

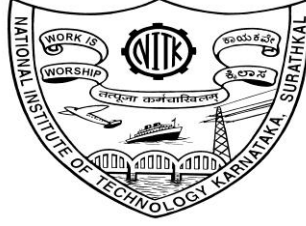
राष्ट्रीय प्रौद्योगिकी संस्थान कर्नाटक, सुरत्कल
NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL

DOC - 4

शैक्षणिक विभाग / ACADEMIC SECTION
POST SRINIVASNAGAR, MANGALORE – 575 025 (D. K)
पोस्ट- श्रीनिवासनगर, मंगलूरु - 575025 (डी. के)

Phone: (0824) 2474000.
E- mail: info@nitk.ac.in

Fax: (0824) 2474033
Website: http://www.nitk.ac.in



निविदा दस्तावेज/TENDER DOCUMENT

अधिसूचना संख्या/ Notification No: NITK/Academic/A.R/2026-27

दिनांक/Dated: 22-04-2026

सामग्री का नाम/ Name of Goods	Printing of Annual & Audit Report
ई.एम.डी राशि / EMD Amount	₹ 9,800/-
क्रय आदेश जारी होने के बाद वस्तु की आपूर्ति का समय / Time for Supply of item after release of Purchase order	30 (दिन /Days)
दस्तावेज़ डाउनलोड/बिक्री आरंभ तिथि / Document Download / Sale Start Date	03.06.2026
स्पष्टीकरण आरंभ तिथि / Clarification Start Date	03.06.2026
स्पष्टीकरण समाप्ति तिथि / Clarification End Date	17.06.2026, 3.00 PM
बोली जमा करने की आरंभ तिथि / Bid Submission Start Date	03.06.2026
बोली जमा करने की अंतिम तिथि / Last Date for submission of bids	23.06.2026, 3.00 PM
निविदा जमा करने का पता / Address for Submission of Tender	https://eprocure.gov.in/
बोली खोलने की तिथि/ Bid Opening Date	24.06.2026, 3.00 PM
बोली जमा करने का पता/Address for Submission of bids	Professor in-Charge (Brochures & Newsletters) NITK Surathkal. Ph: 0824 2473232



राष्ट्रीय प्रौद्योगिकी संस्थान कर्नाटक, सुरत्कल
NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL
शैक्षणिक विभाग / ACADEMIC SECTION
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अधिसूचना संख्या/ Notification No: NITK/Academic/A.R/2026-27

दिनांक/Dated: 22-04-2026

NOTICE INVITING e-TENDER (e-NIT)

The National Institute of Technology Karnataka, Surathkal (in short – NITK, Surathkal) is an Institute of National Importance Under Ministry of Education Govt of India, imparting Technical Education and engaged in Research Activities. It is proposed to procure the items for the departmental academic/research activities.

Online Tenders (<https://eprocure.gov.in/>) are invited for the following items in **two cover systems** (i.e., Technical bid and financial bid) subject to the following terms and conditions, from the reputed manufacturers or its authorized dealers so as to reach this office on or before scheduled date and time. The tender (Technical bid) will be opened online on the due date as mentioned. Bidders can verify their bid status through the online portal <https://eprocure.gov.in/>. The financial bid of only such bidders whose technical bid is accepted shall be opened on the same day or later pre-informed date.

सामग्री का नाम / Name of Goods	Printing of Annual & Audit Report
ई.एम.डी राशि / EMD Amount	₹ 9,800/-
क्रय आदेश जारी होने के बाद वस्तु की आपूर्ति का समय / Time for Supply of item after release of Purchase order	30 (दिन /Days)
दस्तावेज़ डाउनलोड/बिक्री आरंभ तिथि / Document Download / Sale Start Date	03.06.2026
स्पष्टीकरण आरंभ तिथि / Clarification Start Date	03.06.2026
स्पष्टीकरण समाप्ति तिथि / Clarification End Date	17.06.2026, 3.00 PM
बोली जमा करने की आरंभ तिथि / Bid Submission Start Date	03.06.2026
बोली जमा करने की अंतिम तिथि / Last Date for submission of bids	23.06.2026, 3.00 PM
बोली खोलने की तिथि / Bid Opening Date	24.06.2026, 3.00 PM

Sd/-
PIC (Brochures & Newsletters)
[मोहर के साथ एचओडी के हस्ताक्षर]

Note: Institute shall not be responsible for any postal delay about non-receipt /non-delivery of the bids or due to wrong addressee.

