of submission must clearly be superscribed on the sealed envelope.
- vi. **Payment:** Payment will be made through bank transfer to the account of the successful vendor after successful delivery of the stores in good order and condition and **receipt of the bill.**
In case of any increase/decrease in quantity (number of copies) or number of Pages. the corresponding amount will be increased/decreased on prorate basis.
- vii. The Institute reserves the right to accept or reject any or all the offer including the lowest bid without assigning any reason. The Institute does not bind itself to accept the lowest offer. The Institute also reserves the right to amend the scope of work, including quantity and quality.
- viii. **Dispute:** In case of dispute, the matter will be settled mutually, failing which the decision of the Director shall be final and binding on the bidders.
- ix. **LIQUIDATED DAMAGES:** If a supplier fails to execute the order in time as per the terms and conditions stipulated therein, it will be open to the purchaser to recover liquidated damages for delay in delivery and installation from the supplier at the rate 0.5% of the value of the order per week subject to a maximum of 10% of the total order value. The L.D charges can be increased in case of gross violation of the Purchase Order terms as decided by the Competent Authority of the Institute

Deputy Registrar
Stores and Purchase MNIT Jaipur

Annexure-1**TECHNICAL SPECIFICATION: Printing of Examination Copies**

Sr.No.	Material	Number of copies
1.	Printing of Mid – Term Examination Copies (Sample copy attached at Annexure-II) No. of Pages – 20 Paper Quality – 64 GSM Size - 9” X 11” Approx. Printing – Blank ink on Cover page Red ink on Inner pages	32000
2	Printing of End – Term Examination Copies(Sample copy attached at Annexure-II) No. of Pages – 40 Paper Quality – 64 GSM Size - 9” X 11” Approx. Printing – Red ink on Cover page and Inner pages	32000
3	Printing of Lab Exam Copy (Sample copy attached at Annexure-II) No. of Pages – 08 Paper Quality – 64 GSM Size - 9” X 11” Approx. Printing – Blue ink on Cover page and Inner pages	12000

(Should be given on agency letter
head in sealed cover)

FORMAT FOR
PRICE BID

Tender No.: _____ Date: Work: "Printing of
Examination Copies" MNIT Jaipur

Name of the Firm/Bidder:

Address:

Phone/Fax/Mobile:

E – Mail

SI No.	Name	No. of copies	Unit Price per copy (Rs.)	GST	Total Price (in Rs.) (All Inclusive)
1.	Printing of Mid – Term Examination Copies	32000			
2	Printing of End – Term Examination Copies	32000			
3	Printing of Lab Exam Copy	12000			

Signature of the Authorized Signatory



**MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR
(MID - TERM EXAMINATION)**

Name of Student

ID No.

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Name of Examination (Semester.....) Branch

Course Name Course Code

Date

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Name & Signature of Invigilator

Name & Signature of Examiner

Instructions to Candidates

1. **Mobile Phone or any other electronic devices including hearing aids are prohibited in the examination hall.**
 2. Candidates should read the **question paper** carefully and **write their name** on it before they begin to write their answers.
 3. Write on the both sides of leaf in the answer book. Any rough drafting, calculations etc., if made, should be crossed out.
 4. Cases of candidates found talking, copying or using any type of unfair means, in, or outside the examination rooms will be dealt with in accordance with the rules of institute.
 5. **A candidate will not be permitted to leave the examination hall for any exigency.**
 6. Do not leave the examination hall without handing over your answer books to the invigilator in-charge.
- No supplementary answer books will be issued.**



**MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR
(END - TERM EXAMINATION)**

Name of Student

ID No.

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Name of Examination (Semester.....) Branch

Course Name Course Code

Date

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Q.No.	Marks Obtained
1	
2	
3	
4	
5	
6	
7	
8	
Total	
In Words	

Name & Signature of Invigilator

Name & Signature of Examiner

Instructions to Candidates

1. Mobile Phone or any other electronic devices including hearing aids are prohibited in the examination hall.
2. Candidates should write their name on question paper.
3. Write on the both sides in the answer book. Any rough drafting, calculations etc., should be crossed out.
4. Cases of candidates found talking, copying or using any type of unfair means, in, or outside the examination rooms will be penalized in accordance with the rules.
5. A candidate will be permitted to leave the examination hall only once for personal exigencies.
6. Do not leave the examination hall without handing over your answer books.
7. No additional answer sheets will be provided.

