



भारतीय सूचना प्रौद्योगिकी संस्थान अगरतला
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY AGARTALA
AGARTALA – 799046 (TRIPURA)

F.NITA.6(54-Exam)/IIIT Corr./2019-20/1166-

Date : 09/03/2026

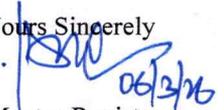
Limited Tender Notice

On behalf of National Institute of Technology Agartala, bids are invited in sealed cover from the reputed resourceful Manufacturers / Authorized Distributors/ Authorized Suppliers/Jewellery Shop for supply of item(s)/goods as per specification mentioned in Annexure-A of tender document available at Institute website www.nita.ac.in.

Sl. No	Department / Section	Ref. No.	Items	Last date of receipt of tender	Time and date of opening of Technical bid
1	IIIT Agartala	F.NITA.6(54-Exam)/IIIT Corr./2019-20/	i) Answer Scripts "A" series ii) Answer Scripts "B" series iii) Loose Sheets iv) Grade Cards v) Degree Certificate vi) PVC Cover Folder vii) Pre Printed Envelope (40cm x 30cm) viii) Pre printed Envelope (25cm x 15cm) ix) Hologram	01/04/2026 Up to 5:00 PM	02/04/2026 At 10:00 AM

Bid in sealed cover super scribe appropriately in response to Enquiry F.NITA.6(54-Exam)/IIIT Corr./2019-20/1166 dated 09.03.2026 are invited for the supply of under-mentioned items so as to reach this institute latest by 05.00 PM on 01.04.2026 which will be opened on 02.04.2026 at 10.00 AM.

Yours Sincerely


06/3/26
Mentor Registrar
IIIT Agartala

Signature
Name



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F.NITA.6(54-Exam)/IIIT Corr./2019-20/ 1166

Date: 09 / 03 / 2026

Limited Tender Enquiry

IMPORTANT INFORMATION

Name of the Institute : INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
AGARTALA

PAN of the Institute : AAAGN0550K

TAN of the Institute : SHLN00719F

Institute Bank A/C No. : 030936141729 (IFSC: SBIN0011491) under SBI, NIT Agartala
Branch.

Name of Department / Branch : IIIT Agartala.

Enquiry / Reference Number : F.NITA.6(54-Exam)/IIIT Corr./2019-20/

Some important/Critical dates:

Bid submission start date	Date: 12 / 03 / 2026	Time: 02:00 PM
Bid submission end date	Date: 01 / 04 / 2026	Time: 05:00 PM
Bid opening date	Date: 02 / 04 / 2026	Time: 10:00 AM

Mentor Registrar
INDIAN INSTITUTE OF INFORMATION
TECHNOLOGY AGARTALA
Agartala – 799 046, Tripura



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Date: 09/03/2026

Description of the Items

Sr. No.	Name & Specification of the Items	Unit	Quantity
01	Answer Scripts "A" series (Details as per list at Annexure-A)	Nos.	15,000
02	Answer Scripts "B" series (Details as per list at Annexure-B)	Nos.	15,000
03	Loose Sheets (Details as per list at Annexure-C)	Nos.	30,000
04	Grade Cards (Details as per list at Annexure-D)	Nos	2,000
05	Degree Certificate (Details as per list at Annexure-E)	Nos.	300
06	PVC Cover Folder (Details as per list at Annexure-F)	Nos	200
07	Pre Printed Envelope (40cm x 30cm) (Details as per list at Annexure-G)	Nos	2,000
08	Pre printed Envelope (25cm x 15cm) (Details as per list at Annexure-H)	Nos	2,000
09	Hologram (Details as per list at Annexure-M)	Nos	2,000

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Date: / /2026

Terms & Conditions of the Tender

1. Please send your sealed bid by Registered/Speed Post or Courier (*) Service to:

THE MENTOR REGISTRAR,
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY AGARTALA
AGARTALA – 799 046, TRIPURA

Or

Drop the sealed bid in the Tender Box kept in the office of the Purchase Section during the normal working hours (9.00 A.M. to 5.00 P.M.) of the Institute. Please do not hand over the quotation to any person by hand.