SECTION 1 A: Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submit their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email addresses and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra, etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There is various search options built-in in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords, etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification/help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to the rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with the black and white option which helps in reducing the size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates, etc.) has been provided to the bidders. Bidders can use the "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for the bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in the My Documents space, this does not automatically ensure these Documents being part of the Technical Bid.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as "online" to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white-colored (unprotected) cells with their respective financial quotes and other details (such as the name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
5. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.

6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system-generated symmetric key. Further, this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

9. The bid summary has to be printed and kept as an acknowledgment of the submission of the bid. This acknowledgment may be used as an entry pass for any bid opening meetings.

10. The off-line tender shall not be accepted and no request in this regard shall be entertained whatsoever.

11. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.

12. Any order resulting from this e-tender shall be governed by the terms and conditions mentioned therein.

13. No deviation from the technical and commercial terms & conditions are allowed.

14. The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s).

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal, in general, may be directed to the 24x7 CPP Portal Helpdesk.

SECTION-1 B
Terms and Conditions

- 1) **The bid should be submitted in two covers System-Technical Bid and Financial Bid.**
- 2) The Technical Bid should contain the documents supporting the following:
 - a) The bidder should have their own printing facility & be established in the field for a Minimum of 5 years as on 03.06.2026 (supporting documents such as registration certificate of the firm should be provided)
 - b) The bidder should have an annual minimum turnover of Rs. 3 lakhs and above in the last 3 completed financial years. Proof of certificate for Turnover is required to be submitted with the tender (CA certified copy of the audited Prof & Loss Statement).
 - c) Since the Annual Report will be in bilingual format (English & Hindi), the bidder should have adequate working/technical knowledge in Hindi, which is required while designing the report.
 - d) The applying firm must be registered with the Goods and Services Tax (GST) authorities, and the supporting document for the same must be attached.
 - e) Bidders should provide a brief profile of their work experience for the last 5 years dealing with Central Educational Institutions/Central Govt. Departments, along with the samples of similar work done earlier (attach the satisfactory completion report issued earlier by the institution)
 - f) The contractor has to deposit Earnest Money of Rs. 9,800 /- in the form of a DD/Bank Guarantee in favour of "Director NITK Surathkal".
 - g) Performance security equivalent to 3 % of the value of the order will have to be furnished by the successful bidder. Performance Security may be furnished in the form of a Demand Draft/ Bank Guarantee from a Nationalised Bank.
 - h) Bidders are advised to sign and seal all the pages of the tender document; failing to which their bid will be considered as non-responsive and disqualified.
 - i) MSE bidders are exempted from paying Bid Security/EMD. In the case of MSE bidders seeking exemption from EMD, they shall submit the valid NSIC and/or MSE UDYAM certificate (obtained for the relevant NIC & Activity).
 - j) Bidders must submit all the Annexures as mentioned in the tender document.
- 3) The Performance security should be valid till the completion of work.
- 4) Three (3) specimen copy of the Annual and Audit report shall be submitted to this office by the successful bidder before the final printing for verification of documents within 10 days after receiving the complete document/content from the institute.

