BHASKARACHARYA COLLEGE OF APPLIED SCIENCES
(University of Delhi)
Sector – 2, Phase – 1, Dwarka, New Delhi -' 110075, Phone- 011-25087597
Website:*http://www.bcas.du.ac.in*, Email: *bhaskaracharya.college@gmail.com*

M/S

Our Enquiry Ref No:
BCAS/Quot./2015/ Printing/01/
Dated 30/09/2015

Last date for Submission 15/10/2015

By the time 4:00 p.m.

Date and Time of Openingin the College premises 16/10/2015 At12:30pm

EMD: Fixed. 10,000/-only

Tender Value – Rs. 2,00,000 only

Subject: Invitation of sealed 2 fold bids for the annual rate contract for College Printing Work for the F.Y. 2015-16.

Dear Vendor,

Only the sealed bids are invited for the rate contract of **College Printing Work** as per the details available on the college website **http://www.bcas.du.ac.in**

S.No.	Name of Items
1.	**College Printing Work**

It is required that the following instructions should be carefully followedincluding detailed terms and conditions mentioned as Annexure 'A1' and 'A2', while submitting your offer; otherwise youroffer may not be considered.

1. All the communication with the college should be addressed only to *"The Principal, Bhaskaracharya College of Applied Sciences, Sector 2, Phase I, Dwarka, New Delhi- 11" 975 "* (hereinafter called the Principal)
2. Sealed Quotations will be two fold (a) one technical bid consisting of all technical details along with terms and conditions (b) another financial bid containing items wise price for the items mentioned in the technical bid. Bidders will not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
3. The technical bid and the financial bid should be sealed by the bidder in separate covers(A and B respectively) duly super scribed and both these sealed covers are to be put in a bigger cover (C) which should also be sealed and super scribed. All the three envelopes should be superscribed with format of the label shown in Annexure 'B'.
4. While quoting for different items simultaneously, it may please be noted that the firm must submit single technical bid of all items whereas financial bids of each item have to be quoted separately and the same should be sealed item-wise in separate envelopes.
5. Financial bids of only those bidders will be opened and considered who qualify in their technical bid.
6. The firm must be reputed and must be registered with Sales Tax/ Income Tax Authority. The bidder should clearly mention valid TIN/ TAN/ Service Tax No, as per the Govt. norms.
7. Incomplete bids or the ones submitted after due date would be summarily rejected. Moreover, the College will not be responsible for any postal or delay because of whatsoever reason.
8. Any alteration/cutting/overwriting/white fluid etc. should also be avoided in the offer submitted. If they exist, they should be duly signed. Failing this the bids are liable to be rejected.
9. The quoted price (only in the Financial Bid) should be F.O.R. BCAS/ C.I.F. New Delhi (for imported items) and will be taken as inclusive of all taxes including VAT and installation, packing, forwarding, fright, AMC, Insurance, discount and other charges until and unless rates are mentioned specifically and clearly. *Taxes as applicable*, if quoted, will not be considered and no further communication/ clarification may be required by the college in this regard. The agency commission, if any for imported items, payable only in Indian rupees should be mentioned separately.
10. Vendors may use the format in the Annexure C and Annexure D for their bids.
11. Actual work will depend on the availability of funds.
12. Corrigendum, if any, will be published only on the college website.

Yours Sincerely,

Principal 29/9/15

Principal
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Sector-2, Phase-I, Dwarka New Delhi-75

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ANNEXURE 'A1'

I. The bids should be valid upto 31.03.2016 from the date of its opening.

II. Arefundable Bid Security/ Earnest Money Deposit of a fixed amount `10,000/- should be deposited in the form of a bank guarantee/ single demand draft from any nationalized bank in favour of "*The Principal, Bhaskaracharya College of Applied Sciences*" along with the bid enclosed in the outermost envelope (C). Name, address and telephone number of the bidder should be clearly written on the backside of the Demand Draft. The bid security of the successful vendor will be treated as the performance security for the contract or the warranty period. GFR 2005 will be applicable in regard of bid and the performance security deposited.

III. The final offered rate(only in the financial bid) shall be quoted by the vendor, for every item, in words and also in figures and shall match with the amount figure.If rates in words do not tally with rates in figure then the rates which correspond to the amount shall be taken as correct. If the amount of an item is not worked out by the contractor or it does not correspond with the rates written either in figure or in words then the rate quoted by the vendor in words shall be taken as correct.

IV. The bidder shall bear all the costs associated with the preparation and submission of its quotation including samples, literatures etc., regardless of the conduct or outcome of the bidding process.

V. Only the sealed bids submitted personally/ post will be considered and the bids sent by Fax/Email will not be considered. Only the specific clarification, if any, sought by the college may be replied electronically.

