



राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर
NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR
(An Institute of National Importance)
Under Ministry of Education, Govt. of India



File No: NITRR/S&P/RC/2025/568

Dated: 16.07.2025

**Tender for Rate Contract (RC) of Stationery Items of National Institute of Technology
Raipur – 492010**

Date of Publish of Tender : 17.07.2025
Last date of submission of bid : 19.08.2025 till 06 PM
Date of Opening of Techno-commercial bid : 21.08.2025 10 AM

1. Sealed Tenders are invited by NITR from reputed printers through Offline mode in two separate cover/part/bid system (i.e. Envelope – I: Technical Bid and Envelope – II: Price Bid) by Speed post/Registered Post/Courier to empanel them under Rate Contract to undertake the stationery items of the Institute for a period of **one year** as per the schedule of requirement given in **ANNEXURE-I**. The Bids are to be submitted physically addressing to **Registrar, NIT Raipur-492010, C.G.** by the bidding firms. Incomplete bids will be rejected summarily.
2. NITR reserves the right to reject any or all the bids without assigning any reasons thereof. If the printed copies are not delivered in time penalty will be imposed as per **ANNEXURE-III**.
3. After the supply is completed, the bill for the supply in triplicate prepared on the basis of the accepted rates should be submitted together with receipted delivery voucher for the supplies made to make the payment by the Institute.
4. Responsibilities of the printer for executing the Contract.
 - (i) Timely delivery is the essence of the contract.
 - (ii) The Printer shall print, bind and deliver the work in clear and legible type, form and style and with other fit and proper materials in good and workman-like manner, and by the process specified, and where a sample is supplied, in accordance therewith. If execution of the job is not in accordance with specifications and/or terms and conditions, inter alia, the materials supplied are liable to be rejected without any compensation and/or any penalty including forfeiting the security deposit and/or black listing of the printer and/or any other penalty as deemed fit by the competent authority of NITRR in this regard shall be final and binding on the stationery items.
5. Subletting the assignment: The supplier shall not sub-let, transfer or assign the contract or any part thereof or any interest therein or any advantage thereof in any manner.
6. The supplier shall, whenever called upon to do so, give full particulars and information with regard to any work in hand and shall also permit the Director, NIT Raipur or any other officer deputed by him to inspect the supplier premises at all reasonable times to verify the statements. The supplier shall give assistance and information as may be required by him/her in connection with any contract or contracts.
7. The supplier at his/her own cost will arrange all the equipment, materials and other things/service etc. necessary for supplies, inter-alia. NITRR will provide only list of items.
8. The supplier shall be responsible for all loss, destruction, damage or deterioration of the supplied materials for any cause whatsoever at any stage of supply or are in the course of

transit from the supply to the consignee.

9. The supplier shall do the supply and deliver materials in accordance with the conditions of the contract at the time and place and in the manner as specified in the letter of acceptance of the Tender. The supplier shall comply with the instructions that the Director (or his/her representative), NIT Raipur may issue from time to time.
10. The firm should indicate all the relevant data mentioned in Technical specification as per **Annexure II** (legible self-attested photocopies to be enclosed)
11. The Bid Security of the unsuccessful bidders will be returned within 40 days after the award of contract and **for successful bidders, the bid security will be converted to Security Deposit (SD).**
12. The time specified for delivery of final proofs or completion of the order shall be strictly adhered to and time in this respect shall be deemed to be the essence of the contract. If the time schedule is not adhered to and the supply is delayed during dispatching, inter-alia the penalty will be imposed as per Annexure-III, for reasons other than those beyond printer's control and/or if the quality of paper/cards etc. used and quality of printing etc. is not as per specification agreed to the Registrar, NIT Raipur shall be entitled to exercise the following option:-
 - (a) to cancel the order without any financial repercussion on the part of the purchaser towards any expenses incurred by the tenderer in connection with the supply of the materials/report and/or
 - (b) to forfeit the security deposit and/or
 - (c) to black list the supplier.
 - (d) To recover the supplier. Liquidated damages by way of penalty as decided by the competent authority and /or
 - (e) Any after penalty as deemed fit by the Director, NIT Raipur.
13. The Director, NIT Raipur shall have the power to determine the scale of deduction in such case and his decisions shall be final and binding on the supplier.
14. In the event of any action being taken under 17(a) above, the cancellation of the order will be without prejudice to the right of the NITRR to recover from the supplier any loss deducted thereby and supplier will not be entitled to any compensation for such cancellation.
15. The price quoted should be inclusive of all charges (including freight etc.) except GST. Applicable GST shall be paid extra.
16. In case of quality of supply by the contracted agency found unsatisfactory, NITRR may terminate the contract agreement without giving any notice.
17. The contract may be extended for another two more years on annual basis on mutual understanding between NITRR & contractor on same terms and condition.
18. Recovery Clause and the Set-off clause :

