

NOTICE INVITING TENDERS
(NATIONAL COMPETITIVE BIDDING)
SHIVAJI COLLEGE, UNIVERSITY OF DELHI
RING ROAD, RAJA GARDEN
NEW DELHI -110027

1. **Online bids are invited on single stage two bid system for “Rate Contract for Printing and Supply of Pamphlets/ Posters/ Certificates/ Flex/ Banner etc”. Manual bids shall not be accepted.**
2. **Document Download: Tender documents may be downloaded from Shivaji College, University of Delhi web site <http://www.shivajicollege.ac.in/tender.php> and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.**

CRITICAL DATE SHEET

Published Date	As per CPPP
Bid Document Download	As per CPPP
Bid Submission Start Date	As per CPPP
Bid Submission End Date	As per CPPP
Technical Bid Opening Date	As per CPPP

3. **Bid Submission:**

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.

Tenderer/Contractor are advised to follow the instructions “Instructions To Bidder for Online Bid Submission” provided in the Annexure “Rate Contract for Printing and Supply of Pamphlets/ Posters/ Certificates/ Flex/ Banner etc” for online submission of bids - .

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4. 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 rejection.

5. The college has discretion to relax any of the condition mentioned in tender document and/or increase any criteria to short list the bidders during scrutiny of tender.

6. Tenderer who has downloaded the tender from the Shivaji College, University of Delhi website <http://shivajicollege.ac.in/Staffctrl/Tender> and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> , <https://eprocure.gov.in/epublish/app> **shall not tamper/modify the tender form including downloaded price bid template in any manner.** In case if the same is

found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with Shivaji College .

7. Intending tenderers are **advised to visit again** Shivaji College website <http://www.shivajicollege.ac.in/> and **CPPP website** <https://eprocure.gov.in/eprocure/app> **regularly till closing date of submission** of tender for any corrigendum / addendum/ amendment.

8.Applicant contractor must provide demand draft for Rs 2000/- (Rupees Two thousand only) in favour of **Principal, Shivaji College, payable at New Delhi** from any Nationalized/ scheduled Bank valid for six months with their application/downloaded tenders as the cost of tender forms/ documents. The all applicable bank charges shall be born by the applicant and he shall not have any claim what so ever on this account on Government. In case of re- tendering, the firms which has submitted the DD in earlier calls will require to submit DD along with their tender/application in subsequent calls also. Tender not accompanied with the cost of tender documents is liable to be rejected. However, public sectors undertaking / Govt undertaking firms are exempted from the payment towards cost of tender documents.

EMD Payment:

Earnest Money Deposit **of Rs 20,000/-** is to be deposited through Demand Draft in favour of Principal, Shivaji College, payable at New Delhi. Bidders are required to submit the details of EMD payment at the time of Bid Preparation.

Micro and Small enterprises (MSEs) Units registered with NSIC under their Single Point Registration Scheme for the goods/services at NSIC are exempted from furnishing the Bid Security deposit/ EMD/Tender fee. They should furnish with the Bid (offline) a Notarized copy of the valid registration certificate issued by NSIC in their favors, for the goods/services covered under this Tender document. No other bidders are exempted from furnishing Bid Security/ EMD as mentioned above

9_The **Hard Copy of original instruments** in respect of cost of tender document, earnest money, original copy of ITRs, and Audit Reports(last three years) must be delivered to the **Principal, Shivaji College, Ring Road, Raja Garden, New Delhi – 110027 on or before bid opening date/time as mentioned in critical date sheet.** Tenderer shall likely to be rejected for non-submission of original payment instrument like DD,etc., against the submitted bid. The Demand Draft attached/submitted for tender fee shall be non refundable.

