

# CENTRAL UNIVERSITY OF RAJASTHAN

(Established by an Act of Parliament 2009)



**Tenders are invited from experienced and well established printers and /or printers empanelled with the Directorate of Printing, Govt. of India, under 'A' Class Offset Printers for Printing of Annual Report and Annual Accounts & Audit Report of Central University of Rajasthan for the year 2015-16**

For details visit: [www.curaj.ac.in](http://www.curaj.ac.in)

**Last date for submission of tender is 14<sup>th</sup> October, 2016 upto 14.30 hours**

NH-8, Jaipur-Ajmer Highway, Bandarsindri, Distt. Ajmer- 305817

E-mail: [registrar@curaj.ac.in](mailto:registrar@curaj.ac.in)

Tele: 01463-238756

	<b>राजस्थान केन्द्रीय विश्वविद्यालय</b> राष्ट्रीय राजमार्ग सं. 8, बांदरसिंदरी, जिला अजमेर-305817 Tel: 01463-238756, Website: <a href="http://www.curaj.ac.in">www.curaj.ac.in</a>
CURAJ/R/F.82/2016	Date: 30.09.2016
<b>सीमित निविदा की तिथि बढ़ाने हेतु</b>	
विश्वविद्यालय प्रतिष्ठित व अनुभवी मुद्रकों से "विश्वविद्यालय वार्षिक प्रतिवेदन व वार्षिक लेखा एवं लेखा परीक्षा प्रतिवेदन 2015-16" की छपाई हेतु निविदा आमंत्रित करता है। इच्छुक आवेदक मुहरबंद लिफाफे में पूर्ण रूप से भरी हुई निविदा अधोहस्ताक्षरी के कार्यालय में दिनांक 14.10.2016 को दोपहर 2.30 बजे तक भेज सकते हैं। प्राप्त निविदाएं उसी दिन दोपहर 3.00 बजे निविदादाताओं की उपस्थिति में खोली जाएंगी। विस्तृत जानकारी विश्वविद्यालय वेबसाइट <a href="http://www.curaj.ac.in">www.curaj.ac.in</a> पर उपलब्ध है।	
<b>कुलसचिव</b>	



# Central University of Rajasthan

NH-8, Bandarsindri, Distt. Ajmer – 305817

Tel: 01463-238756, E-mail: info@curaj.ac.in, Website: www.curaj.ac.in

## **Tender for Printing of Annual Report and Annual Accounts & Audit Report of Central University of Rajasthan for the year 2015-16**

### **Invitation to bid:**

1. Central University of Rajasthan invites sealed bids in two bid system for printing of its Annual Report & Annual Accounts and Audit Report 2015-16 from experienced and well established printers and/or printers empanelled with the Directorate of Printing, Govt. of India, under 'A' Class Offset Printers (copy of the Certificate issued by the Directorate of Printing to be enclosed along with the bid).
2. The Technical Bid (Annexure I) and the financial bid (Annexure II) should be sealed by the bidder/service providers in separate covers duly super scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed. The outer envelope must be super scribed "Tender for printing of Annual Report & Annual Accounts and Audit Report 2015-16."
3. The quotation in a sealed cover should be delivered on the University address by 2:30 PM on 14<sup>th</sup> October, 2016. The quotations received after the date and time mentioned shall not be entertained.
4. The Tenders received through fax / e-mail or received late due to postal delay etc. will not be accepted. The parties have to ensure the receipt of bids well in time.
5. The quotations will be opened at 1500 Hours on the same day in the presence of the representatives of the bidders. The financial bids of only the technically qualified offers will be opened for further evaluation.

### **Tender Fee:**

The tender fee of Rs 1000/- (Rupees One Thousand only) in the form of DD in favour of "Central University of Rajasthan" payable at Bandarsindri/Kishangarh should be attached with the Technical Bid / quotation without which, the offer would not be considered.