- 5) The printing and get-up of books shall be of high quality as per the tender specification. If any discrepancy is noticed in the quality of printing at any stage it will be considered as the breach of terms and conditions of tender document and will lead to cancellation of the tender.
- 6) The Director also reserves the right to impose an additional heavy penalty in case the general get-up of the book is defective, or the standard of production is not up to the mark.
- 7) The time limit for the completion of printing and translation of any supply of books shall be 30 days from the date of receipt of the Supply Order.
- 8) All deductions, if any, as stated in the quotation, will be made from the bill of the successful bidder before making the final payment to him.
- 9) The successful bidder shall submit their bill in duplicate to the Director, NITK, Surathkal.
- 10) Availability of Branch Office/Centre: The bidder shall have an operational branch office within a radius of 100 km from National Institute of Technology Karnataka, Surathkal. Documentary evidence in support of the same, such as proof of address and valid registration, shall be submitted along with the bid. Bids submitted without such supporting documents are liable to be rejected.
- 11) If there is any dispute/doubt, the decision of the NITK, Surathkal shall be final.
- 12) In case of dispute, the matter will be subject to the Mangalore Jurisdiction only.
- 13) The quotation/bid should not contain any handwritten text.
- 14) Rates should be clearly quoted against each item
- 15) Utmost confidentiality of the data provided shall be maintained, failing to which will lead to legal consequences. (The supporting declaration for the same is attached as Annexure-F, and should be duly signed while submitting the bid.)
- 16) Sub-contracting: The successful bidder shall not subcontract any part of the Work.
- 17) The bidder needs to comply with restrictions under Rule No. 144 (xi) of GFR (General Financial Rules) 2017 and the clause pertaining to Public Procurement Division Order (Public Procurement no 1,2 & 3 vide ref. F.No.6/18/2019-PPD dated 23.07.2020 and 24.07.2020 of Dept of Expenditure (DOE), Ministry of Finance). In this Connection Bidder has to submit Self Certification (as per Annexure A or B), depending on the status of the bidder.
- 18) Abnormally quoted low bid will be liable for rejection as per the OM No.F.12/17/2019-PPD of the Department of Expenditure, Ministry of Finance, dated 6th February 2020.
- 19) NITK, without prejudice to its other remedies under the contract, deduct from the Contract Price, as Liquidated Damages, a sum equivalent to 0.5% of the price of delayed Goods or unperformed/underperformed Services for each week of delay until actual delivery or performance, up to a maximum deduction of 10% of the contract price. Once the maximum is reached, the NITK may consider termination of the contract and the bidder forfeiting the security amount.

20) Payment shall be made after the acceptance of the annual and audit report, as per the specifications and satisfaction of NITK.

21) If the successful bidder fails to provide the facility in the prescribed time after the confirmed orders, the NITK, Surathkal has the full right to treat the Earnest Money deposited by the bidder as forfeited.

- a. Earnest Money is liable to be forfeited, and the bid is liable to be rejected, if the Tenderer withdraws, amends, impairs or derogates from the tender in any respect within the period of validity of the tender.
- b. The Earnest Money of all the unsuccessful Tenderers will be returned within 30 days after issue of the purchase order to the successful bidder. No interest will be payable by the NITK on the Earnest Money Deposit.
- c. Forfeiture of Earnest Money: The Earnest Money will be forfeited in the following cases:
 - i. When the Tenderer withdraws or modifies the offer after the opening of the tender (Technical/Financial bid).
 - ii. When the Tenderer does not deposit the performance security money after the purchase order is given.
 - iii. When the Tenderer fails to supply items as per the purchase order within the prescribed period.
 - iv. When information/certificate/document furnished is found to be false at any stage.

22) **Financial bid:** The bidders must submit their financial bid in the financial cover only as per the format given in Section 3 Price schedule. The financial bid of only those bidders will be opened who are declared "Technically Successful or Technically Responsive".

23) Bid Evaluation:

On the due date, the Technical bids will be opened and referred to the duly constituted Purchase Committee. The committee will go through the technical aspects of the tender and recommend shortlisted firms. The recommendation of the committee is final and binding on all the parties. The committee may visit the manufacturing site to assess the capabilities to manufacture the tendered items as per the specifications. In case of any remarks/default noted, the Company will be debarred from competing for bids in our esteemed Institute for a period of one year from the date of occurrence of such breach.

24) Quoting of Price(s):

The Indian bidder should quote firm prices in the Indian rupee only unless otherwise specified elsewhere in this tender. Prices quoted in any other currency shall not be considered.

We agree to all terms and conditions as mentioned above, including the validity of the offer.

Seal & Signature of the bidder

SECTION-2
SCHEDULE OF REQUIREMENTS, SPECIFICATIONS AND ALLIED DETAILS
[To be filled up by the Department / Centre of NITK, Surathkal]

Item(s) Name to be Procured : Printing of Annual & Audit Report

Brief Specifications of the Item(s)
(Annexure-H) : Attached

Quantity : As per Specifications

Any other details / requirement : --

Delivery Schedule expected
after placement of Purchase order
(in Weeks) : 4 Weeks

Performance Security to be given
by Successful Bidder after release of
Purchase Order (in Rupees) : 3% of Purchase Order

**SECTION 3
PRICE SCHEDULE**

[To be used by the bidder for submission of the quotation]

- 1) Item Name: Printing and supply of Annual audit report including designing the cover page and content layout, Composing, proofreading, Printing and Binding.