10. The bidders should have the minimum average turnover of **Rs 5 lacs** each in the last 3 financial years (2021-22, 2022-23 and 2023-24) in the same field. Certificate from Chartered Accountant for supporting the same shall be submitted

OR

The Bidders should have **at least three completed similar nature of contract of value Rs. 50,000 in** a single contract in Govt., Semi Govt., Govt. Undertakings, and Govt. Autonomous Organizations / Institutes. Relevant proof for supporting (like MOU, work order etc) the above shall be submitted.

AND

The Bidders should submit for the three years audit report, ITR and EPF & ESI challan for last six months. **(Hard copy to be submitted before closing date)**

11. Bids will be opened as per date/time as mentioned in the Tender Critical Date Sheet. After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated latter

12. **Panel validity** : - The College will prepare panel for lowest three bides for **Rate Contract for Printing and Supply of Pamphlets/ Posters/ Certificates/ Flex/ Banner etc**” In case of unsatisfactory service, **Rate Contract for Printing and Supply of Pamphlets/ Posters/ Certificates/ Flex/ Banner etc**” contract will be award to next bidder. The panel will be valid for two years for award any part of contract. In case of tie between two or more bidders, then decision of Principal will be final on recommendations of development committee after recording reasons in writing.

13. **Security** :- Rs.20,000/- as security deposit (Performance Guarantee) to be deposited before singing of agreement and refundable after the expiry of contract and no interest shall be payable on it. This may be adjusted in case of any dues / damages/penalty are reported during the tenure of contract period

14. **Period** :- Initially, **Rate Contract for Printing and Supply of Pamphlets/ Posters/ Certificates/ Flex/ Banner etc**” contract will be awarded for two months w.e.f. 01.08.2024. Agreement will be signed for one year after two months on satisfactory report of development committee and approved by Principal.

15. **Penalty** :- In case of non-compliances of any terms & conditions mentioned in tender documents, penalty may be imposed from 20% to 100% of particular job.

16. **Extended** :- The agreement may be extended upto two years by Principal after satisfactory service report by development committee on same terms and condition.

17. The bidder must have its registered office in Delhi State, Address Proof of the same shall be submitted.

18. Other terms & conditions shall be mutually decided with the bidder at the time of finalization of contract.


PRINCIPAL


SUBMISSION OF TENDER

The tender shall be submitted online in two part, viz., technical bid and price bid.

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

TECHNICAL BID

The following documents are to be furnished by the Contractor along with **Technical Bid** as per the tender document:

- 1) Signed and Scanned Copy of Tender fee and EMD.
- 2) Signed and Scanned copy of GST certificate, PAN No. and address proof of registered office.
- 3) Signed and Scanned Copy of Incorporation certificate shall be submitted. (Like partnership deed in case of partnership firm, Memorandum and Article of Association in case of limited company, ownership certificate in case of sole of proprietary firm and Power of Attorney in favour of authorized signatory in case the firm is not a proprietary firm, Registration certificate /Trade licence certificate/ Enlistment certificate / Incorporation certificate in any Govt. deptt. / Statutory body / PSU).
- 4) Signed and scanned copy of supporting documents of the point 10 as per indicating in NIT.
- 5) Signed and Scanned copy of Tender Acceptance Letter (**Annexure-I**) and Technical data sheet (**Annexure –II**)
- 6) Signed and Scanned Copy of An Undertaking as per attached Format duly attested by Notary on a non-judicial stamp paper of value of Rs.100/- (Rupees One Hundred Only) regarding their non-blacklisting by any of the Govt. Departments, Public Sector Undertakings and/or by Central Vigilance Commission during the last three years.

PRICE BID

- (a) Price bid undertaking
- (b) Schedule of price bid in the form of BOQ_XXXX .xls

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder)

To,

The Principal

Shivaji College, University of Delhi

Ring Road, Raja Garden

New Delhi -110027

Dear Sir/Madam,

I submit the Price Bid for **Rate Contract for Printing and Supply of Pamphlets/ Posters/ Certificates/ Flex/ Banner etc** 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 III inclusive of all applicable charges by whatever name called.