2. Bid received after the due date & time will not be considered.
3. Bid Security or EMD: 2% of the estimated cost of the tender or Bidders should submit “**Bid Security Declaration Form**” on company letter head as per Annexure-J of this tender document.
4. Delivery Option: 30 (thirty) days after receipt of the purchase/work order(s).
5. Bid should be valid for a period of **90** days from the opening date of the bid.
6. The bidders should quote their rates in clear terms without ambiguity. The quotation should be only in Indian Rupees.
7. Bid must be filled in legibly and overwriting/corrections, erasures etc. if any, must be duly attested, and **ON YOUR LETTERHEAD ONLY**.
8. Each bidder shall submit only one bid **against one enquiry**. A bidder, who submits more than one bid against single enquiry, shall be disqualified and considered non-responsive.
9. The bidders who are registered as a Micro or Small Enterprise as per latest definitions under MSME rules, Govt. of India for exemption of submitting EMD/Bid security must enclose relevant documentary proof of authentication of their firm’s registered as a Micro or Small Enterprise as per latest definitions under MSME rules, Govt. of India.
10. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover /Experience Criteria, the supporting documents to prove his eligibility for exemption must be submitted with bid.
11. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be submitted with bid.
12. National Institute of Technology, Agartala is following and abide with the Public Procurement (Preference to Make in India), Order 2017, DIPP, MoCI Order No. P-45021/2/2017-B.E.II dated 15th June 2017 and subsequent amendments to the order. Accordingly preference will be given to the Make in India products while evaluating the bids, however, it is the sole responsibility of the bidder(s) to specify the product quoted by them is of Make in India product along with respective documentary evidence as stipulated in the aforesaid order in the technical bid itself. A self-declaration as per Annexure- K should be enclosed in the technical bid.
13. The rates shall quote according to the units indicated in the enquiry letter and the rates preferably include all charges, taxes, duties etc. also these charges shall be shown distinctly and separately.



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14. Conditional discount, if any, offered by the bidder shall not be considered at the time of evaluation
15. All rates should be based on delivery by the Supplier at National Institute of Technology, Agartala.
16. The exact delivery period and terms of delivery shall invariably be mentioned in the quotation.
17. **Payment: 100% will be made in INR (Indian National Rupees) after successful Installation, Commissioning of item against submission of Performance Guaranty (PG) otherwise an equal amount of PG will be retained by the Institute till the completion of warranty obligations.**
18. All payments due under the contract shall be paid after deduction of statutory levies at source (like ESIC, IT (TDS), GST, LBT / Octroi etc.), wherever applicable.
19. **An order for supply when placed, must be completed in full within the delivery period indicated on the order. Failure to supply or replace the rejected materials if any, will render the order liable to be cancelled without notice and the material will be procured elsewhere at your risks and cost.**
20. The successful bidder shall provide a Comprehensive Warranty for minimum period of 01 (One) years (not applicable for consumable item(s)) after the installation and commissioning of the instrument / software/items. If within a warranty period after installation any such product or component is proven to be defective such product shall be repaired or replaced by the supplier/vendor. Such repair and replacement shall be sole obligation of supplier/vendor. Supplier / vendor shall be responsible for payment for all charges (to-and-fro) for repair/ replacement. Any design defects or installations deficiencies or any outer defects, if noticed during the warranty/ maintenance period, shall be rectified promptly by the successful bidder with no cost at all the places, which also includes the field installations.
21. The Institute reserves the right to accept or reject any quotation or part thereof without assigning any reason thereof.
22. NIT Agartala will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.
23. Penalty: Penalty will be charged @ 0.5 % of per week or part thereof except for force majeure conditions for the unexecuted part of the supply/work order.
24. Arbitration: All disputes should be attempted to be resolve mutually between the National Institute of Technology, Agartala and the suppliers failing which jurisdiction of any Court of Agartala shall be applicable.
25. The item(s)/goods are required to be delivered at the indenting Department of National Institute of Technology, Agartala, and must be dispatched within specified days from the date of placement of the supply/purchase/work order.

If the supplier fails to Supply, Install and Commission the system/instrument as per specifications mentioned in the order within the due date, the Supplier is liable to pay liquidated damages of 0.5% of order value per week of delay subject to a maximum of 3%, as the case may be, beyond the due date. Such money will be deducted from any amount due or which may become due to the supplier. Any exemption towards delay without LD can be resolved through mutual consent under exceptional circumstances.

26. Name of the Firm / Agency / Dealer / Supplier with full address including contact number and email id etc.
27. Trade License issued by Government / Statutory Body or Company Registration on the item(s) related to this enquiry.
28. GST Registration of the Supplier/Firm.
29. PAN Registration of the Supplier/Firm.
30. Certificate under MSME, NSIC, Make-in-India & Startup as per Govt. of India Norms (if applicable).
31. Supplier/Firm should accept all Terms & Conditions of Tender document.
32. For any technical details, you may contact:

Dr. Srimanta Ray
Associate Professor, Chemical Engineering Department
& Associate Dean (Exam)
NIT Agartala, 8974867827 (M)


Mentor Registrar
IIIT Agartala

ANNEXURE - A

Description of the Items	Specification
Answer Scripts "A" series	<p>Each Containing:</p> <ol style="list-style-type: none">1. 24 pages. The front and its back pages to be printed as per the sample provided.2. Paper: Good Quality writing paper (Cream wave), 70GSM.3. Finishing Size (Nominal) = 22x28cm.4. Pages: 24(twenty four) pages including printed front and its back page as per sample provided.5. Centrally stitched / stapled along the fold.6. Pore for attaching loose sheet in the top left hand corner.7. Perforated material / text / symbol (N I T A) in the top right hand corner.8. Serial Number in each answer script with batch code "A".9. Any other specification: sample will be provided along with work order.