Sl. No.	Description/Particulars	Quantity (A)	Rate per Book (B)	Total Rate (A*B=C)	GST %	GST Amount (D)	Total Amount (Incl GST) (C+D=E)
1	Annual and Audit Report (Hindi) <ul style="list-style-type: none"> • Offset Printing • Wrapper: 300gsm art paper-4*4 color Matt Lamination • Inner Pages: 4*4 color-130gsm Art paper • Binding: Perfect with Centre Pinning • No. of Pages per booklet – 420 pages (Approx.) • Finished Size: A-4 Size(21.0cm* 29.7c.m.) (offset printing) • Matt Lamination 	15 nos					
2	Annual and Audit Report (English) <ul style="list-style-type: none"> • Offset Printing • Wrapper: 300gsm art paper-4*4 color Matt Lamination • Inner Pages: 4*4 color-130gsm Art paper • Binding: Perfect with Centre Pinning • No. of Pages per booklet – 377 pages (Approx.) • Finished Size: A-4 Size(21.0cm* 29.7c.m.) (offset printing) 	20 nos					

	<ul style="list-style-type: none"> • Matt Lamination 						
3	Annual Report (English) <ul style="list-style-type: none"> • Offset Printing • Wrapper: 300gsm art paper-4*4 color Matt Lamination • Inner Pages: 4*4 color-130gsm Art paper • Binding: Perfect with Centre Pinning • No. of Pages per booklet – 305 pages (Approx.) • Finished Size: A-4 Size(21.0cm* 29.7c.m.) (offset printing) • Matt Lamination 	80 nos					
4	Annual Report (Hindi) <ul style="list-style-type: none"> • Offset Printing • Wrapper: 300gsm art paper-4*4 color Matt Lamination • Inner Pages: 4*4 color-130gsm Art paper • Binding: Perfect with Centre Pinning • No. of Pages per booklet – 300 pages (Approx.) • Finished Size: A-4 Size(21.0cm* 29.7c.m.) (offset printing) • Matt Lamination 	20 nos					
5	Audit Report (English) <ul style="list-style-type: none"> • Offset Printing • Wrapper: 300gsm art paper-4*4 color Matt Lamination • Inner Pages: 4*4 color-130gsm Art paper • Binding: Perfect with Centre Pinning • No. of Pages per booklet – 60 pages (Approx.) • Finished Size: A-4 Size(21.0cm* 29.7c.m.) (offset printing) • Matt Lamination 	50 Nos					

6	Audit Report (Hindi) <ul style="list-style-type: none"> • Offset Printing • Wrapper: 300gsm art paper-4*4 color Matt Lamination • Inner Pages: 4*4 color-130gsm Art paper • Binding: Perfect with Centre Pinning • No. of Pages per booklet – 60 pages (Approx.) • Finished Size: A-4 Size(21.0cm* 29.7c.m.) (offset printing) • Matt Lamination 	30 Nos					
7	Translation charges of Annual and Audit Report from English to Hindi for each page of quoted text	1 Page					
8	Sample Copy (3 Sets)	1 No.					
9	Cost per extra page (for printing)	1 Page					

Signature of the Bidder: _____

Name and Designation: _____

Business Address: _____

Place: _____

Date: _____

Seal of the Bidder's Firm

**SECTION 4
CONTRACT FORM**

[To be provided by the bidder in the business letter head]

1. (Name of the Supplier's Firm) hereby abide by the delivery schedule mentioned in this document for the supply of the items if the purchase order is awarded.

2. The item will be supplied conforming to the specifications stated in this document without any defect and deviations.

Signature of the Bidder: _____

Name : _____

Business Address : _____

Place :
Date :

Seal of the Bidder's Firm

Annexure-A

**(Compliance to be submitted in the bidder's letterhead)
(Applicable for estimate above 2.5 lakhs)**

Sub: Compliance to Government of India order OM No.6/18/2019-PPD dated 23.07.2020 & 24.7.2020 regarding restrictions under Rule 144 (XI) of the General Financial Rules (GFRs), 2017

Item Name:	
Enquiry No.:	

We M/s. _____ (name of the bidder company) have read the clauses pertaining to the Department of Expenditure's (DoE) Public Procurement Division Order (Public procurement no 1,2 & 3 vide ref. F.No.6/18/2019-PPD dated 23.07.2020 & 24.7.2020) regarding restrictions on procurement from a bidder of a country that shares a land border with India.

We hereby certify that **we are not from such a country** and are eligible to be considered for this tender.