In the event of any loss of NITRR in the form of supply materials or damage thereto (for whatever cause) happening in the misuse thereof while in the possession or control of the supplier, his/her servants, workmen or agents and/or failure to return the supplied materials rendered either on termination of contract or on reduction in the quantity of the order within the aforesaid time the supplier shall pay the costs, thereof (to be determined by the Director or his/her representative), NIT Raipur, whose decision shall be final and binding under this contract. It shall be lawful for NIT Raipur, to recover on behalf of Director, NIT Raipur such sum or sums then due or which, at any time thereafter, may become due from the printer from the security deposit, if any, deposited by the supplier or otherwise from the contracts.

19. The finalized contract shall be interpreted under Indian Laws. In case of dispute of any kind, the firm shall abide by the decision of the Competent Authority, NIT Raipur. In case the dispute is required to be referred to Arbitration, it shall be referred to sole arbitrator under **Arbitration and Conciliation Act 1996**. The place of settlement of dispute shall be Raipur. In the case of settlement of dispute is in the court, it will be in the jurisdiction of courts at Raipur, Chhattisgarh.
20. **Submission of Bids: Two Bid System:** The two bid system will be followed for this tender. In this system the bidder must submit their offer in separate sealed envelopes as – **Technical Bid** and **Price Bid**. Both the Technical Bid and Price Bid envelopes should be clearly marked as “**Envelope No. I - Technical Bid** and **Envelope No. II - Price Bid** and **both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with the Tender No. & Due Date and to be submitted to the concern department/section mentioned in tender document. Submission in any other form shall summarily reject.** The tender should sign (not initials) at each page of the tender and all its annexures. No page should be removed/detached from the tender document.
21. **Evaluation of Quotations:** Quotation will be evaluated item-wise basis (i.e. fixed rate/L1 rate). The purchase committee will evaluate & compare the quotation determined to be substantially responsive i.e.
- (i) Are properly signed
 - (ii) Confirm to the terms & conditions and specifications
 - (iii) Price offered are competitive

Sd/-
REGISTRAR
NIT, Raipur

BOQ (Bill of Quantity)/PRICE BID/QUOTED PRICE FORMAT [should only be enclosed in cover/envelope -II (Price-bid cover), not to be enclosed with the technical bid]

Tender Inviting Authority: REGISTRAR, NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR- 492010				
Name of Work: Rate Contract of Stationery Items at NIT Raipur				
Tender Notice No:				
Name of the Bidder/ Bidding Firm / Company :				
PRICE SCHEDULE (DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY) (This BOQ template must not be modified / replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)				
NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Basic rate in figures to be entered by the bidder in Rs. p	Total amount without taxes in Rs. P	Total amount in words
A	B	C	D	E
1	Box File			INR Zero Only
2	Ball pen Red Minimum 10 MRP.			INR Zero Only
3	Ball Pen Blue Minimum 10 MRP.			INR Zero Only
4	Ball pen Black Minimum 10 MRP.			INR Zero Only
5	Ball pen Green Minimum 10 MRP.			INR Zero Only
6	Gel Pen Blue Minimum 60 MRP. And Waterproof			INR Zero Only
7	Gel Pen Black Minimum 60 MRP. And Waterproof			INR Zero Only
8	Gel Pen Red Minimum 60 MRP. And Waterproof			INR Zero Only
9	Gel Pen violet Minimum 60 MRP. And Waterproof			INR Zero Only
10	Gel Pen green Minimum 60 MRP. And Waterproof			INR Zero Only
11	Sketch Pen Set			INR Zero Only
12	Tag Bandle			INR Zero Only
13	Register 100 Page			INR Zero Only
14	Register 200Page			INR Zero Only
15	Register 300 page			INR Zero Only
16	Register 400 page			INR Zero Only
17	Cloth Bond Register 200 Page			INR Zero Only
18	Cloth Bond Register 300 Page			INR Zero Only
19	Cloth Bond Register 400 Page			INR Zero Only

