

NATIONAL INSTITUTE OF TECHNOLOGY GOA

Farmagudi Ponda Goa 403401

Phone: (0832) 2404206: Fax: (0832) 2404202

NOTICE INVITING QUOTATION

No: NITGOA/CONV 2023/PUR/OW/358

Dated: 13/9/2023

NAME OF PROCUREMENT

CONVOCATION DEGREE FOLDER

NATIONAL INSTITUTE OF TECHNOLOGY GOA

Farmagudi Ponda Goa 403401

Phone: (0832) 2404206, 2404205 :: Fax : (0832) 2404202

To

Shri/M/s.....

Address.....

.....

.....

Name of the procurement: **Convocation Degree Folders**

No NITGOA/CONV 2023/PUR/OW/ 358

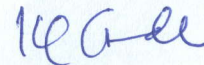
Dated: 13 / 9 / 2023,

Dear Sir,

A Detailed notice inviting Quotation incorporating the technical specification as well Instructions and Conditions are enclosed herewith.

You are requested to submit your sealed quotation with all relevant documents latest by **01.00 PM on or before 29/09/2023**.

Yours faithfully,



Registrar

National Institute of Technology Goa

National Institute of Technology Goa
Farmagudi, Ponda-Goa 403 401

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NOTICE INVITING QUOTATION

Ref: NITGOA/CONV 2023/PUR/OW/ 358 Dated: 13/09/2023

Sealed Quotations are invited from Bidders for **Convocation Degree Folders**.

Quotations will be received up to **01.00 PM on or before 29/09/23** and will be opened on the same day at **02.00 PM**, if intending quotationeres want to participate during quotation opening they can do the same or send their representative for the same with a proper authorization letter. In case, the day of submission of the quotation happens to be a holiday on account of Govt. notification or weekends and quotation cannot be received or opened, the quotations shall be received on the next working day at **01.00 P.M. and will be opened on same day at 02.00 P.M.** for which no separate communications will be made. Other terms and conditions are enclosed.

Last date and time for submission: **Upto 01.00 P.M. on or before 29/09/2023**

Quotation Opening Date and time: **At 02.00 P.M. on 29/09/2023**

Application for Quotation Document must be accompanied by filled in PFMS Form. Quotation Notice can be downloaded from the Tender section of website www.nitgoa.ac.in or it can be downloaded from <https://eprocure.gov.in/epublish/app>

There is no download fee/EMD for the same.

Director NIT GOA has the right to reject any or all the quotations received without assigning any reason thereof.


Registrar

National Institute of Technology Goa

National Institute of Technology Goa
Farmagudi, Ponda-Goa 403 401

Instructions to bidders

1. The bidders should submit the quotation along with mandatory documents to Inward section NIT Goa (Administration office, Main Building) and the envelope should be superscribed as Quotation Enquiry No. NITGOA/CONV 2023/PUR/OW/ 358 dated 13/09/23 for the **Convocation Degree Folders**.
2. The quotation should be addressed to **"The Director, NIT Goa Farmagudi Ponda Goa 403401"**.
3. The rates should be quoted both in figures and words and legibly written without any over-writings. In case of any correction, the same must be attested by the bidder with a full signature.
4. In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
5. The last date for receipt of the quotation is marked in the inquiry. In case the above date is declared a holiday for NIT Goa, and the bids will be received up to the appointed time on the next working day.
6. The quotation may be sent by post, to reach the office NIT Goa before the last date of receipt, or be submitted in the office of the normal working hours of the Institute. **(09.00 A.M. to 05.30 P.M.)**
7. Intending quotationeres requires any clarification regarding the notice inviting quotation, he may mail to **pravati@nitgoa.ac.in** at least **02 days** before the last date quotation submission time.
8. Quotation submitted after the last submission date will not be accepted and his quotation will be treated as non-responsive.
9. Intending quotationeres shall submit only one quotation. A quotationeres, who submits more than one quotation, shall be disqualified and considered non-responsive.
10. The quotation shall be opened by the committee in the NIT GOA at the date and time given on the top of the document. The quotationeres may send their authorized representatives to attend the quotation opening with proper authorization letter if they so desire. In the event of the above quotation opening date being declared a holiday for the NIT Goa, then the bids will be opened at the appointed time and place on the next working day.
11. **The quotationeres have to put a seal and sign in full at all pages of the quotation notice including all annexures and price bid failing which the bidder will be disqualified.**
12. Director NIT GOA has the right to reject any or all the quotations received without assigning any reason thereof.
13. If the offered item covers the warranty period it has to be mentioned by quotationere in the quotation. (Certificate should be provided). Failing to

provide the Product service during the warranty period will entitle the firm/proprietor debarment from NIT Goa Procurement.