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ANNEXURE - B

<p>Answer Scripts "B" series</p>	<p>Each Containing:</p> <ol style="list-style-type: none">1. 14 pages. The front and its back pages to be printed as per the sample provided.2. Paper: Good Quality writing paper (Cream wave), 70GSM.3. Finishing Size (Nominal) = 22x28cm.4. Pages: 14(fourteen) pages including printed front and its back page as per sample provided.5. Centrally stitched / stapled along the fold.6. Pore for attaching loose sheet in the top left hand corner.7. Perforated material / text / symbol (N I T A) in the top right hand corner.8. Serial Number in each answer script with batch code "B".9. Any other specification: sample will be provided along with work order.
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ANNEXURE - C

Loose Sheets	<p>Each Containing:</p> <ol style="list-style-type: none">1. 4 pages. The front page to be printed as per the sample provided.2. Paper: Good Quality writing paper (Cream wave), 70GSM.3. Finishing Size (Nominal) = 22x28cm.4. Pages: 4(four) pages including printed front page as per sample provided.5. Pore for attaching loose sheet in the top left hand corner.6. Perforated material / text / symbol (N I T A) in the top right hand corner.7. Serial Number in each answer script with batch code "C".8. Any other specification: sample will be provided along with work order.
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ANNEXURE - D

<p>Grade Cards (Annual Grade cards)</p>	<p>Grade cards with Logo, Front side and back side as per Sample provided. Paper Size: - A4 Hologram as per sample provided. Security numbering and marking. GSM: - 120 with bond paper finish.</p>
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ANNEXURE - E

<p>Degree Certificates (Paper)</p>	<p>Degree Certificate for UG, PG, Dual & PhD Degree Recipients: Size : 210mm x 297mm, Thickness: 300GSM, Security Provisions: Logo Print in UV, Transparent Logo, Embossed Logo and Printed Logo in front (Golden Colour) Other Specification: As per Sample.</p>
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ANNEXURE - F

PVC Cover Folder	Rexine / Leatherette made Cover Folder for Degree Certificate Printing with Institute Name and Logo: Size: 255mm x 310mm, Thickness: 5mm, Corner bend for provision of attaching certificates (Size of Certificate: 210mm x 297mm) with golden Colour Institute Logo and Name. Other Specification: As per Sample.
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ANNEXURE - G

Pre Printed Envelope (40cm X 30cm)	Pre Printed Envelope: Yellow paper with plastic quoted inside of the envelope (as per Sample provided) Size (Nominal): 40cm X 30cm Front side of the envelope to be printed as per the sample provided.
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ANNEXURE - H

<p>Pre Printed Envelope (25cm X 15cm)</p>	<p>Pre Printed Envelope: White paper with plastic quoted inside of the envelope (as per Sample provided) Size (Nominal): 25cm X 15cm Front side of the envelope to be printed as per the sample provided.</p>
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ANNEXURE - M

Hologram	Hologram with Logo, Front side as per Sample provided, Back side with adhesive. Size: - 10mm X 10mm Hologram as per sample provided. Unique Serial numbering and name of the Institute (National Institute of Technology Agartala).
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IIIT Agartala

Date: / /2026

Annexure-J

Bid Securing Declaration Form

Date:.....

Tender Ref. No:

To

(insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)



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Date: / /2026

Annexure-K

In line with Government Public Procurement Order No. P-45021/2/2017-BE-II dt. 15.06.2017, P-45021/2/2017-PP (BE-II) dated 28.05.2018, P-45021/2/2017-PP (BE-II) dated 29.05.2019 and P-45021/2/2017-PP (BE-II) dated 16.09.2020,

we hereby certify that (Supplier name) are local supplier meeting requirement of minimum local content..... % defined in as above orders for the material against Enquiry / Tender No dated.....

Details of the location at which local value addition will be made are as follows:

.....
.....
.....

We also understand false declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permitted under law.

Date:
Place:

Signature:
Name and Designation:
Mobile no:
Office Telephone No:
Email ID:

Office Seal