### **Earnest Money Deposit:**

1. An earnest money of Rs. 5,000/- (Rupees Five Thousand only) in the form of DD in favour of "Central University of Rajasthan" payable at Bandarsindri/Kishangarh is to be attached along with the Technical Bid / quotations failing which the quotation will not be considered. The EMD of the unsuccessful bidders will be returned after the award of the contract. No interest will be payable by the University.
2. If the successful bidder fails to provide the service in the prescribed time after the confirmed orders, the Central University of Rajasthan, Bandarsindri has full right to forfeit the earnest money deposited with the university.
3. The Earnest Money will be forfeited in the following cases:
  - i. When Tenderer withdraws or modifies the offer after opening of tender (Technical/ Financial bid).
  - ii. When the Tenderer does not deposit the performance security money after the purchase order is given
  - iii. When the Tenderer fails to supply the material as per purchase order within the prescribed period.
  - iv. When information/certificate/document furnished is found false at any stage.

### **Selection of Vendor:**

1. The bidder should have its own printing facility & established in field & having experience for a Minimum of 3 years as on March, 2016.
2. The bidder should have an average annual turnover of Rs. 25 lakhs and above in the last three completed financial years.
3. The bidder firm must be registered with the Sales Tax / Value Added Tax authorities and the supporting documents for the same have to be attached. PAN & Service Tax registration certificate/copy is to be provided.
4. Proof of certificate for Turnover is required to be submitted with the tender (CA certificate or copy of the Audited Annual Accounts)

5. Bidders should provide a brief profile of their work experience for the last three years along with the relevant samples of the similar work done earlier.
6. Selection of a firm for award of the Contract will only not be made solely on the basis of lowest rates quoted by the tenderer. Previous experience/performance, latest machines/manpower, office location etc. will also be considered while evaluating the Technical Bid (these details may be furnished along with the bid).
7. The University will have the right to reject any/all offer(s) without assigning any reason thereof.
8. Financial bid will be opened to only those bidders, who will be declared qualified on the aforesaid (Selection of bidder) parameter.

#### Scope of work:

1. Printing of Annual Report & Annual Accounts and Audit Report for the year 2015-16 as per the following specifications:

S. No.	Description	Printing of Annual Report 2015-16	Printing of Annual Accounts and Audit Report 2015-16
1	<b>Quantity</b>	<ul style="list-style-type: none"> <li>• 350 copies (English)</li> <li>• 150 copies (Hindi)</li> </ul>	<ul style="list-style-type: none"> <li>• 80 copies (English)</li> <li>• 60 copies (Hindi)</li> </ul>
2	<b>No. of Pages</b>	<ul style="list-style-type: none"> <li>• 175 to 200 pages approx. (for each English copy)</li> <li>• 175 to 200 pages approx. (for each Hindi copy)</li> </ul>	<ul style="list-style-type: none"> <li>• 120 pages approx. (for each English copy)</li> <li>• 120 pages approx. (for each Hindi copy)</li> </ul>
3	<b>Finished size (offset printing)</b>	8.5"x11"	8.5"x11"
4	<b>Mode of Printing</b>	Multi-Coloured	Multi-Coloured
5	<b>Paper (Cover)</b>	Imported recyclable certified art paper 250 GSM, Mat finished with UV coating lamination	Imported recyclable certified art paper 250 GSM, Mat finished with UV coating lamination
6	<b>Paper (inside)</b>	Imported recyclable, certified art paper 100 GSM	Imported recyclable, certified art paper 100 GSM
7	<b>Binding</b>	Perfect Binding	Perfect Binding

2. Approved matter for the printing including photographs will be provided by the University. However, the University will not supply the paper.
3. The tasks are as follow:
  - a. Setting / Designing of the cover page.
  - b. Designing content layout of inside pages.
  - c. Composing, Setting, Processing and Proof Reading.
  - d. Printing and Binding the Report with gloss/matt lamination of cover pages.
  - e. Soft copy (in PDF and Word format) of the Final Report in Hindi and English.
  - f. Packing and Delivery at Central University of Rajasthan, NH-8, Bandarsindri, Distt. Ajmer-305817.
  - g. Three alternative tentative designs for the cover page and inner layout of Annual Report and Annual Accounts & Audit Report 2015-16 to be submitted at the time of submitting the tender. However, all submitted designs will be the property of the University.
  - h. Scanning, composing, cutting, pressing and all related works.
  - i. To provide three sets of print proof in Hindi and English in colour.