Conditions of the participation in quotation

1. The rates quoted should preferably be net, inclusive of all taxes and duties, packing, forwarding, freight, Insurance, training cum demo charges (if any), and all other incidental charges mentioned separately.
2. **The goods have to be supplied within 15 days from the date of receipt of the purchase order.**
3. The bid should remain valid for **45 days** from the date of opening.
4. Conditional discount, if any, offered by the bidder shall not be considered at the time of evaluation.
5. The good/service offered should strictly conform to the specification and technical details mentioned in technical specification by NIT GOA.
6. Any Liability regarding GST will be of the supplier of products. Also, any obligations regarding Indian Acts will be the responsibility of the supplier of products only.
7. If the successful bidder, on receipt of the supply order, fails to execute the service within the stipulated period, in full or part, it will be open to the Director, NIT Goa to recover liquidated damage from the firm at the rate of 0.5 percent of the value of undelivered goods per week or part thereof, subject to a maximum of 10 percent of the value of undelivered goods beyond the due date for delivery. Alternatively, it will also be opened to the Director NIT GOA to accept the part supply by the contractor and arrange to procure remaining items from other modes as per GFR 2017 Rules.
8. Payment (As per goods supplied, after deduction (if any)) will be made by Wire transfer within 30 days from the installation (if any) or receipt of the goods in good condition or receipt of the bill, commissioning of the equipment, where applicable, whichever is later/latest.
9. In the event of any dispute arising out of the quotations or from the resultant contract, the decision of the Director, NIT Goa shall be final.
10. Any disputes arising out of this inquiry shall be dealt with in the Goa jurisdiction only.

Criteria for Evaluation of Lowest Quotation:

- a) The bidder has to quote for all the items mentioned in the price bid. Failing to quote for one or more than one item will result in the disqualification of the quotation. (Quotation to be submitted on the firm letterhead mentioning GST No., PAN no. of Firm/Proprietor.)
- b) The Agency/Service Provider/Bidder shall have its office in Goa. (Proof to be enclosed).
- c) The agency must have all applicable tax registrations (GST, PAN etc.) supported by documentary evidence. Signed and stamped copy of the entire quotation notice along with a copy of GST Registration Certificate and PAN card to be submitted by the bidder.
- d) After fulfilling the criteria mentioned above, the quotation which is lowest in Total (of all items) will be awarded the order.

Documents required for bill processing

1. Filled and duly signed Bidder information sheet
2. Filled and duly signed PFMS Mandate Form



Registrar

NIT GOA

National Institute of Technology Goa
Farmagudi, Ponda-Goa 403 401

Price Bid

Convocation Degree Folder for 9th Convocation 2023

Sr. No.	Description	Qty.	Total in Rs.
1	Convocation Degree Folders for Ph.D. (Refer image)	20	
2	Convocation Degree Folders for M. Tech. (Refer image)	60	
3	Convocation Degree Folders for B. Tech. (Refer image)	180	
Total in Rs. (excluding taxes)			
Other charges (if any), please specify			
Taxes in Rs.			
Grand Total in Rs. (In figures)			

Date:-

PFMS Mandate Form

Sr. No	Details Required	Information
1	Name of Vendor/Supplier	
2	Date Of Birth / Date of Incorporation	
3	Father/Husband Name	
4	Aadhaar Number	
5	GST No.	
6	PAN No.	
7	Complete Address	
8	City	
9	Country	
10	State	
11	District	
12	PIN Code	
13	Mobile No.	
14	Telephone No.	
15	E Mail Address	
16	Account Holder Name	
17	Bank Name	
18	Bank (Branch)	
19	Bank Address	
20	Account No.	
21	IFSC Code	
22	Swift Code	

I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I/we would not hold the user Institution responsible.

Name:

Stamp/Seal & Signature of Vendor/Supplier:

Quotationere Information Sheet

1	Company Name	
2	Company Registration Number	
3	Registered Address	
4	Name of Partners / Directors	
5	Bidder Type (Indian/Foreign)	
6	City	
7	State	
8	Postal Code	
9	PAN/TAN Number	
10	Company's Establishment Year	
11	Company's Nature of Business	
12	Company's Legal Status (<i>Limited Company, Undertaking, Joint venture, Partnership and others</i>)	
13	Company Category (<i>micro unit as per MSME, Small unit as per MSME, Medium unit as per MSME, Ancillary unit, Project Affected person of this company, SSI, Others</i>)	
14	Contact Person Name	
15	Date Of Birth (DD/MM/YYYY)	
16	Correspondence Email	
17	Designation	
18	Phone	
19	Mobile	

Note: If the information is not pertaining to the bidder, in third column he should specify as "Not Applicable". The information sheet should be sealed and signed.



राष्ट्रीय प्रौद्योगिकी संस्थान गोवा

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