20	Cloth Bond Register 500 Page			INR Zero Only
21	Tape 1 inch			INR Zero Only
22	Tape 2 inch			INR Zero Only
23	Tape 2 inch color			INR Zero Only
24	Brown Tape 2 inch			INR Zero Only
25	Paper A4 75 GSM			INR Zero Only
26	Paper Legal			INR Zero Only
27	Paper A3			INR Zero Only
28	Graph Paper Pad			INR Zero Only
29	Semi Graph Paper Pad			INR Zero Only
30	Bond Paper			INR Zero Only
31	Green Legal Paper			INR Zero Only
32	Green Ledger Paper			INR Zero Only
33	Glossy paper A4			INR Zero Only
34	FS Paper			INR Zero Only
35	A4 Label Sheet -1,2,4,8,12, 24, 27, 32, 48, 64 and As per Requirement			INR Zero Only
36	Rubber Band			INR Zero Only
37	Glass Cleaner			INR Zero Only
38	Room Fresner			INR Zero Only
39	Stapler 10 No.			INR Zero Only
40	Stapler 45 No.			INR Zero Only
41	Stapler Jumbo (2317)			INR Zero Only
42	Stapler Jumbo (2317) pin			INR Zero Only
43	Stapler Pin No. 10			INR Zero Only
44	Stapler Pin No. 24/6 pkt			INR Zero Only
45	Stapler Pin No. 45			INR Zero Only
46	Stepler Pin Remover			INR Zero Only
47	Gum tube 100g			INR Zero Only
48	Office File Cover Printed (as per on sample)			INR Zero Only

49	Printed Envelope 9x4			INR Zero Only
50	Envelope Plain 9x4			INR Zero Only
51	Printed Envelope 11x5			INR Zero Only
52	Printed Envelope 11x5			INR Zero Only
53	Envelope Plain 11x5			INR Zero Only
54	Envelope 10x12			INR Zero Only
55	Envelope 16x12 Lamination			INR Zero Only
56	Envelope Lamination Cream Color			INR Zero Only
57	Envelope Lamination			INR Zero Only
58	Envelop 25x35			INR Zero Only
59	Envelop 15x30			INR Zero Only
60	Cloth Envelop			INR Zero Only
61	Cloth Envelop 36X28			INR Zero Only
62	Cloth Envelop A3			INR Zero Only
63	Note sheet page			INR Zero Only
64	Attendance Register 200 Page			INR Zero Only
65	Student Attendance Register			INR Zero Only
66	Glue Stick (10g)			INR Zero Only
67	CD Marker Pen			INR Zero Only
68	CD Marker Pen black			INR Zero Only
69	CD Marker Pen green			INR Zero Only
70	White Board Marker			INR Zero Only
71	Permanent Marker			INR Zero Only
72	Page Marker (Three color)			INR Zero Only
73	Punching Machine Singel Hole			INR Zero Only
74	Punching Machine Double Hole DP-52			INR Zero Only
75	File Pad			INR Zero Only
76	Kobra Clip File			INR Zero Only
77	whitener pen			INR Zero Only
78	Basta Cotton			INR Zero Only

79	Hand Wash with Pump			INR Zero Only
80	Water bottle Steel (Normal)			INR Zero Only
81	Pencil pkt			INR Zero Only
82	Spiral Sheet A4 (Top & Bottom)			INR Zero Only
83	Wiro 50 sheet			INR Zero Only
84	Wiro 100 sheet			INR Zero Only
85	Steel Scale 12			INR Zero Only
86	U-Pin Big Size			INR Zero Only
87	U-Pin Plastic coated			INR Zero Only
88	Pin Kushan			INR Zero Only
89	Dak Pad For Folder			INR Zero Only
90	Paper Cutter			INR Zero Only
91	Note pad Small			INR Zero Only
92	Note pad Medium			INR Zero Only
93	Note pad 8 No.			INR Zero Only
94	Note pad 6 No.			INR Zero Only
95	Lock 6 Level			INR Zero Only
96	Lock 7 Level			INR Zero Only
97	Lock Small			INR Zero Only
98	File Trey Plastic			INR Zero Only
99	Pen Stand 4 Socket			INR Zero Only
100	Pen Stand 2 Socket			INR Zero Only
101	Highlighter			INR Zero Only
102	Highlighter Multicolor			INR Zero Only
103	Tape dispenser 1"			INR Zero Only
104	Sharpener			INR Zero Only
105	Calculator			INR Zero Only
106	Eraser pkt			INR Zero Only
107	Stick File			INR Zero Only
108	blue File			INR Zero Only