(Note: Non-compliance of above said Gol Order and its subsequent amendment, (if any), by any bidder(s) shall lead to commercial rejection of their bids by NITK)

For and behalf of _____ (Name of the bidder)

(Signature, date & seal of an authorized representative of the bidder)

Annexure-B

**(Compliance to be submitted in the bidder's letterhead)
(Applicable for estimate above 2.5 lakhs)**

Sub: Compliance to Government of India order OM No.6/18/2019-PPD dated 23.07.2020 & 24.7.2020 regarding restrictions under Rule 144 (XI) of the General Financial Rules (GFRs), 2017

Item Name:	
Enquiry No.:	

We M/s. _____ (name of the bidder company) have read the clauses pertaining to the Department of Expenditure's (DoE) Public Procurement Division Order (Public procurement no 1,2 & 3 vide ref. F.No.6/18/2019-PPD dated 23.07.2020 & 24.7.2020) regarding restrictions on procurement from a bidder of a country which shares a land border with India.

We are from such a country which shares a land border with India & have been registered with the Competent Authority as specified in the above-said order. We hereby certify that we fulfill all requirements in this regard and are eligible to be considered.

Evidence of valid registration by the Competent Authority is attached.

(Note: Non-compliance of above said Gol Order and its subsequent amendment, (if any), by any bidder(s) shall lead to commercial rejection of their bids by NITK)

For and behalf of _____ (Name of the bidder)

(Signature, date & seal of an authorized representative of the bidder)

FORMAT FOR EARNEST MONEY DEPOSIT / BID BOND

(Applicable for estimate above 2.5 lakhs)

(To be typed on Non-judicial stamp paper of value Indian Rupees Five Hundred)

(TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT MANGALURU OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT MANGALURU OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT MANGALURU. BONDS ISSUED BY COOPERATIVE BANKS ARE NOT ACCEPTED)

LETTER OF GUARANTEE

To
Director,
National Institute of Technology Karnataka,
Srinivasnagar P.O., Surathkal
Mangaluru – 575025

IN ACCORDANCE WITH YOUR TENDER for the supply of,
M/s..... (hereinafter called the "Bidder") having its Registered Office at
....., wish to participate in the said bid for the
supply.....as an irrevocable
Bank Guarantee against Earnest Money Deposit for an amount of Rs.
(Rupees.....) valid up to **(180 days from the date of issue of Bank Guarantee)**, is
required to be submitted by the bidder as a condition precedent for participating in the said bid,
which amount is liable to be forfeited by the Purchaser on (1) the withdrawal or revision of the offer
by the bidder within the validity period, (2) Non acceptance of the Letter of Intent/Purchase order
by the Bidder when issued within the validity period, (3) failure to execute the contract as per
contractual terms and condition within the contractual delivery period and (4) on the happening of
any contingencies mentioned in the bid documents.

During the validity of this Bank Guarantee:

We,(Bank name) having the registered office at.....guarantee
and undertake to pay immediately on first demand by NITK Surathkal, an amount of
Rs..... (Rupees.
.....) without any
reservation, protest, demur and recourse. Any such demand made by the NITK Surathkal shall be
conclusive and recourse. Any such demand made by the purchaser shall be binding on the Bank
irrespective of any dispute or difference raised by the Bidder.

The Guarantee shall be irrevocable and shall remain valid up to.....(180 days from the
date of issue of Bank Guarantee) If any further extension is required, the same shall be extended
to such required period on receiving instruction from the Bidder, on whose behalf the is Guarantee
is issued.

Notwithstanding anything contained herein:

* Our liability under this Bank Guarantee shall not exceed Rs..... (Rupees.....).

- * This Bank Guarantee shall be valid up to.....(date).
- * We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee Only and only if you serve upon us a written claim on or before(date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office atsituated at(Address of local branch).

Yours truly,

Signature and seal of the guarantor: Name of Bank:

Address:

Date:

Instruction to Bank: Bank should note that on expiry of Bond Period, the Original Bond will not be returned to the Bank. The bank is requested to take appropriate necessary action on or after the expiry of the bond period

FORMAT FOR PERFORMANCE GUARANTEE BOND
(To be typed on Non-judicial stamp paper of the value of Indian Rupees of Five Hundred)
(Applicable for estimate above 2.5 lakhs)

To,
Director,
National Institute of Technology Karnataka,
Srinivasnagar P.O., Surathkal
Mangaluru – 575025

Whereas..... (name and address of the contractor)
(hereinafter called “the contractor”) has undertaken, in pursuance of contract no
date..... to supply (description of goods and Works/ Services) (hereinafter
called “the contract”).

