



## National Institute of Industrial Engineering (NITIE)

Vihar Lake Road, Mumbai, Maharashtra 400087

Phone: [022 2857 3371](tel:02228573371)

Website: <https://www.nitie.ac.in>

**(Only Through Online e-Procurement Mode)**

**NITIE E-Procurement Website : <https://www.tenderwizard.com/NITIE>**

Enq.No: **SRIC/MDP/2021-22/1**

Date: 19.4.2021

**Due Date: 9/05/2021(upto 05.00PM)**

**Limited Tender for e-Quotation through online mode :**

Sub: **Limited Tender for e-Quotation For Printing of MDP Calendar, Course Brochures, Covering Letters and Window Envelopes etc. for the year 2021-2022 (i.e. 01/04/2021 to 31/03/2022)**

**Notice Inviting Proposal through e-Tender Mode :**

S. No.	Item Name	Description
1	Description of Work	Limited Tender for e-Quotation For Printing of MDP Calendar, Course Brochures, Covering Letters and Window Envelopes etc. for the year 2021-2022 (i.e. 01/04/2021 to 31/03/2022)
2	Tender No. and Date	SRIC/MDP/2021-22/1 Dt: 19/04/2021
3.	Estimated Cost	Rs.3,50,000/-
4	Tender Fee	NIL
5	Earnest Deposit Money (EMD) & e-Tender Processing Fees	NIL(Pay through e-Payment mode online)

		on portal , e-Payment facility are available on website for making the payment through Debit / Credit Card / Net Banking. e-Tender Processing fees applicable ( Non-Refundable)
6	Contract Period	<b>01/4/2021 to 31/3/2022</b>
7	Validity period for tenders for acceptance	<b>90days</b>
8	Closing Date & Time for submission of Proposals online	<b>09/5/2021 upto 5.00p.m.</b>
9	Submission of tenders through online mode , e-Quotation opening date and time :	<b>11/5/2021 at 11.00a.m.</b>

This notice is also available on website NITIE e-Tender & on NITIE website :<https://www.tenderwizard.com/NITIE> & [www.nitie.ac.in](http://www.nitie.ac.in) for downloading of tender documents.

The Tender document can be downloaded from NITIE e-Procurement Website i.e, <https://www.tenderwizard.com/NITIE> or From NITIE Official website . The tender should be submitted through online mode only .

## **Standard e-Tender Terms & Conditions For NITIE e-Procurement .**

**NITIE e-Procurement Website are :**  
<https://www.tenderwizard.com/NITIE>

The details of tender notification can be downloaded from [www.tenderwizard.com/NITIE](https://www.tenderwizard.com/NITIE) under "Tender of NITIE " link in the homepage. Vendors should obtain the USER ID and PASSWORD from [www.tenderwizard.com/NITIE](https://www.tenderwizard.com/NITIE) by clicking on "Enrolment" link in the homepage.

The Vendor registration fees has to be paid to ITI Ltd for Rs. 2360/-. Using the e-Payment link provided at the time of registration, and the mode of payments are Credit Card, Debit Card and Internet Banking. Vendor Registration is Valid for 1year.

For further details on e-Tender participation, please contact ITI Help desk on :

- Telephone: 080 - 40482100 (Bangalore ) & Sanjay KC – Mumbai & Maharashtra (09665721619) Email : [sanjay.kc@etenderwizard.com](mailto:sanjay.kc@etenderwizard.com)
- Email: [harishkumar.kb@etenderwizard.com](mailto:harishkumar.kb@etenderwizard.com), [ambasa@etenderwizard.com](mailto:ambasa@etenderwizard.com).

Tenders should be submitted only through e-Tender portal and obtain the Tender Acknowledgement copy as a proof of successful submission.

## **INFORMATION & INSTRUCTIONS TO THE BIDDERS**

### **FOR USING ONLINE ELECTRONIC TENDERING SYSTEM (eTS).**

#### **Special Conditions & instructions for using online Electronic Tendering System**

through portal (website) <http://www.tenderwizard.com/> adopted by Tata Institute Of Social Sciences , Mumbai .Vendor Registration Fees Rs.2,000/- + 18%(GST) through e-Payment Gateway on TISS e-Procurement Portal i.e., <https://www.tenderwizard.com/NITIE>

**Note : The e-Payment Gateway are available on e-Procurement Portal for making the Online Vendor Registration Payment.**

Bidders are required to Enrol for Vendor Registration on the TISS e-Procurement Tender wizard Portal

(URL: <https://www.tenderwizard.com/NITIE> ) by clicking on the link “**Enrolment** ” on the home page of e- Portal which is chargeable. **(Rs.2000/- + GST(18%)(Non-Refundable )** to be paid online by e-payment gateway).

The bidders are required to submit soft copies of their bids electronically on the TISS Tender Wizard e-Procurement Portal, using valid Class III Digital Signature Certificates. The step by step instructions about e-Tender Process are given in “Vendor Help Manual “ .