109	Sutli kg			INR Zero Only
110	Water Dump Pad			INR Zero Only
111	Stamp pad Red (Small)			INR Zero Only
112	Stamp pad Small (Blue)			INR Zero Only
113	Stamp pad Big (Blue)			INR Zero Only
114	Stamp pad Ink (Blue)			INR Zero Only
115	Plastic Scale			INR Zero Only
116	All out Machine			INR Zero Only
117	All out with Refile			INR Zero Only
118	All out Refile			INR Zero Only
119	Notice Board pin pkt			INR Zero Only
120	Pencil Cell AA			INR Zero Only
121	Pencil Cell AAA			INR Zero Only
122	T-Pin			INR Zero Only
123	Poker			INR Zero Only
124	Paper Weight Round			INR Zero Only
125	Scissors			INR Zero Only
126	Drawing sheet			INR Zero Only
127	Binder Clip 19mm			INR Zero Only
128	Binder Clip 25mm			INR Zero Only
129	Binder Clip 41mm			INR Zero Only
130	Binder Clip 51mm			INR Zero Only
131	Binder Clip 32mm			INR Zero Only
132	Chalk White & Color			INR Zero Only
133	Spring Ring			INR Zero Only
134	Dustbin (small & steel)			INR Zero Only
135	Re-Stick Notes			INR Zero Only
136	Doormat (1.5 X 2)			INR Zero Only
137	Doormat jute (2 X 4)			INR Zero Only
138	Rat mate			INR Zero Only

139	Mouse Pad			INR Zero Only
140	Call Bell			INR Zero Only
141	Table Name plate holder			INR Zero Only
142	Electric Ketli (1ltr.)			INR Zero Only
143	Drinking Glass set			INR Zero Only
144	Tea Cup set			INR Zero Only
145	emergency light			INR Zero Only
146	Tishu paper			INR Zero Only
147	Dusters			INR Zero Only
148	Stamp Pad Black (Small)			INR Zero Only
149	Stamp Pad ink Black			INR Zero Only
150	Stamp Pad ink Red			INR Zero Only
151	Dak Book			INR Zero Only
152	Received Register 200 page			INR Zero Only
153	Dispatch Register 200 page			INR Zero Only
154	Tape Dispenser 2"			INR Zero Only
155	Punching Machine DP-600			INR Zero Only
156	Bell Cell 23A-12v			INR Zero Only
157	Plastic file (Butten)			INR Zero Only
158	Towel Size 36X72			INR Zero Only
159	Napkin Size 16X24			INR Zero Only
160	Brown Paper A4			INR Zero Only
161	Stamp Pad Green Big			INR Zero Only
162	Stamp pad ink Green			INR Zero Only
163	Ball pen Refile Red			INR Zero Only
164	Ball Pen Refile Blue			INR Zero Only
165	Ball pen Refile Black			INR Zero Only
166	Ball pen Refile Green			INR Zero Only

TECHNICAL BID**(ON LETTER HEAD OF THE FIRM)**

Tender for Rate Contract (RC) for Stationery Items of National Institute of Technology, Raipur

Details Particular of Tenderer:

Sl. No.	Particular	
1.	Name of the Firm.	
2.	Address of the Firm.	
3.	Registration No. of the firm/company (copy Attached) (Yes/No).	
4.	PAN & GST Registration No. (Copy must be Attached) (Yes/No).	
5.	Name of the authorized signatory.	
6.	Specimen signature of the authorized signatory.	
7.	Mobile number of the authorized signatory and other telephone numbers of the Firm/Company.	
8.	Whether the Firm has deposited EMD or not. If Yes then DD/Pay order number (A copy of DD/Pay Order must be uploaded).	
9.	A detail of the Printing contract with Ministries/Departments/Organizations/PSUs etc. in which the firm is engaged in providing service for at least 3 years. Copies of work orders must be enclosed.	
10.	Whether proof/ copies of work order on items at Sl. No. 9 enclosed or not (Yes/No).	
11.	Income Tax Return for last two Financial years (copy enclosed) (Yes/No).(including Balance Sheet and Profit & Loss Statement)	
12.	Under taking/acceptance of terms & conditions by the firm (separate sheet enclosed) (Yes/No).	

I have fully read the terms & conditions of the tender documents and agreeable to me/us.

Yours faithfully,

Name & Signature with date
Seal of the firm

Details w.r.t. Penalty to be imposed for delay in supply PENALTY CLAUSE

PERIOD OF DELAY	PENALTY
Per Week	0.5 % of the admitted amount of the bill

Signature of the Supplier along with
Name Address, Telephone No. Fax
No, E-mail address, date and stamp
of the firm Registration No

Signature of the Accepting Officer
With date and stamp