

**BHARATI COLLEGE
(UNIVERSITY OF DELHI)
C-4, JANAKPURI, NEW DELHI-110058**

Tender Ref. No. Bharati College/Magazine/2019/1630

Dated: 15.02.2019

Subject: Request for ONLINE Quotation for Printing & supply of College Annual Magazine 2019 for Bharati College, C-4, Janakpuri New Delhi – 110058.

Last date of submission: 05th March, 2019

Date of Opening: 05th March, 2019

Dear Madam/Sir,

You are requested to submit, your quotation **ONLINE as per Two bids System (Technical and Financial)** for **Printing of 1500 copies of College Annual Magazine 2019-** as per the details attached in Section-I which are required to be delivered at, Bharati College (University of Delhi) New Delhi–110058., in accordance with the terms and conditions.

Bidders should submit the Technical and Financial Bids superscribing the cover with quotation for College Annual Magazine 2019. Please mention the tender Ref. no. & due date on the top of the envelope.

You are requested to kindly go through the detailed instructions and terms & conditions mentioned below and overleaf and submit your most competitive offer by the last date and time of submission cited above.

Officiating Principal

INSTRUCTIONS

1. All details regarding the subject tender are available on our college website www.bharaticollege.org and CPP Portal <https://eprocure.gov.in/eprocure/app>. Any change/ modification in the Tender Enquiry/ Tender Document will be intimated through above websites only. Bidders are therefore, requested to visit the websites regularly to keep themselves updated.
2. **Quotation sent through E-mail will not be entertained**
3. The Tender / Bid Cover shall contain the following:
 - a) **Envelope -1** should contain the Earnest Money Deposit. **Earnest Money Deposit (EMD) of Rs.10,000/-** should be submitted in the form of Pay Order/DD of a nationalized bank issued in favour of “**The PRINCIPAL, BHARATI COLLEGE**”, payable in Delhi. Please write the name of the contact person (IN CAPITAL) and Mobile no. at the backside of the instrument. The envelope should be sealed and super scribed as “EMD COVER”
 - b) **Envelope - 2** should contain the Sample of printing work done by the bidder along with sample of text paper and cover mentioning the quality, GSM & Manufacturer name. This envelope should be sealed and super scribed as “SAMPLE” Cover.
 - c) All the above mentioned TWO SEPARATE ENVELOPS are to be sealed and kept in one single Larger size outer envelope (**THIRD Envelope**) which should also be sealed and super scribed.

Tender reference Number – Bharati college/Magazine/2019/01 for - College Annual Magazine 2019

Name and Complete address of the Bidder

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Contact Number

- f. If all the TWO inner envelopes and the ONE outer envelope (i.e., larger size envelope) are not sealed and marked as instructed, College will assume no responsibility for the misplacement or premature opening of any of the envelope. An envelope found opened prematurely will be rejected and should reach to “The Officiating Principal, Bharati College, C-4 Janakpuri, New Delhi-110058”, before the end date and time of bid submission, failing which, the bid will be liable for rejection.
4. **The Technical Bid should include the following -**
 - a. Copy of your GST Number and PAN with your offer
 - b. Proof of **3 years** experience in printing of School/College Prospectus, Magazine and/or handbook (**submit References/Work order/ Client Satisfaction Reports**)
 - c. The compliance sheet as per **Annexure –I**.
 - d. **The scanned copy of the Earnest Money Deposit(EMD) must be uploaded.**
 - f. **Printing work done by the bidder and samples of the paper to be used for this work must be submitted before the end date and time of bid submission, failing which, the bid will be liable for rejection.** Samples must be carefully packed, sealed and labeled clearly with enquiry number, subject and senders name for easy identification. Rejected samples will be returned at your cost if insisted.
 - e. Submit proof of empanelled as A class printer with “Bureau of Communications” (Erst while DAVP), M/o Information and Broadcasting, Government of India.
 - f. Proof of whether your organization is large scale industry or small scale industry. If you have NSIC/MSE/MSI/DGS&D Certificate, please attach it to the quotation. Mention your registration detail.
 - g. The bidder must upload Tender Acceptance Letter as per **Annexure IV** duly signed and stamped by competent authority of the firm.

5. Bid Evaluation Criteria:

- a. **The Financial Bid (format enclosed at Annexure-II) shall be opened after verification of documents submitted in Technical Bid.** The College Magazine committee may visit the printing

press of the bidder before opening the financial bid to assess the in-house composing and printing facility of the printer.

