

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 Prospectus for Academic Session 2017-18**”. The sealed Tender superscribed as “**Tender for Printing of College Prospectus for Academic Session 2017-18**” 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	22.04.2017
Bid Submission Start Date	24.04.2017
Bid Submission End Date	19.05.2017(3.00 PM)
Financial Bid Opening Date	25.05.2017 (11.00 AM)

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

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

(a) Tender fee of Rs 200/- (Non- refundable) and Earnest Money of Rs. 10,000/- is to be deposited through Demand Draft in favour of Principal, Shivaji College, payable at New Delhi.

(b) The firm’s profile with complete details duly signed.

(c) The firms having credential of printing work of this tender will be selected. The firms should have valid PAN & VAT / Central Sales tax, Registration Number.

(d) The firms who have already completed atleast three similar work of **value Rs. 1 Lakh in** an each contract in Govt., Semi Govt., Govt. Undertakings, and Govt. Autonomous Organizations / Institutes will be selected.

OR

The firm must have annual turnover for **Rs. 2 lakh/-** during immediate last three years.

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

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

- (g) 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.
- (h) No near relative certificate.
- (i) Financial standing through latest I.T.R.of last 3 years.
- (j) 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: - Full and final payment will only be made after successful installation of computer server and on submission of working satisfactory report in this regard.
- v. The bidder shall remain valid for acceptance 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 after statutory deduction as per applicable laws.
- vii. The quoted price shall be inclusive of VAT, Sales Tax, Income tax, Excise Duty, Service tax and all other taxes (if applicable).



COMPANY LETTER HEAD

Annexure –I

TECHNICAL SPECIFICATIONS

1. **Paper Size:** A4
2. **Number of pages:** 55-60 (approximately)
3. **Colour pages:** All
4. **Copies:** 2600 (including 1 Admission Form + 1 Undertaking in each copy)
5. **Thickness:** 300 gsm (Cover) and 170 gsm (Inside pages)
6. **Proof:** At least 4 to be delivered at the college
7. **Soft copy:** 1 PDF (Final)
8. **Binding:** Perfect (Photographs to be incorporated)
- 9: **Photographs:** The printer should provide a photographer to take high resolution candid photographs around the college campus for incorporating in the prospectus

COMPANY LETTER HEAD

FINANCIAL BID UNDERTAKING

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

To,

Principal
Shivaji College
University of Delhi

Dear Sir/Madam,

I submit the Price Bid for **Printing the College Prospectus** for the Academic Session 2017-18 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 College Prospectus for the academic year 2017-18 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

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(Annexure -2)

FINANCIAL BID

Sl. No.	DESCRIPTION	Item Quantity	Firm Price(INR) (To be filled in by Bidder)	
			Price For One	Total Price
1.	Complete Scope of Printing the College Prospectus. as per Technical Specifications (Annexure I)	2600	INR in figures..... INR in Words	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 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 statutory deduction as per applicable laws.
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)