#### Instructions to bidders:

1. While quoting the rates, the bidders should keep in mind that they have to quote **an all-inclusive rate** which should include cost of paper, complete printing with designing and printing of the cover page, photo scanning, planning layout, composing, setting, processing, binding, gloss/matt lamination of cover pages, packing and delivery to office of Central University of Rajasthan, NH-8, Bandarsindri, Jaipur-Ajmer Highway, District Ajmer-305817.
2. Bidders may clearly indicate in their bid whether the rate quoted is inclusive or exclusive of sales tax/VAT. If the quoted rate are exclusive than VAT / Sales Tax / other charges should be shown separately.
3. The bidder should also indicate cost of printing per page excluding cover for modifying the cost per copy, if the number of projected pages is reduced or increased at a later stage.

4. The bids submitted by the bidders should be valid for a period of 90 days from the date of opening of tender.
5. Samples of the paper to be used should be sent along with the quotations.
6. The price quoted should be valid for one year. The University, based on programme requirements could increase or decrease the order quantity. The University at its discretion may decide not to go ahead with some of the items listed in table above.
7. The total printing shall be undertaken in Hindi or English or both.
8. The Central University of Rajasthan reserves the right to accept / reject / select more than one suppliers and to annul the bidding process of any or all bids at any time prior to award of contract without thereby incurring any liability to the affected bidders.
9. The tender will be evaluated by a Committee formed by Central University of Rajasthan and their decision is final in this regard.
10. This contract is governed by the laws of Republic of India and shall be subject to the exclusive jurisdiction of the courts in Ajmer/Jaipur.

**Performance Security:**

1. After acceptance of the tender the same will be communicated to the successful tenderer, Performance Security equivalent to 5% of the value of the order will have to be furnished by supplier. Performance Security may be furnished in the form of an Account payee Demand Draft or Bank Guarantee from a Nationalized Bank in an acceptable form safeguarding the purchaser's interest in all respects within a week from the date of acceptance of the tender.
2. The security should be valid till the contract is over or six months, whichever is later, the same will be refunded (without interest) after successful execution of the order.

**Delivery period:**

15 days from the date of handing over the approved matter for printing. This period will also cover the approval of cover pages, page layouts and other 3 designs for which the printer has to coordinate with the University on day to day basis and get them approved. However, the time taken by the University in approving the matter will not count towards this delivery period. In case of delay on the part of the University in providing the approvals the time of delivery will be extended by equal number of days.

**Payment Terms:**

Payment will be made within 30 days of the delivery of the acceptable printed Annual Report & Annual Accounts Audit Report subject to the fulfillment of all contractual obligations to the entire satisfaction of the University. The University would be compelled to forfeit partially or in full the performance security deposit due to non-completion of work, partially or in full.

**Liquidated damages and penalty:**

In the event of failure of the contractor to deliver the acceptable printed Annual Report 2015-16 within the delivery period, the University shall have the right to recover the liquidated damage/penalty @ 2% per week of the contract value, subject to maximum 10% of total value beyond which supply order may be cancelled & bidder will be liable for all subsequent consequences including forfeiture of EMD etc.

Certified that I/we have read and understood the implication of the full terms and conditions for bidding as contained in the aforesaid Invitation to bid.