6. Payment will be made through **RTGS** transfer. For this purpose, the successful vendor will be required to provide his bank details along with the bill as per **Annexure-III. A Scan copy of the cancelled cheque can also be attached for verification of IFSC code and account details.**

7. Clarifications/queries, if any, can be addressed to Dr.Anita Sihmar the contact no. 9810919780 and email: drasuhmar1110@gmail.com till February 3-3- 2019.Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24 X 7 CPP Portal Helpdesk. The contact number for the helpdesk is 18002337315.

Terms and Conditions of Limited Tender

1. The quotation must be in the form furnished by Procuring Entity and should be free from corrections/erasures. In case there is any unavoidable correction it should be properly attested. If not, the quotation will not be considered. Quotation written in pencil will not be considered.
2. Quotation will be opened on due date at **05.03.2019 (11.00Hrs)** at the indicated venue in presence of the tenderers or their representatives who may wish to be present.
3. The College reserves the right to accept the offer by individual items and reject any or all tenders without assigning any reason thereof and does not bind itself to accept lowest quotations.
4. Please quote whether your organization is large scale industry or small scale industry. If you have NSIC/MSE/MSI/DGS&D Certificate, please attach it to the quotation. Mention your registration detail.
5. The bidder should have a minimum of **3 years experience** in printing School/College Prospectus, magazine and/or Handbook of Information.
6. The printer should be empanelled as „A“ class printer with “Bureau of Communications” (Erst while DAVP), M/o Information and Broadcasting, Government of India.
7. The College Magazine committee may visit the printing press of the bidder before opening the financial bid to assess the in-house composing and printing facility of the printer. The Printer should have adequate Technical man-power/staff to handle typing, page setting, proof reading and corrections etc. If in-house facility of the printer is not satisfactory, the college reserves the right to reject the respective bid.
8. Cost should include Typing, Designing, Page Making, Composing, Scanning & Planning, Processing, Perfect Binding, Lamination, Offset Printing, Delivery, etc.
9. **The printer shall arrange for an experienced computer technician/designer to come to the college premises from time to time to design the Magazine in consultation with the College Magazine committee till the satisfaction of the said committee.**
10. At least, three proofs of text shall be provided by the successful printer. The complete layout of the College Magazine with the photographs to be made available on the computer (before it is sent for final printing) along with the dummy. The Printer should produce first proof within one week along with an HTML Version (E-Book) and subsequent, i.e. second, third within three days.
11. The College Magazine should be printed in consultation with the Magazine Committee of the College.
12. All supplies are subject to inspection and approval before acceptance
13. The College reserves the right to modify the quantity specified in this enquiry.
14. The prices quoted should be firm till the supplies are completed. Please quote the rates in words and figures. Rates quoted should be free delivery at destination including all charges otherwise the quotation is likely to be rejected. If there is no indication regarding the FOR, in the quotation, then it will be considered as FOR destinations. Price quoted

should be net and valid for a minimum period of three months from the date of opening of the quotation.

15. Quotations which are not accompanied with the EMD in form of Demand Draft/Pay Order for Rs.10,000/- will not be considered.
16. The EMD of successful bidder will be retained as security, refundable on expiry of contract.
17. The EMD of the unsuccessful bidder(s) will be refunded after finalization of tender without any interest.
18. The EMD may be forfeited if a bidder withdraws his bid during period of validity specified by bidder in bid form or, in case of successful bidder, if the bidder fails to complete the contract.
19. No interest will be paid on EMD under any circumstance.
20. **The delivery of all 1500 copies should be made in the college premises within 10 days after the approval of the dummy.**
21. Soft copy of final College Magazine of Information in the form of HTML version (E Book) for web hosting should be provided in a CD within Seven (07) days of the finalization of the work order along with the dummy.
22. Payment of taxes is primarily the responsibility of the seller and will not be paid unless the percentage value is clearly mentioned in the quotations. If no indication regarding GST or other taxes is recorded in the quotation, the GST or other taxes will be considered as included.
23. In case your quotation is accepted and order is placed on you, the supply against the order should be made within the period stipulated in the order. The College reserves the right to recover any loss sustained due to delayed delivery by way of penalty. Failure to supply the material within the stipulated period shall entitle Procuring Entity for the imposition of penalty without assigning any reasons @ 0.5% of the total value of the item covered in order as penalty per day subject to a maximum of 5% (five percent) unless extension is obtained in writing from the office on valid ground before expiry of delivery period.
24. Any deviation from the quality of paper, printing, binding and damaged supply may attract heavy penalties to be decided by College. In such cases the College shall be entitled to get the work done from elsewhere and recover the consequential loss sustain from the firm for getting the work done either through other firm or the firms selected through the process afresh.
25. Conditional rates or terms attached with the rates will not be accepted and all such rates will be rejected out rightly.
26. Dispute clause: Any dispute relating to the enquiry shall be subject to the jurisdiction of the court at Delhi only.
27. Our normal payment terms are 100% (hundred percent) within 30 (thirty) days on receipt and acceptance of material at our site in good condition and submission of bill.
28. Incomplete quotation is liable to be rejected.