And Whereas you have stipulated it in the said contract that the contractor shall furnish you with a
bank guarantee by a Commercial bank for the sum specified therein as security for compliance
with its obligations as per the contract;

And Whereas we have agreed to give the contractor such a bank guarantee.

Now Therefore we hereby affirm that we are guarantors and responsible to you, on behalf of the
contractor, up to a total of(amount of the guarantee
in words and figures), and we undertake to pay you, upon your first written demand declaring the
contractor to be in default under the contract and without cavil or argument, any sum or sums
within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show
grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the contractor before
presenting us with demand.

We further agree that no change or addition to or other modification of the terms of the contract to
be performed thereunder or of any of the contract documents which may be made between you
and the contractor shall in any way release us from any liability under this guarantee, and we
hereby waive notice of any such change, addition, or modification.

This guarantee shall be valid until the day of20.....

Our.....branch at.....*(Name & Address of the
.....*(branch) is liable to pay the guaranteed amount depending on the filing of a
claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our
.....* branch a written claim or demand and received by us at our*
branch on or before Dt..... otherwise, the bank shall be discharged of all liabilities under this
guarantee after that.

(Signature of the authorized officer of the Bank)

.....

.....

Name and designation of the officer

.....

Seal, name & address of the Bank and address of Branch

*Preferably at the headquarters of the authority competent to sanction the expenditure for the procurement of goods or at the concerned district headquarters or the state headquarters.

FORMAT OF DECLARATION
(To be submitted on Letterhead)

I/We Mr./Ms. _____, S/o/ of Mr. _____ aged about _____ years, resident of _____, working as -----(designation) for ----- (name and address of the bidding agency).

I solemnly affirm and the state as under:

1. That I am working as ----- /proprietor of the ----- (name of the firm) and authorized to sign this declaration.
2. That the firm M/s---- (complete address of the firm) has not abandoned or suspended any contract work of any organization/ department so far/ during the previous five financial years.
3. That the firm M/s---- (complete address of the firm) has not been blacklisted/ debarred for competing in tenders by any organization/ department so far/ during the previous five financial years.
4. I solemnly confirm that the facts stated above are true and nothing has been concealed.

Seal and Signature of Bidder

CONFIDENTIALITY UNDERTAKING

(For NITK, Surathkal Tender – Printing of Annual and Audit Report)

Date: [Insert Date]

To:

[Name of the]

[Address]

Subject: Confidentiality Undertaking for Participation in Tender for Printing of Annual and Audit Report

Ref: Tender No. [Insert Tender Number] dated [Insert Date]

Dear Sir/Madam,

We, [Name of the Bidder / Company], a company incorporated under the provisions of the [Companies Act, 2013 / relevant law], having our registered office at [Address], hereby submit this Confidentiality Undertaking as part of our bid in response to the above-mentioned Government Tender for printing of the Annual and Audit Report.

We understand that, in the course of participation in the tender process and/or execution of the contract, we may be provided with or may gain access to certain sensitive, confidential, and/or proprietary information of the Government, including but not limited to official data, financial statements, unpublished reports, draft content, designs, layouts, photographs, and any other material (hereinafter referred to as "Confidential Information").

We hereby solemnly affirm and undertake as under:

1. **Confidentiality Obligation:**

We shall maintain absolute confidentiality of all Confidential Information and shall not disclose, divulge, or make public any such information to any third party, except with prior written approval of the competent authority.

2. **Use Restriction:**

The Confidential Information shall be used strictly for preparation and submission of our bid and, in the event of award, for execution of the contract, and for no other purpose whatsoever.

3. **Compliance with Government Rules:**

We shall comply with all applicable Government of India rules, regulations, official secrecy provisions, and any instructions issued by the procuring entity concerning confidentiality and data protection.

4. **Official Secrets & Legal Compliance:**

We acknowledge that unauthorised disclosure of certain information may attract action under applicable laws, including the **Official Secrets Act 1923**, and other relevant statutory provisions.

5. **Restricted Access:**

Access to Confidential Information shall be limited strictly to our authorised employees/representatives on a “need-to-know” basis, and such personnel shall be bound by confidentiality obligations no less stringent than those contained herein.