VI. Authorised representative of the bidders is permitted to attend the bid opening schedule stated above. The representative should bring with them a letter of authority from the corresponding bidder, without which, they are not permitted to attend the bid opening.

VII. The college reserves the right to change the number of items to be procured as also their quantity.

VIII. The Principal reserves its rights to reject or accept wholly or partly the offer without assigning any reason(s). The Principal also reserves the right to cancel all Quotations without assigning any reason thereof.

IX. The decision for the placement of Order is at the sole discretion of the Principal. Once an order is placed, it will be non-transferable/ sublet/ or outsource by the successful bidder to any other firm or vendor.

X. Any dispute or disagreement will be interpreted and addressed under Indian Laws in the Hon'ble Courts of Delhi Jurisdiction only.

XI. Each bidder shall submit only one bid either by himself or as a partner in a joint venture. A bidder who submits or participates in more than one bid will be disqualified.

XII. Canvassing whether directly or indirectly, in connection with bids is strictly prohibited and the bids submitted by the bidders who resort to canvassing will be liable to rejection.

XIII. The college may ask the vendors for sample reviewing and demonstration free of charge and no obligation basis and reserves the right to reject before opening of the financial bids.

XIV. The successful vendors will have to provide their complete bank details in the prescribed proforma, in case the college desires to make the payment through ECS/RTGS.

XV. In case of any deviation from the tender specification or any misconduct, the firm will be held responsible and may lose the Earnest Money Deposit with additional penalty imposed.

XVI. No advance payment will be made. TDS applicable for professional services will be deducted.

XVII. In the event of non-execution of the order within the specified period, the Principal may impose a penalty of 0.5% per week and a maximum deduction of 10% of the total cost on the suppliers.

XVIII. Tender conditions,other than those stated above, sent along with your offer shall not be binding on the college.

XIX. While sending bids, the firm/company/s shall ensure that the terms/conditions mentioned in this document against which the bids are being given are acceptable to them.The vendor submitting an offer in the response of this enquiry is assumed to accept our terms and conditions stated above.

ANNEXURE 'A2'

a) The quantity of items to be printed may increase/decrease as per requirement.

b) The payment of increased/decreased no. of pages, size shall be made/deducted proportionately.

c) The Printer shall print all the items on the paper quality specified. In case the Printer uses the inferior quality of paper, the college can get it tested from the Mill/Govt. Lab. and a penalty on the total bill shall be imposed by the authority as deemed fit on the Press and disqualification for future empanelment with the college.

d) Printing Presses interested in undertaking the job are welcome to collect specimen copies printed during 2014-15. The specimen for 2014-15 may be collected from Section Officer (Administration) of the college on working days between 10.00 a.m. to 4.00 p.m.

e) The vendor will be provided data in a .doc/. docx/.txt format only.

f) All photographs are to be drum- scanned.

g) Vendor may be called for final design composition in the college.

h) The vendor should provide soft copy of the final document in the desired format.

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i) The vendor may be asked to provide one or two draft copy/copies of the task assigned.
j) The rate contract may be extended if performance is found to be satisfactory.

ANNEXURE 'B'

- Vendors should use the below mentioned formatted label on their respective sealed envelopes to avoid any confusion.

Envelope C: Quotation for the Rate Contract for the Purchase of College Printing Work		
Department of <>	Your Reference No:<> /Reply to Quotation on your website	Dated: <>
Envelope A/ B A:<Technical Bid> OR B:<Financial Bid>	**The Principal** **Bhaskaracharya College of Applied Sciences** **University of Delhi** **Sector-2, Phase I, Dwarka** **New Delhi- 110075**	Last Date and Time of Receiving the Quotation: <>\ 15/10/2015 1600 Hrs.
From: <Vendor Details>	Kind Attn: <Dr. Madhulika Bajpai, Convener>	

ANNEXURE 'C'

Technical Bid for the Rate Contract for the College Printing WorkFY 2015-16	
Name of the vendor	
Signature with Seal	
Contact Details with Mobile No and Email ID	
Authorize Dealing person details	
TIN/PAN/S.T. NO.	
Compliance with the terms and conditions mentioned in the tender document. Annexure A1 and A2	YES/ NO
Bid Security of INR 10000/- submitted (Details)	YES/ NO
Bank details of the vendor	
Account Number	
Bank Name	
Branch Name	
IFSC Code	

ANNEXURE 'D'

Financial Bid for the Rate Contract for the College Printing Work FY 2015-16	
Name of the vendor	
Signature with Seal	
Contact Details	

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Authorize Dealing person details	
Quoted Price attached as **Enclosure I** ***(All the pages of Enclosure I need to be signed and stamped at the time of submitting the bid. Quoted prices should be inclusive of all taxes etc.)***	YES/NO

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Enclosure I for the Financial Bid of Printing Work 2015-16