Company Letter Head

Technical Details

Duly filled **Compliance sheet** as per the details given below in the attached format (Annexure I) should be submitted.

Technical Specification for the College Magazine:

S No.	Technical Specification for College Magazine	Yes/No	Remarks
	Quantity: 1500		
1	Cover Page: 300 gsm with UV & Matt lamination		
2	Colored Pages: 70 on 170 gsm		
3	B/W Pages: 130 on 90 gsm Sunshine paper		
4	Paper Size: A4		
5	Binding : Perfect Binding		
6	Typing and printing in English, Hindi, Punjabi and Sanskrit		
7	High Quality Visualization, Layout and Designing of all the pages		
8	Picture Color Correction with Espon proof		
9	Book Proofs to be approved by College before final printing. Hard copies of 5 magazine to be delivered within 7 days		
10	Total Pages: 204 (130 B/W + 70 Colored + 4 Cover Pages)		
11	One copy of HTML version of all the pages of the magazine for uploading on website in the form of an e-book within 7 days		
12	All publications required to be printed within two weeks from the date of approval of final proofs and to be delivered to College. Expenses of delivery charges and insurance to be included in the rates.		

Signature and Seal Place and Date	
Name of Authorized Signatory	
Address	
Tel/Fax/Mob No	
Email Id	

Company Letter Head**PRINTING OF COLLEGE MAGAZINE FOR BHARATI COLLEGE PROFORMA FOR
FINANCIAL BID**

Note: The following bid is in accordance with the Terms and Conditions mentioned in this tender.

All Rates in Figures and in Words in Rupees

Cost Per Copy (in Rs.)	
Cost of 1500 copies (in Rs.)	
Taxes, if any	
Total Cost of 1500 copies (including taxes) (in Rs.)	

Additional cost in multiples of 4 pages in case of extra pages	
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I/we agree to supply the material(s) to your office and comply the following:

1. Tender schedule and Technical specification (Annexure I) indicated in tender document
2. Terms and conditions as specified in the tender document.
3. I/We have complete in house facility for Typing, Designing, Page Making, Composing, Scanning & Planning, Processing, Offset Printing, Lamination and Perfect Binding.
4. This offer is valid for 90 (ninety) days from the date of opening of the tender.
5. That we have not been debarred by any Government/Undertaking.
6. That the rates quoted are not higher than the rates quoted for same item to any Government/Undertaking.
7. The Financial bid submitted by us is with packing and delivery charges.

Signature & Seal Place & Date:	
Name of Authorized Signatory:	
Address:	
Tel. No./Fax. No./Mobile No.	
Email Id:	

Bank Account Details for RTGS Transfer
(TO BE SUBMITTED BY SUCCESSFUL BIDDER)

1.	Beneficiary Name :	
2.	Beneficiary Address:	
3.	Bank Name :	
4.	Bank Address & Telephone No.	
5.	Bank Account Number :	
6.	Bank Account Type	
7.	IFSC Code :	
8.	MICR Code :	

Signature and seal of the vendor

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To,

Sub: Acceptance of Tender Document

Tender Reference No: _____

Name of Tender :

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned „Tender/Work“ from the web site(s) namely: _

As per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/we have read the entire tender documents from Page No. _____ to _____ (including all documents like, terms and conditions annexure(s), schedule(s), etc.), and I/we shall abide by each and every clause contained therein.

3. The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.

4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirely.

5. I/we do hereby declare that our firm has not been blacklisted/ debarred by any Govt. Department/Public Sector undertaking.

6. I/we certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully

(Signature of the Bidder, with Official Seal)

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