6. **Data Security Measures:**

We shall implement adequate administrative, technical, and physical safeguards to protect Confidential Information from unauthorised access, disclosure, alteration, or destruction.

7. **Return / Destruction of Documents:**

Upon completion of the tender process or upon termination/expiry of the contract, we shall return or securely destroy all Confidential Information and related materials, including all copies, as per the directions of the procuring authority.

8. **No Rights or License:**

Nothing contained herein shall be construed as granting us any rights, title, or interest in the Confidential Information except for the limited purpose stated above.

9. **Breach and Consequences:**

Any breach of this undertaking shall render us liable for appropriate action, including but not limited to disqualification from the tender process, termination of contract (if awarded), forfeiture of EMD/Security Deposit, blacklisting, and legal proceedings as per applicable laws.

10. **Indemnity:**

We agree to indemnify and hold harmless the Government/Procuring Entity against any loss, damage, or liability arising out of any breach of this undertaking by our representatives or us.

11. **Validity:**

This undertaking shall remain valid during the entire tender process and shall continue to be binding even after completion or termination of the contract.

12. **Jurisdiction:**

This undertaking shall be governed by and construed in accordance with the laws of India, and the courts at the **Mangalore Jurisdiction** only.

We hereby confirm that we have read, understood, and agree to abide by the above terms and conditions in letter and spirit.

For and on behalf of the Bidder

Signature: _____

Name: _____

Designation: _____

Company Seal: _____

Date: _____

Place: _____

Scope of Work

- 1) The scope of work should include the printing and supply of the Annual Audit Report, encompassing the design of the cover page and internal content layout, composing, proofreading, printing, and binding.
- 2) The bidder shall provide a soft copy of the final report in both PDF and Word formats, in Hindi and English.
- 3) Translation of Annual and Audit Report from English to Hindi)
- 4) The bidder shall submit three (3) alternative designs, each for the cover page and internal content layout, within three (3) days from the date of award of the bid. One (1) design set, as approved by NITK, shall be finalized for use in the Annual Report. NITK reserves the right to suggest and require modifications to the selected design.
- 5) The scope of work shall further include scanning, composing, cutting, pressing, binding, and all other related activities necessary for completion of the work.
- 6) The bidder shall provide three (3) sets of color print proofs of the Annual Report in both Hindi and English for approval prior to final printing.
- 7) Each copy of the Annual Report shall be supplied with a neatly designed cover incorporating the NITK logo and name, and shall include provision for writing the postal address of the candidates.
- 8) All materials shall be delivered to the National Institute of Technology Karnataka, Surathkal, at the location specified by NITK.
- 9) The number of pages indicated for the Annual Report is tentative. The rates sought are based on an approximate page count; accordingly, the bidder shall quote a rate on a per-page basis. In the event of any increase in the total number of pages after finalization of the report, payment shall be made at the quoted per-page rate for the additional pages.
- 10) The total quoted cost shall be on an F.O.R. NITK basis, inclusive of freight, insurance, loading, unloading, and delivery at the designated location within the NITK premises.
- 11) The quoted prices shall remain valid for a period of one (1) year from the date of submission. NITK reserves the right to increase or decrease the order quantity based on its requirements and further reserves the right to omit any of the items listed in the tender document, in whole or in part, at its sole discretion.
- 12) Printing shall be carried out in Hindi and/or English, as required. Typesetting in Hindi shall be the responsibility of the bidder.
- 13) The tenders shall be evaluated by a committee duly constituted by NITK, and the decision of the said committee shall be final and binding on all bidders.

We agree to the scope of work as mentioned above.

Seal & Signature of the bidder

TECHNO- COMMERCIAL & TECHNICAL BID PROFORMA
PART-A (Company Profile)

Sl. No.	Particulars	
1	Firm Name	
2	Address	
3	Contact person with phone Numbers	
4	Email ID	
5	Type of company (Manufacturer/Authorized Dealer)	
6	Year of Establishment	
7	Certificate of Company Registration	
8	PAN No & Copy of the certificate	
9	GST Registration details	
10	Details of EMD Fee EMD Fee Rs.9,800/- DD/PO No. & Date Drawn on Bank	
11	TD signed on all pages and stamped.	
12	Details of gross income of the firm (should enclose audited financial statements or financial statements showing turnover duly certified by a Chartered Accountant as proof of the same for the below-mentioned financial years)	
	FY 2025-26 :	
	FY 2024-25 :	
	FY 2023-24 :	
13	Quality control arrangement details	
	(a) For incoming materials and bought- out components	
	(b) For process control	
	(c) For final product evaluation	
14	Monthly (single shift) printing capacity of goods quoted for (a) Normal: (b) Maximum:	

