

Birla Institute of Management Technology

Plot No. 5, Knowledge Park II, Greater Noida, UP. PIN 201306

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RFQ (REQUEST FOR QUOTATION)

Printing and Supply of Answer Sheets, Envelopes, Diplomas & Transcripts

M/s	TENDER NO. BIMTECH/Purchase/Printing/2026/04
.....	Date: Date 04.08.2026
.....	

IMPORTANT DATES	
Date of issue of tender document	Tuesday 04/08/2026
Last date and time for submission of tender	Tuesday 11/08/2026 till 5:00 PM
Venue, date and time for opening of Bid	Registrar, BIMTECH Plot No. 5, Knowledge Park II, Greater Noida, UP. PIN 201306

Dear Sirs,

Birla Institute of Management Technology invites sealed quotations for **Request for Quotations** under a Two-Bid System (Technical & Financial) for Printing and Supply of Answer Sheets, Envelopes, Diplomas & Transcripts.

Please go through the complete tender document. Bids complete in all respects should reach the BIMTECH on or before the due date & time. Bids received after the due date and time is liable to be rejected.

Birla Institute of Management Technology reserves the right to accept or reject any or all tenders received at its absolute discretion without assigning any reason whatsoever. No claim, whatsoever, shall be entertained on this account.

Sd/-
(Registrar- BIMTECH)

PART-

A: ELIGIBILITY CRITERIA:

Only those firms/Proprietary Firms/Partnership Firms/Agencies which fulfill the following minimum criteria need to submit their bids along with necessary documents. Those firms who do not meet the minimum eligibility criteria and not submitting the required document will be disqualified on technical grounds.

1. The Firm/agency should have PAN, GST Registration (Proof in this regard must be attached with the bid).
2. The Firm/agency should have a minimum of One (1) years of working experience in the same kind of work as a reputed organization after registration. The firm/Agency should have experience in Govt. Departments OR Autonomous Organization or Corporate or Private Institute/University. The Firm/agency should not have been blacklisted/debarred by Government Organization or Corporate or Private Institute/University. Undertaking in this regard is to be furnished.
3. The Bidding Firm should possess the experience of successfully handling this type of order (Attached Purchase Order).
4. The Firm must have Registered office in Delhi & NCR (Address Proof) should be attached.

Tender shall be accompanied by the following documents:

- Copy of certificate of work experience and other documents as specified shall be deposited in a **sealed Envelope 1** marked as " **Technical Bid**".
- Bill of quantities and other relevant commercial information(tender) duly filled and compiled with rates, amounts, totals and signed by authorized signatory shall be placed separately in a **sealed Envelope 2**. Envelope 2 shall be super scribed as "**Financial Bid**" and opened only after tenderer's eligibility to participate in the tender is successfully established and accepted by BIMTECH.

All the envelopes shall be placed in a **large, sealed envelope** marked as "**Printing and Supply of Answer Sheets, Envelopes, Diplomas & Transcripts**". The large sealed envelope shall be submitted to the BIMTECH Security Gate before the last date/time.

Addressed to:

To,
Registrar
Birla Institute of Management Technology (BIMTECH)
Plot No. 5, Knowledge Park II, Greater Noida, UP. PIN 201306

At the bottom:

From: (Organization's Name, Address, and Details)

B: SELECTION PROCESS:

1. Tenders' documents submitted without proper information, without documentary evidence, shall be summarily rejected.
2. The Organization/Firm/Agency having qualified in all the points of eligibility criteria and fulfilling all the relevant details of Annexure-I & II and annexure-III" and quoting BEST COMPETATIVE RATE in totality, will be treated as a successful bidder.
3. In case two or more organizations/Firms/agencies are quoting the same rate, in that situation the firm having the highest work experience in Govt. Departments OR Autonomous Organization or Corporate or Private Institute/University. Will be treated as a successful bidder.

C. GENERAL TERMS & CONDITIONS

GENERAL RULES AND DIRECTIONS:

1. Any person who submits a tender shall fill up the rates in the BOQ. Tenders, which propose any alteration in the Work specified in the Schedule of Quantities or in the time allowed for executing the Work or which contain any other conditions of any nature, including conditional rebates, shall be liable to be summarily rejected.
2. Being an Item Rate Tender, only rates quoted shall be considered. Rates quoted by the vendor in item rate tender in figures and words shall be accurately filled in so that there is no discrepancy in the rates written in figures and words.
3. The BIMTECH shall have the right of rejecting all or any of the tenders and shall not be bound to accept the lowest or any other tender.
4. In the case of any tender where unit rate of any item/items appear unrealistic, such tender shall be considered as unbalanced and in case the tenderer is unable to provide satisfactory explanation, such a tender shall be liable to be disqualified and rejected.
5. Upon acceptance of the tender, the name of the accredited representative(s) of the tenderer, responsible for taking instructions from the BIMTECH.
6. GST or any other tax applicable in respect of the supply shall be payable by the Vendor and BIMTECH shall not entertain any claim whatsoever in respect of the same.
7. BIMTECH reserves the right to terminate the contract with an advance notice of one months without assigning any reason. The contract can also be terminated at the request of agency, with an advance notice of one month's falling which, the agency is liable to pay liquidated damages @ 10% of tendered value.
8. BIMTECH has the discretion and right at any stage to cancel/add or amend the information, terms, conditions procedure and protocol set out in this Tender Document and the bidder has no claims against such right. The Institute has unfettered right hereunder to terminate the arrangements at any time without assigning any reason whatsoever.