Item	Paper Quality (GSM)	Other Specifications	No. of inner Pages	Size (In Inches.)	No. of Copies	Quoted Unit Price (inclusive of all in `)	Quoted Price of Inc/Dec of additional b/w 4 Pages (inclusive of all in Rs)	Quoted Price of Inc/Dec of additional 4 color Pages (inclusive of all in Rs)
College Publication	130	(Multicolored laminated Cover/Title Page of 300GSM art card, with centre stich bindig)	40	8.5 X 11	200			
					201-500			
					501-1000			
					1001-1500			
				7.1 X 9.3	200			
					201-500			
					501-1000			
					1001-1500			

Item	Front Side Specification	Back Side Specification	Size (In Inches.)	No. of Copies	Quoted Unit Price (inclusive of all in ')	Quoted Unit Price if Back side contains Colored scanned photograph (inclusive of all in Rs)	Quoted Unit Price if Backside contains Bar Code (inclusive of all in Rs)
Plastic ID Cards Digital Print	Text with Colored Scanned Photograph and Signature	Black and White text	2.5 X 3.5	1-100			
				101-200			
				201-500			
				501-1000			
			2.6 X 3.6	100			
				101-200			

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Item	Paper Quality (GSM)	Other Specifications	No. of inner Pages	Size (In Inches.)	No. of Copies	Quoted Unit Price (inclusive of all in Rs)
Register	100	Black and White text, with hard board binding	100	13.5 X 17	200	
					201-500	
			100	10 X 15	200	
					201-500	
Register (T)	100	Multicolored sheeets with perforation, outercover with 300GSM	100	8.5 X 11	200	
					201-500	

Item	Paper Quality (GSM)	Other Specifications	Size (In Inches.)	No. of Copies	Quoted Unit Price (inclusive of all in Rs)
Certificate	300	Single Color Print	7.0 X 9.0	100	
				101-250	
				251-500	
		Four Color Print	7.0X 9.0	100	
				101-250	
				251-500	

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Item	Paper Quality (GSM)	Other Specifications	Size (In Inches.)	No. of Copies	Quoted Unit Price (inclusive of all in Rs)
Receipt Book	80	With serial number, Duplicate sheet in 60GSM in different color paper, in a pack of 100 with board binding	5.0 X 9.0	2000	
		With serial number, Triplicate sheet in 60GSM in different color papers, in a pack of 100 with board binding	5.0 X 9.0	2000	

Item	Specifications	No. of Copies	Quoted Unit Price (inclusive of all in Rs) on per sq. inch basis
Flex Banner	Standard Flex quality with possible 10X3, 7X3 or 5X3 sizes	1-5	
		6-10	
Cloth Banner	Standard Cloth banner quality with possible 10X3, 7X3 or 5X3 sizes	1-5	
		6-10	

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Item	Paper Quality (GSM)	Other Specifications	No. of Copies	Size (In Inches.)	Quoted Unit Price (inclusive of all in Rs.)
Envelopes	150	Item to be supplied including envelope (with or without window) with Printing	2000	9.0 X 4.0	
				11.0 X 5.0	
				12.0 X 10.0	
Forms	80	Text on both sides with or without performation slip in a pack of 100 each	2000		
				13.0 X 8.5	
Letter Head	120	Text, and items in a pack of 100 each	2000	12.0 X 8.0	
				6.0 X 9.0	
Voucher	60	Text, and items in a pack of 100 each with board support in each pack	5000	4.0 X 5.0	
				6.0 X 4.0	
File Cover	14 Kg Pulp sheet	Item to be supplied including standard File Cover (with green tags) with Printing	2000	14.0 X 11.0	
Note sheet	80, Light Green Color with margin	Text, and items in a pack of 100 each with board support in each pack	5000	8.5 X 14.0	
Slips	60	Text, and items in a pack of 100 each with board support in each pack. Three or Four equal parts with perforation and serial number	5000	8.0 X 10.5	
				8.0 X 14.0	

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Item	Paper Quality (GSM)	Other Specifications	No. of Copies	Size (In Inches.)	Quoted Unit Price (inclusive of all in Rs)
Hand bills (B/W)	80	Single color Print	1000	8.0 X 11.0	
				4.0 X 5.5	
Hand bills	160	Multi color Print	500	8.0 X 11.0	
			1000		
			500	4.0 X 5.5	
			1000		
Student Badges	200	Multi colored Print	50	4.0 X 5.0	
			100		
			150		
Poster (B/W)	170	Two color Print	1-25	18.0 X 23.0	
				11.5 X 16.5	
				8.0 X 11.0	
Poster	170	Four color Print	1-25	18.0 X 23.0	
				11.5 X 16.5	
				8.0 X 11.0	
Invitation Cards	200	Single color text with printed envelope on 100 GSM	250		
				4.0 X 5.5	

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