

SHIVAJI COLLEGE, UNIVERSITY OF DELHI
RAJA GARDEN, RING ROAD
NEW DELHI -110027

NOTICE

Date: 23-02-2017

INVITING TENDERS FOR PRINTING OF COLLEGE MAGAZINE

Sealed bids are invited from experienced, resourceful and bona- fide Printers on single stage two bid system for "**PRINTING OF COLLEGE MAGAZINE**". The sealed Tender super- scribed as "**PRINTING OF COLLEGE MAGAZINE**" along with technical and financial bid in separate envelope must reach the office by 08-03-2017 in the name of the **Principal, Shivaji College, Ring Road, Raja Garden, New Delhi – 110027.**


(Dr. Shashi Nijhawan)
Principal

SHIVAJI COLLEGE, UNIVERSITY OF DELHI
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2. **CRITICAL DATE SHEET as under.**

Date	Date and Time
Published Date	23-02-2017
Bid Submission Start Date	23-02-2017
Bid Submission End Date	08-03-2017
Technical Bid Opening Date	09-03-2017 (11.00 AM)

3. **Bid Submission:** Separate envelopes should be used for Technical and Financial Bids and indication to that effect may please be super- scribed on the envelopes.

NOTE :- Copy of Specimen available in the college office for specifications.

4. Tenderers/Contractors are advised to follow the following Technical conditions: - .
 - (a) Tender fee of Rs 200/- (Non- refundable) and Earnest Money of Rs. 5,000/- (Refundable without interest)- only in form of **Demand Draft/Pay Order** separately. The Demand Draft/Pay Order DD should be drawn in favour of “**The Principal, Shivaji College**”, payable at New Delhi.
Bidders are required to submit the details of Tender Fee and EMD payment.
 - (b) The firm’s profile with complete details duly signed.
 - (c) The firms should have valid PAN & VAT / Central Sales tax, Service tax Registration Number.
 - (d) Printers having an experience of working with the colleges of University of Delhi regarding a job of similar nature will be preferred.
 - (e) The firms who have already completed at least three similar Printing jobs of **value Rs. 2.00 Lakhs in** each contract in Govt., Semi Govt., Govt. Undertakings, and Govt. Autonomous Organizations/ Private Institutions will be selected.
 - (f) The firms shall provide a set of detailed working of **Printing work** with the Technical specifications and acceptance thereof (**Annexure –I of the tender**).
 - (g) The firms must provide experience certificate of last three years in table form along with proof.

- (h) The firm must have annual turnover for **Rs. 5 Lakhs** during immediate last three years.
- (i) An undertaking (self-certificate) that the **agency hasn't been blacklisted** by a Central / State/UT Government institution and there has been no litigation with any government department.
- (j) Undertaking that No near relative in the College.
- (k) Financial standing through latest I.T.R., of last 3 years.
- (l) Acceptance of other terms and conditions.
- (m) The firm must provide its Bank Details for online payment along with proof duly signed by Authorized Representative.

Other terms and Conditions:-

- i. The college may accept or reject any or all bids in part or in full without assigning any reason and does not bind itself to accept the lowest bid. The college at its discretion may change the quantity, upgrade the criteria, and drop any item or part thereof at any time before or after placement of the order.
- ii. The college also reserves the right of splitting the items within two or more contractors for placement of order.
- iii. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejections.
- iv. Payment terms: - Full and final payment will only be made after successful delivery at college within stipulated time of printed college magazines and submission of satisfactory report in this regard.
- v. The bidder shall remain valid for a period of 90 days from the date of work order.
- vi. The payment will be made to the firm at any Bank Account maintained in India by way of NEFT/RTGS/DD after deducting the TDS as applicable.
- vii. The quoted price shall be **INCLUSIVE** of DVAT, Service tax and all other taxes (if applicable).

Company Letter Head

Annexure –I

TECHNICAL SPECIFICATIONS

FOR PRINTING OF COLLEGE MAGAZINE

1. Paper Size – A4 Size.
2. Number of Copies – 2000 Copies.
3. Number of Pages in One Magazine – Colour – 40+ 4 (Cover) and B/W – 110 Pages.
4. Offset Printing – (4 Colour Printing) .
5. Paper Quality - 90 gsm (Text) and 350 gsm (Cover).
6. Binding should be perfect.
7. Soft Copy – One PDF (Final) .
8. Proof – 4 (Minimum) to be delivered in college.
9. Typing to be done in Hindi, English and Sanskrit .
- 10 . Photographs (supplied by college) and photography by the printer is to be incorporated .

Signature of authorized Representative

** Specimen copy available in the college for further specifications.

Company Letter Head

FINANCIAL BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,

Dear Sir/Madam,

I submit the Price Bid for **Printing of College Magazine** and related activities as envisaged in the Bid document.

I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

I offer to work at the rates as indicated in the Financial Bid, (Annexure -2) inclusive of all applicable taxes.

I hereby declare that price quoted in the Financial Bid are for the **Printing of College Magazine** as specified in the Technical Bid meeting all the specifications and parameters of Technical Specifications as given in the Tender Document.

Yours Faithfully,

Signature of authorized Representative

Company Letter Head

FINANCIAL BID

Sl. No.	DESCRIPTION		
		Quantity	Firm Price (INR) (To be filled in by Bidder Total Price)
1.	Printing of College Magazine , as per Technical Specifications in the (Annexure I) Technical Bid Document on Firm Price basis inclusive of all taxes and levies , direct and indirect expenses , and without any escalation.	2000 Copies	INR in figures..... INR in Words INR in figures..... INR in Words
2.	For extra text page	If required .	INR in figures..... INR in Words

1. The rates shall be quoted in Indian Rupee only.
2. The rates will be inclusive of all taxes fees, levies, etc. and any revision in the statutory taxes, fees, etc
3. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
4. The above quoted price shall be inclusive of editing and incorporation of photographs.
5. The quoted rates shall remain same throughout the tenure of the contract and no revision is permissible for any reason.

Authorized Signatory
(Signature of the Authorized Person)

CHECK LIST OF DOCUMENTS TO BE SUBMITTED WITH TECHNICAL AND FINANCIAL BID.

Bidder is required to fill-up this checklist and enclose along with the envelope containing the Technical Bid.

Sl.	Item Description	Yes/No	Bid Reference
1.	Tender Fee Deposited		DD No. _____
2.	Earnest Money Deposited		DD No. _____
3.	Tender Acceptance Letter		
4.	Letter of authorization to submit bid.		
5.	Duly authenticated proof of items mentioned in the Technical conditions Point 4 (b) to (k) of Tender document		
6.	Financial Bid Undertaking		
7.	Financial Bid		