D. GUIDELINES FOR BIDDERS & TERMS AND CONDITIONS:

The Bidder/Tenderer should address their complete bids in all respect in sealed envelope to the Registrar, BIMTECH. Plot No. 5, Knowledge Park II, Greater Noida, UP. PIN 201306.

1. The bidder/Tenderer shall not tamper/modify the tender form including the downloaded price bid template in any manner. In case if the same is found to be tampered with/modified in any manner, the tender will be completely rejected.
2. **Printing and Supply of Answer Sheets, Envelopes, Diplomas & Transcripts as per the approved content and Paper quality. A sample copy of the same shall be prepared by the successful bidder based on the approved content and submitted to the BIMTECH Authority for approval. The printing shall commence only after obtaining written approval of the sample from the BIMTECH Authority.**
3. The quoted price shall remain valid for 60 days after the date of bid opening. The bid valid for a shorter period shall be rejected by the BIMTECH as non- responsive.

4. This bidding document should be duly signed and stamped by the authorized person agencies/firms/Dealer on each page as proof to confirm the acceptance of the entire Terms & Conditions of Tender. Tender with Conditional offer/offers which are not in conformity to the prescribed document will be summarily rejected.

5. The rates should be mentioned in figures as well as in words. (Erasing/overwriting should be avoided/duly attested by the tenderer.) Taxes, however, should be indicated separately. In case, nothing is mentioned, it will be assumed that all taxes are included in the rates quoted.

6. At any stage, if it is found that the documents and certificates submitted by the bidder/tenderer agencies/firms/Dealer are found forged or have been manipulated, the supply shall be canceled. Further, the BIMTECH can also take action as appropriate under the extant laws.

7. The submission of tender will bind the tenderer to acceptance of all the Terms & Conditions specified herein and in addition to the conditions of the contract.

8. BIMTECH will not provide any Manpower or any Tools, Vehicle, Cartage to perform the contract. The contractor has to bear it at his own cost.

9. The vendor will be fully responsible for the complete safety norms of his Engineers/workers/staff during the performance of their duty in the BIMTECH. In case of any mishap/accident, the contractor will take full responsibility relating to pay compensation/medical care to his Engineers/workers/staff. BIMTECH will not be a party at any stage in any of the disputes relating to the above. In case, any liability arises due to non-conformance by the agency, under no circumstances BIMTECH will be liable for the same.

10. If the bidder/tenderer fails to supply the items within the stipulated time/ days of receipt of the letter of acceptance or extended period by BIMTECH, the supply shall be withdrawn.

11. Intending bidders/tenderers are advised to visit website <https://www.bimtech.ac.in/in> regularly till closing date of submission of tender for any Corrigendum/Addendum/Amendment.

12. Technical offers shall be opened first, and technical offers will be evaluated by a committee based on technical evaluation criteria. The Financial offers from technically unqualified tenderers will not be opened and evaluated as per evaluation criteria. Financial offer shall be opened only for those tenders who are technically qualified.

14. All materials to be incorporated in the work/purchase order shall be arranged by the contractor and shall be in accordance with the specifications laid down.

15. The selected bidder shall not sublet, assign, or transfer the whole or any part of the work to any other party or bidder without the prior written approval of the Institute. Any unauthorized subletting shall constitute a breach of the contract and may result in termination of the contract.

E. **PERIOD OF WORK COMPLETION:** The entire Works shall be completed and handed within 1-2 weeks from date of issue of work order.

F. QUALITY SPECIFICATIONS:

The vendor shall maintain the quality and specifications of the paper strictly as per the approved sample/specifications. No deviation in quality or specifications shall be acceptable under any circumstances. In the event of any deviation, the Institute reserves the right to reject and replace the supplied material at the sole risk and cost of the vendor. Repeated or serious non-compliance with the approved quality and specifications shall constitute a breach of contract, and the Institute shall have

the right to terminate the contract without prejudice to any other remedies available under the terms of the works.

G. PAYMENT TERMS:

- a. No advance payment will be made. The Payment shall be released within 30 days from the date of submission of the invoice, subject to satisfactory supply and acceptance of the material.
- b. Bill to be made in the name of **Birla Institute of Management Technology**.

