

निविदा सूचना / Tender Notice



राजस्थान केन्द्रीय विश्वविद्यालय

राष्ट्रीय राजमार्ग सं. 8, बांदरसिंदरी, जिला अजमेर-305817
Tel: 01463-238755, Website: www.curaj.ac.in

CURAJ/R/F.92/2017/2020

Date: 16.08.2017

निविदा सूचना

विश्वविद्यालय प्रतिष्ठित व अनुभवी मुद्रकों से "विश्वविद्यालय वार्षिक प्रतिवेदन व वार्षिक लेखा एवं लेखा परीक्षा प्रतिवेदन 2016-17" की छपाई हेतु निविदा आमंत्रित करता है। इच्छुक आवेदक मुहरबंद लिफाफे में पूर्ण रूप से भरी हुई निविदा अधोहस्ताक्षरी के कार्यालय में दिनांक 30.08.2017 को दोपहर 2.00 बजे तक भेज सकते हैं। प्राप्त निविदाएं उसी दिन दोपहर 3.00 बजे उपलब्ध निविदादाताओं की उपस्थिति में खोली जाएंगी। विस्तृत जानकारी विश्वविद्यालय वेबसाइट www.curaj.ac.in तथा CPP Portal: eprocure.gov.in पर उपलब्ध है।

कुलसचिव

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

E-mail: registrar@curaj.ac.in



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 2016-17

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 2016-17 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 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 2016-17."
3. The quotation in a sealed cover should be delivered on the University address by 02:00 PM upto 30th August, 2017. The quotations received after the date and time mentioned above 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 bidder has to ensure the receipt of bids well with in time.
5. The quotations will be opened at 1500 Hours on the same day in the presence of the representatives of the bidders if any. The financial bids will be opened only those bidders, who are found eligible in technical evaluation.

Tender Fee:

The tender fee amounting to 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 on EMD.
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 fails to deposit the performance security money after the work order is given.
 - iii. When the Tenderer fails to supply the material as per work order within the prescribed period.
 - iv. When information/certificate/document furnished is found false at any stage.

Selection of Vendor:

1. Copy of Registration Certificate and/or certificate of empanelment with Directorate of Printing, Govt. of India, under 'A' Class Offset Printers
2. The bidder should have its own printing facility & established in field & having experience in field of publishing, printing books, reports, which include cover design, typesetting etc. for a Minimum of 3 years as on March, 2017.
3. The bidder should have an average annual turnover of Rs. 25 lakh and above in the last three completed financial years, ending 31st March, 2017.
4. The bidder firm must be registered with GST and the supporting documents for the same have to be attached.

5. Proof of certificate for Turnover is required to be submitted with the tender (CA certificate or copy of the Audited Annual Accounts)
6. 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.
7. 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, quality of publication, latest machines/manpower, office location etc. will also be considered while evaluating the Technical Bid (these details may be furnished along with the bid).
8. The University will have the right to reject any/all offer(s) without assigning any reason thereof.
9. Financial bid will be opened of only those bidders, who will be declared qualified on the technical (Selection of bidder) parameter.

Scope of work:

1. Printing of Annual Report & Annual Accounts and Audit Report for the year 2016-17 as per the following:

a. Specifications and details:

S. No.	Description	Printing of Annual Report 2016-17	Printing of Annual Accounts and Audit Report 2016-17
1	Quantity	<ul style="list-style-type: none"> • 350 copies (English) (Approx.) • 150 copies (Hindi) (Approx.) 	<ul style="list-style-type: none"> • 80 copies (English) (Approx.) • 60 copies (Hindi) (Approx.)
2	No. of Pages	<ul style="list-style-type: none"> • 175 to 200 pages approx. (for each English copy) • 175 to 200 pages approx. (for each Hindi copy) 	<ul style="list-style-type: none"> • 120 pages approx. (for each English copy) • 120 pages approx. (for each Hindi copy)
3	Finished size (offset printing)	8.5"x11"	8.5"x11"
4	Mode of Printing	Multi-Coloured	Multi-Coloured
5	Paper (Cover)	Best Quality art paper 250 GSM, Mat finished with UV coating lamination	Best Quality art paper 250 GSM, Mat finished with UV coating lamination
6	Paper (inside)	Best Quality art paper 100 GSM	Best Quality art paper 100 GSM
7	Binding	Perfect Binding	Perfect Binding