Class III Digital Signature Certificate are mandatory for e-Tender /e-Procurement . For Digital Signature Certificate Contact to above number of Mr.Sanjay Chandak ( Mumbai , Pune & Maharashtra)

#### **Note : Information about e-Procurement Portal.**

More information useful for submitting online bids on the NIA e-Procurement Tenderwizard Portal may be obtained at: <https://www.tenderwizard.com/NITIE> . **N.B:** Bidders can download the Vendor’s manual by visiting on home page of TISS e-Procurement Website : <https://www.tenderwizard.com/NITIE> .

KEY INSTRUCTIONS for BIDDERS by clicking on “**Latest Circulars/Formats/Help Manuals/Faq**”. The complete **Step by Step “Vendors Help Manual For e-Procurement / e-Tendering Process , Vendors Registration Process , System Settings Requirements & JAVA Settings Manuals , e-Payment Guidelines” & “Digital Signature Certificate Process”** this details are available on TISS e-Procurement Website for e-Tenders.

**Note:** Online Support / Web Support / E-Mail Support / Phone Support are also available for Bidders as well as Department Officials . Online support through “Team viewer” , “Ammy Admin “ Or “Any Desk” Remote software only. For Downloading this software , the downloading software links are available on home page of NITIE e-Procurement Website.

1. Technical & Financial Bid to be submitted online within the due date.
2. Tenders should be submitted only through e-Tender portal and obtain the Tender Acknowledgement copy as a proof of successful submission.
3. All prospective bidders are requested to visit our TISS E-PROCUREMENT

WEBISTE regularly for any such updates / corrigendums.  
4. Please see attached e-Tender Documents ...

Registrar, NITIE

Dear Sir,

The following printed material is required by this Institute and you are requested to quote the price against each item as per terms and conditions mentioned below:

**Note :** The below Financial Bid Form ( e-Quotation Form) are available in Excel ( .xls) form on e-Tender Website for fill up and upload the same at the time of bid preparation by vendor.

Below format is reference purpose only .

**e-Quotation Form**

Sr. No.	Description	Estimated Qty.	Unit	Rate	Taxes
1	Management Development Programme Calendar for the year 2021-2022 in Two colour/Four colour in 180GSM Indian Art Card paper with Photographs as per our programme calendar(approx. 8 pages) (size 8 1/2" x 11" approx.)	8000 Nos.	Per page and per photograph		
	Two colour		Per page		
	Four Colour		Per page		
2	Lamination approx. 2 pages as per our requirement(front and back side pages)	2 pages	Per page		
3	Suitable envelopes in colour paper with NITIE name, emblem, address, gumming tape and inside lamination in 100 GSM paper (size 12" x 9 1/2") (Flat 1 1/2")	8000 Nos.	Per envelope		
4	Management Development Programme Brochures in Two colour in Indian Art Card 130 GSM paper (A4size) (approx. 50 courses x 200copies) Brochure size: 8 1/2" x 5 1/2" total 4 pages as per our requirement.	200 copies per course			
	two colour		per page		
5	Window Envelopes in two colour(Size:10"x7" & Flap size:1 1/2") with gumming tape, NITIE name, emblem, address and inside lamination on 100gsm colour paper.	10000 copies	per page		
6	Dean(SRIC) signed covering letter in English and Hindi in blue colour both side printing in 100 GSM white sunshine maplitho paper for mailing SRIC Activities to various organizations (A/4 size) two pages letter.	8000 Nos.	Per page		
7	Prof. I/c - Executive Education signed covering letter in English and Hindi in blue colour both side printing in 100 GSM white sunshine maplitho paper for mailing MDP calendar to various organizations (A/4 size) two pages letter.	10000 Nos.	Per page		

### **e-Quotation TERMS AND CONDITIONS**

- \* Charges for Lamination per page should be quoted separately.
- \* Per Page rate should be given separately.
- \* **GST if any to be quoted separately. ( Scan Copy Should be submitted online also)**
- \* Valid Sales/Tax Registration Number to be quoted, failing which the quotation will be summarily rejected. **( Scan Copy Should be submitted online also)**
- \* EMD-NIL.
- \* Quotation to be submitted through online mode only on NITIE e-Tendering Website on or before due date and time(i.e. **09/05/2021 upto 05.00pm.**)
- \* Incomplete/Incorrect quotations will be summarily rejected.
- \* The rates should be valid from **01/04/2021 to 31/03/2022.**
- \* The Printer should have his own Printing Press and Proof reading facility.
- \* The Printing Press and typesetting unit will be the essence of the printer.
- \* **Programme Brochures are to be printed quarterly as per the MDP Calendar.**
- \* The sample is available with Supdt.(SRIC), which can be seen during weekdays from 9.30 AM to 4.30 PM before quoting the rates.
- \* Sample of the paper should be given with the quotation.
- \* The Institute reserves the right to reject any or all the quotations without assigning any reason whatsoever.

Yours faithfully,

Supdt.(SRIC)