

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

**NOTICE INVITING TENDERS**

1. Sealed bids are invited from experienced, resourceful and bonafide firms on single stage two bid system for **“Printing of College Magazine”**. The sealed Tender superscribed as **“Tender for Printing of College Magazine”** along with technical and financial bid in separate envelope must reach the office in the name of the Principal, Shivaji College, Ring Road, Raja Garden, New Delhi – 110027

2. **CRITICAL DATE SHEET as under.**

Date	Date and Time
Published Date	06.01.2018
Bid Submission Start Date	06.01.2018 03.00 PM
Bid Submission End Date	31.01.2018 03.00 PM
Financial Bid Opening Date	06.02.2018 11.00AM

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

4. Tenderer/Contractor are advised to follow the following Technical conditions: - .

- (a) Tender fee of Rs 1000/- (Non- refundable) and Earnest Money of Rs. 10,000/- is to be deposited in the form of **Demand Draft in favor of Principal, Shivaji College, New Delhi**
- (b) The firm’s profile with complete details duly signed.
- (c) The firms should have valid statutory numbers.
- (d) The firms who have already completed atleast three similar work of **value Rs. 1.00 Lakh in** an each contract in Govt., Semi Govt., Govt. Undertakings, and Govt. Autonomous Organizations / Institutes will be selected.

**OR**

The firms must provide experience certificate of last three years in table form along with proof.

**OR**

The firm must have annual turnover for **Rs. 5.00 Lakhs** for similar kinds of business during immediate last three years and must submit Financial standing through latest I.T.R./ Annual report (balance sheet Profit & Loss Account) of last 3 years.

- (e) The firms shall provide a set of detailed working of **Printing of College Magazine** with the Technical specifications and acceptance thereof (**Annexure –I of the tender**).

(f) 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.

(g) No near relative certificate.

(h) Acceptance of other terms and conditions.

**Other terms and Conditions:-**

- i. The institute 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 institute 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 Institute 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: Payment will be made ONLY after successful Supply of College Magazine.
- v. The bidder shall remain valid for acceptance for a period of 180 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 after deducting statutory taxes as applicable.
- vii. The quoted price shall be **inclusive** of all taxes by whatever name called.

  
(Dr. Shashi Nijhawan)  
Principal

# COMPANY LETTER HEAD

Annexure –I

## TECHNICAL SPECIFICATIONS

1. Paper size : A4
2. Number of copies: 1000
3. Number of pages per magazine: 40 Coloured pages + 4 Coloured pages for Cover + 110 B/W pages
4. Offset Printing: (4 colour printing)
5. Paper Quality: 90 gsm (inside pages) + 350gsm (Cover)
6. Binding: Perfect Binding
7. Soft Copy: 1 PDF (Final)
8. Proof: 4 to be delivered in college
9. Typing and basic editing to be done in Hindi, English and Sanskrit
10. Photographs (supplied by the college) and photography by the printer are to be incorporated.

# 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.

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

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

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

Yours Faithfully,

Signature of authorized Representative

# COMPANY LETTER HEAD

(Annexure -2)

## FINANCIAL BID

Sl. No.	DESCRIPTION	Firm Price( INR) (To be filled in by Bidder)	
		Quantity	Total Price
1.	Printing of College Magazine , as per technical specifications in the (Annexure 1) technical bid document on firm price basis inclusive of GST and direct and indirect expenses and without any escalations.	1000/- (One Thousand Copies)	INR in figures..... INR in Words .....
2.	For Extra Pages	If Required (Per Page)	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 (by whatever name called) and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.
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 payment will be made to the firm at any Bank Account maintained in India by way of NEFT/RTGS after deducting the TDS as applicable.
5. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

Authorized Signatory  
(Signature of the Authorized Person)