b. Design, layout and typesetting

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 follows:
 - a. Printer should assign a designer from the beginning for the project for
 - i. Setting / Designing of the cover page.
 - ii. Designing content layout of inside pages.
 - iii. Composing, Setting, Processing and Proof Reading.
 - b. Printing and Binding the Report with gloss/matt lamination of cover pages, as per work order.
 - c. Proper Soft copy (in PDF and Word format) of the Final Report in Hindi and English is to be provided immediately after finalization of printing.
 - d. Proper Packing and Delivery the printed material at Central University of Rajasthan, NH-8, Bandarsindri, Distt. Ajmer-305817.
 - e. Three alternative tentative designs for the cover page and inner layout of Annual Report and Annual Accounts & Audit Report 2016-17 & also to be submitted at the time of submitting the tender. However, all submitted designs will be the property of the University.
 - f. Scanning, composing, cutting, pressing, binding and all related works.
 - g. To provide three sets of print proof in Hindi and English in colour.

Note: University will provide the source document in MS Word/Excel Format and the printer will have the responsibility of converting/porting MS Word/Excel document on its own page setting software, in error free manner. This has to be ensured while quoting.

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, proof reading, 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. Applicable taxes and other charges (if any) should be quoted separately, in price bid. If nothing is quoted for taxes and for charges, it will be presumed that quoted rates are inclusive of all.
3. The bidder should separately indicate cost of printing per inner page and cover for accessing 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 remain 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/technical bid.
6. The price quoted should be valid for one year. The University, based on its requirements could increase or decrease the order quantity. The University at its discretion may also decide not to go ahead with some of the items listed in table above.
7. The Central University of Rajasthan reserves the right to accept / reject / select more than one firm and/or 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.
8. The tender will be evaluated by a Committee formed by Central University of Rajasthan and their decision will be final in this regard.
9. This contract is governed by Indian laws 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 University'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 after 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 2016-17 within the scheduled delivery period, the University shall have the right to recover the liquidated damages/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 implications of the all terms and conditions for bidding as contained in the aforesaid Invitation to bid.

Signature & Seal of the Bidder

TECHNCIAL BIDApplication Proforma for Printing of Annual Report
& Annual Accounts and Audit Report 2016-17Passport size
Photograph of
bidder

S. No.	Particulars	Details	S. No. of relevant enclosures
1.	Name of the Proprietor/Partners		
2.	Type of firm: Propriety/Partnership/Private Ltd./Public Ltd./MNC/Cooperative/Govt. undertaking		
3.	Full Postal Address		
4.	Telephone Number		
5.	E-mail		
6.	PAN Number (attach Photocopy of Pan Card)		
7.	GST Registration Number		
8.	Year of starting of printing work		
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 (2014-2015), (2015-2016) & (2016-2017) (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 work details for 3 years (orders dealing with 500 or more copies).		
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 bidding 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:

FINANCIAL BID

(To be enclosed in separate sealed cover)

S. No.	Particulars of Jobs	Rate per page
1	<u>Annual Report 2016-17</u> Setting / Designing of the cover page / contents layout / proof reading / 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. Cover page: Best Quality art paper 250 GSM, Mat finished with UV coating lamination f. Inside pages: Best Quality art paper 100 GSM g. Perfect Binding	For Cover Page For Inner Page
2	<u>Annual Accounts & Audit Report 2016-17</u> Setting / Designing of the cover page / contents layout / proof reading / 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. Cover page: Best Quality art paper 250 GSM, Mat finished with UV coating lamination f. Inside pages: Best Quality art paper 100 GSM g. Perfect Binding	For Cover Page For Inner Page
3	GST (if any)	
4	Other charges (if any)	

Signature and seal of the bidder

Note:

- i. Quantity may increase or decrease at the time of issuing the work order.
- ii. 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).
- iii. The bidder should indicate cost of printing per page.
- iv. The firm will be expected to keep complete inputs/processing material for minimum of six months for possible re-prints.
- v. 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.
- vi. All fields are mandatory and rates should be quoted as instructed.

Signature and seal of the bidder