Yours Faithfully,

Signature of
authorized
Representative:

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

Date:

**To,
The Principal,
Shivaji College, University of Delhi
Raja Garden, Ring Road
New Delhi - 110027**

Sub: Acceptance in respect of Terms & Conditions of Tender Document of “Rate Contract for Printing and Supply of Pamphlets/ Posters/ Certificates/ Flex/ Banner etc”

Ref: NIT NO-Dt.

Sir,

- i. I/We have downloaded the tender document(s) for the above mentioned ‘Tender/Work’ from the web site <http://eprocure.gov.in/eprocure/app> .
- ii. I/We hereby certify that I/We have read all the terms and conditions of tender document (including all annexure(s), schedule(s), drawing(s), etc.), which shall part of the contract and I/We shall abide hereby all terms & conditions contained therein.
- iii. The Corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
- iv. I/We hereby unconditionally accept all the terms and Conditions of above mentioned tender document and corrigendum(s) as applicable.
- v. In case fail to upload any documents in technical bid or any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject my bid including the forfeiture of earnest money deposit.
- vi. I/We confirm that our bid shall be valid up to 120 days as mentioned in this tender document from the date of opening of cover-1, Techno-commercial Bid.
- vii. I/We hereby certify that all documents have been uploaded as mentioned in NIT.
- viii. I/We hereby certify that all the statements made and information supplied in the enclosed Annexures and additional data etc. furnished herewith are true and correct.
- ix. I/We have furnished all information and details necessary for demonstrating our qualification and have no further prominent information.
- x. I/We understand that you are not bound to accept the lowest or any bid you may receive.
- xi. I/We certify that comply with the eligibility requirements as per Bid documents.
- xii. I / We do hereby declare that there is no criminal legal suit pending or contemplated against us.**

Seal and Sign of Agency

**Name:
Address:**

COMPANY LETTER HEAD

FINANCIAL BID

S. No	Item Description	Rate to be	Minimum Order	Rs.
1.	Flex Board with Iron Frame Multi Colour printing of black back flex 13 ohms, fixing on 1” MS pipe frame with self- supporting stand.	Per sq.ft.	As per Requirement	
2.	Flex Board only Multi Colour printing of black back flex 13 ohms, fixing on College frame and with self- supporting Stand.	Per sq.ft.		
3.	Flex Board with Wooden Frame Multi Colour printing of black back flex 13 ohms, fixing on wood frame with self-supporting stand.	Per sq.ft.		
4.	Cloth Banners Text & Logo Multi Colour printing on Cloth	Per sq.ft.		
5.	Pamphlets (Size: A4) Multi Colour Digital Printing on both side 170 gsm gloss paper with both side laminations.	Per Pamphlet		
6.	Posters			
a	Size:12”x18”	Per poster		
b	Size:13”x19”	Per poster		
c	Size:13”x24”	Per poster		
7.	Certificates (A4 size)	Per Certificate		
8.	Coupons (A4 size)	Per sheet		
9.	Badges Card -Multi colour digital print on 300 gsm paper Pouch (card case) - B4 Size with 1” Broad Neck Stripe	Per Badges		
10.	Identity card with customized printing (ISO/IEC 14443A Mifare passive contactless 1Kb memory card to work with the offered RFID system for membership/ patron using standard protocol of NCIP for Read/ Write/ Rewrite.	Per card		
11.	Stainless Steel (SS) Name Plate with Engraving	Per sq. inch		
12.	Stainless Steel (SS) Name Plate without Engraving	Per sq. inch		
13.	ACP Sheets / Name Plate	Per sq.ft.		
14.	Vinyl Sheets with Multi-color Print	Per sq.ft.		
15.	Sun Board with Multi-color Print	Per sq.ft.		

1. The rates shall be quoted in Indian Rupee only.
2. The rates will be inclusive of all statutory taxes, fees, levies, cartage, other cost by whatever name called 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 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)