Sl. No.	Particulars	
15	Bidders should provide a brief profile of their work experience for the last 5 years dealing with Central Educational Institutions/Central Govt. Departments, along with the samples of similar work done earlier.	
16	Affidavit on non-judicial Stamp paper of Rs.500/- that there is no Vigilance/CBI case pending against the firm	
17	Samples of similar work which the bidder is interested in supplying should be attached.	
18	Additional information, if any (Attach a separate sheet, if required)	

25. Whether similar job work has been undertaken in the past, if so, details and samples.

Sl. No.	Customer	Quantity Supplied	Year

Note: This proforma shall be filled in by the bidder without which the bid may not be considered for evaluation. Documentary proof has to be enclosed for all the particulars mentioned in the Technical Bid Proforma.

Signature and Seal of the bidder

PART-B
(Items profile-To be filled by the bidder)

The detailed description of the materials should be mentioned and duly signed on each page by the bidder.

Signature and Seal of the bidder

Detailed Specifications

Sl. No.	Description/Particulars
1	Annual and Audit Report (Hindi) <ul style="list-style-type: none">• Offset Printing• Wrapper: 300gsm art paper-4*4 color Matt Lamination• Inner Pages: 4*4 color-130gsm Art paper• Binding: Perfect with Centre Pinning• No. of Pages per booklet – 420 pages (Approx.)• Finished Size: A-4 Size (21.0cm* 29.7c.m.) (offset printing)• Matt Lamination
2	Annual and Audit Report (English) <ul style="list-style-type: none">• Offset Printing• Wrapper: 300gsm art paper-4*4 color Matt Lamination• Inner Pages: 4*4 color-130gsm Art paper• Binding: Perfect with Centre Pinning• No. of Pages per booklet – 377 pages (Approx.)• Finished Size: A-4 Size (21.0cm* 29.7c.m.) (offset printing)• Matt Lamination
3	Annual Report (English) <ul style="list-style-type: none">• Offset Printing• Wrapper: 300gsm art paper-4*4 color Matt Lamination• Inner Pages: 4*4 color-130gsm Art paper• Binding: Perfect with Centre Pinning• No. of Pages per booklet – 305 pages (Approx.)• Finished Size: A-4 Size (21.0cm* 29.7c.m.) (offset printing)• Matt Lamination
4	Annual Report (Hindi) <ul style="list-style-type: none">• Offset Printing• Wrapper: 300gsm art paper-4*4 color Matt Lamination• Inner Pages: 4*4 color-130gsm Art paper• Binding: Perfect with Centre Pinning• No. of Pages per booklet – 300 pages (Approx.)• Finished Size: A-4 Size (21.0cm* 29.7c.m.) (offset printing)• Matt Lamination
5	Audit Report (English) <ul style="list-style-type: none">• Offset Printing• Wrapper: 300gsm art paper-4*4 color Matt Lamination• Inner Pages: 4*4 color-130gsm Art paper• Binding: Perfect with Centre Pinning• No. of Pages per booklet – 60 pages (Approx.)

	<ul style="list-style-type: none"> • Finished Size: A-4 Size (21.0cm* 29.7c.m.) (offset printing) • Matt Lamination
6	Audit Report (Hindi) <ul style="list-style-type: none"> • Offset Printing • Wrapper: 300gsm art paper-4*4 color Matt Lamination • Inner Pages: 4*4 color-130gsm Art paper • Binding: Perfect with Centre Pinning • No. of Pages per booklet – 60 pages (Approx.) • Finished Size: A-4 Size (21.0cm* 29.7c.m.) (offset printing) • Matt Lamination
7	Translation of Annual and Audit Report from English to Hindi
8	Color Dummy/ Sample copy (3 Sets)

****Disclaimer**** Bidders are advised to exercise caution and not respond to any unknown calls, emails, or embedded links requesting payment for participating in the tender or for any other purpose. Please note that NITK Surathkal never asks for any tender fee for participation in tenders or bids.