H. CONCILIATION/ARBITRATION/APPLICABLE LAW & JURISDICTION:

- a. If any dispute(s) or difference(s) of any kind whatsoever arising between the parties, the parties hereto shall negotiate with a view to its amicable resolution & settlement through a Committee appointed by BIMTECH.
- b. In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences as detailed above shall be referred to & settled by BIMTECH.
- c. All matters connected with this Tender document shall be governed by the Indian Law both substantive & procedural for the time being in force & shall be subject to the exclusive jurisdiction in Noida (UP).

I have read all the terms and conditions of this document. I hereby accept all the mentioned Terms & Conditions of the above contract of BIMTECH.

Date:

(Signature of the Bidder, with Official Seal)

(ON LETTERHEAD OF THE BIDDER)

TENDER NO. BIMTECH/Purchase/Printing/2026/04

Date 04.08.2026

TECHNICAL BID**ANNEXURE- "I"**

Sr.No.	PARTICULARS	DETAILS TO BE FILLED BY THE ORGANISATION/FIRM/AGENCY
1.	Name of the Organization /Firm/Agency	
2.	Address of the Organization /Firm/Agency	
3.	Name of the Managing Director/ Director/ Owner/Proprietor (authorize a person who signs this tender document). E-mail address Phone No/Mobile No.	
4.	GST No. of the Organization/Firm/ Agency. (Attach a photocopy).	
5.	PAN No of the Organization/ Firm/ Agency. (Attach a photocopy).	
6.	Does the firm have prior experience minimum of One (1) year as on (31st March 2026) in the business of Printing in government departments or Autonomous Organization or Corporate or Private Institute/University Please attach Purchase Order/Work Order.	

7.	Does your firm have ever been Blacklisted? (if NO) Attach certificate (Self-declaration) on company letterhead, as per Annexure-III .	
8.	The Firm must have Registered office in Delhi & NCR (Address Proof) should be attached.	

Place:

(Signature of the Contractor or His authorized signatory)

Date:

(Name with Official Seal/Stamp)

(ON LETTERHEAD OF THE BIDDER)

TENDER NO. BIMTECH/Purchase/Printing/2026/04

Date 04.08.2026

FINANCIAL DETAILS**ANNEXURE- "II"**

Sr. No	Particulars	Specification	Quantity	Price / Unit	Amount (In Rs.)
1.	Answer Book 20 Pages	70 GSM Maplitho-Sunshine paper Print	25,000 copies		
2.	Supplementary Answer Books 4 Pages	70 GSM Maplitho-Sunshine paper Print	10,000 copies		
3.	Mid-Term Answer Books 4 Pages	70 GSM Maplitho-Sunshine paper Print	20,000 copies		
4.	Answer Book Packing Envelopes	Brown color with cloth inside (12 X 16, with print)	1,000 envelopes		
5.	Question Paper Packing Envelopes	Brown color with cloth inside (24X48 cm with print)	1,000 envelopes		
6.	Diplomas	240 GSM – Natural Evolation	700 Nos		
7.	Transcripts	150 GSM- Munken lynx	700 Nos		
Total Rs					
@ GST					
Grand Total Rs					

I/We read all the terms & conditions of this Tender document and hereby giving our acceptance to comply all the Terms & Conditions. Certified that all above information's are correct to the best of my/ our information, knowledge and belief. In case, if any information found incorrect, my candidature will be cancelled.

Place:

(Signature of the vendor/contractor or His authorized signatory)

Date:

(Name with Official Seal/Stamp)

Annexure-III
(ON LETTERHEAD OF THE BIDDER)

UNDERTAKING/ BLACK LISTING

With respect my/our bid submitted against NIT/RFQ No. _____ date _____, I / We _____ Partner / Sole Proprietor (Strike out which is not applicable) of (Name & Address of Firm) _____ to hereby declare and solemnly affirm: -

i. That the individual/ firm/ Agency is /are not debarred or black-listed by any department of the Union Govt./State Government OR Autonomous Organization or Corporate or Private Institute/University. That no partner or shareholder, directly or indirectly connected with the applicant has been debarred or blacklisted by any department of Union Govt./State Govt. government departments OR Autonomous Organization or Corporate or Private Institute/University. That the terms and conditions at BIMTECH are acceptable to me/ us. I/We will abide by them in letter and spirit.

ii. That no partner or shareholder, directly or indirectly is connected/related to any employee working in the BIMTECH.

I/ We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been concealed therein. We understand that in case the information provided by us is found to be false/ incomplete at any stage, our bid/empanelment will be liable to be canceled/terminated and attract appropriate action.

Date: _____

Place: _____

STAMP & SIGNATURE OF THE BIDDER