**Signature & Seal of the Bidder**

**TECHNCIAL BID****Application Proforma for Printing of Annual Report  
& Annual Accounts and Audit Report 2015-16**Passport size  
Photograph of  
bidder

<b>S. No.</b>	<b>Particulars</b>	<b>Details</b>	<b>S. No. of relevant enclosures</b>
1.	Name of the Proprietor/Partners		
2.	Type of firm: Propriety/Private/Private Ltd./MNC/ Cooperative/Govt. undertaking		
3.	Full Postal Address		
4.	Telephone Number		
5.	E-mail		
6.	PAN Number (attach Photocopy of Pan Card)		
7.	TIN Number (if any)		
8.	Year of starting of manufacturing		
9.	Educational Qualification, if any & any other relevant information		
10.	Details of DD submitted as Tender Fees of Rs. 1000.00	DD No. _____ Date _____ Issuing Bank _____	
11.	Details of DD submitted as Earnest Money of Rs. 5000.00 (refundable in case of unsuccessful bidder)	DD No. _____ Date _____ Issuing Bank _____	
12.	Total Annual Turn-over (value in Rupees) of Financial year (2013-2014), (2014-2015) & (2015-2016) (CA audited copy of the Annual accounts or certificate of turnover issued by Chartered Accountant)		
13.	Has the firm ever been debarred / blacklisted by any Govt. Organization/Dept.? If "yes" the details thereof.		
14.	Quality control arrangement details a. List of Equipment/Machinery (Self certified) b. For incoming materials and bought-out components c. For process control d. For final product evaluation		
15.	Details of staff a. Technical                      b. Skilled                      c. Unskilled		
16.	Past supply details for 3 years (major orders only).		
17.	Whether similar job work undertaken in the past, if so details & samples. a. Customer    b. Quantity supplied    c. Year		
18.	No. of samples enclosed: (Please submit at least two samples of jobs executed during each of the last two financial years. Each job should value Rs. 2 lakh or above preferably for Govt. agency.		
19.	Samples of similar work which the bidder is interested in supplying should be attached.		
20.	Names of two references with contact No.	1. 2.	
21.	Any other information / Remarks		

**Note:** All the following details shall relate to the printers/ firm for the items quoted for.

Certified that the information furnished above is correct to the best of my knowledge, if any information furnished above is found to be false at a later date, I shall be liable for any action to be taken by the authorities of University including forfeiture of the security deposit amount. The terms and condition or acceptable to me/us.

Date:

Place:

Signature and seal of the bidder

**FINANCIAL BID**

(To be enclosed in separate sealed cover)

<b>S. No.</b>	<b>Particulars of Jobs</b>	<b>Cost per page</b>
1	<b><u>Annual Report 2015-16</u></b> Setting / Designing of the cover page / contents layout / printing / perfect binding: a. 500 copies (approx.) (English 350 and Hindi 150) b. 175-200 pages approx. (for each English and Hindi copy) c. Size: 8.5"x11" d. Multi Coloured e. <b>Cover page:</b> Imported recyclable certified art paper 250 GSM, Mat finished with UV coating lamination f. <b>Inside pages:</b> Imported recyclable certified art paper 100 GSM, art paper g. Perfect Binding	
1	<b><u>Annual Accounts &amp; Audit Report 2015-16</u></b> Setting / Designing of the cover page / contents layout / printing / perfect binding: a. 140 copies (English 80 and Hindi 60) b. 120 pages approx. (for each English and Hindi copy) c. 8.5"x11" d. Multi Coloured e. <b>Cover page:</b> Imported recyclable certified art paper 250 GSM, Mat finished with UV coating lamination f. <b>Inside pages:</b> Imported recyclable certified art paper 100 GSM, art paper g. Perfect Binding	
1	Vat (if any)	

Signature and seal of the bidder

**Note:**

- i. All rates quoted should be inclusive of all taxes & charges (including delivery charges as the documents are to be delivered at Central University of Rajasthan, Bandarsindri by the printer).
- ii. The bidder should indicate cost of printing per page.
- iii. The firm will be expected to keep complete inputs/processing material for minimum of six months for possible re-prints.
- iv. The firm will submit the soft copies of all designs and formatted text/layout (final printed version) in CD in specified format to Central University of Rajasthan.
- v. All fields are mandatory and rates should be quoted as instructed.

Signature and seal of the bidder