

# निविदा सूचना / Tender Notice



## राजस्थान केन्द्रीय विश्वविद्यालय

राष्ट्रीय राजमार्ग सं. 8, बांदरसिंदरी, जिला अजमेर-305817

Tel: 01463-257515, Website: www.curaj.ac.in

CURAJ/R/F.122/2021-22/1119

Date: 03/09/2021

### निविदा सूचना

विश्वविद्यालय प्रतिष्ठित व अनुभवी मुद्रकों से "विश्वविद्यालय वार्षिक प्रतिवेदन व वार्षिक लेखा एवं लेखा परीक्षा प्रतिवेदन 2020-21 की छपाई हेतु निविदा आमंत्रित करता है। इच्छुक आवेदक मुहरबंद लिफाफे में पूर्ण रूप से भरी हुई निविदा अधोहस्ताक्षरी के कार्यालय में दिनांक 20.09.2021 को दोपहर 2.00 बजे तक भेज सकते हैं। प्राप्त निविदाएं उसी दिन दोपहर 3.00 बजे उपलब्ध निविदादाताओं की उपस्थिति में खोली जाएंगी, यदि हों। विस्तृत जानकारी विश्वविद्यालय वेबसाइट [www.curaj.ac.in](http://www.curaj.ac.in) तथा CPP Portal: [eprocure.gov.in](http://eprocure.gov.in) पर उपलब्ध है।

कुलसचिव

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

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



# Central University of Rajasthan

NH-8, Bandarsindri, Distt. Ajmer – 305817

Tel: 01463-257515, 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 2020-21**

### **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 for the year 2020-21 from experienced and well established printers and/or printers empanelled with the Directorate of Printing, Govt. of India, under 'A' Class Offset Printers or any other similar registrations.
2. The bidder shall submit the Technical Bid (Annexure I) and Financial Bid (Annexure II) in separate sealed covers, clearly super-scribed as "Technical bid for Printing of Annual Report and Annual Accounts & Audit Report of Central University of Rajasthan for the year 2020-21" and "Financial Bid for Printing of Annual Report and Annual Accounts & Audit Report of Central University of Rajasthan for the year 2020-21" respectively. These two sealed covers shall be put in another bigger cover which should also be sealed, signed and duly super-scribed as "Tender for Printing of Annual Report and Annual Accounts & Audit Report of Central University of Rajasthan for the year 2020-21".
3. The quotation in a sealed cover should be delivered on the University address by 02:00 PM upto 20/09/2021. The quotations received after the due 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 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 for those bidders, who are found eligible in technical evaluation.

### **Tender Fee:**

No tender fee is required if the same is downloaded from the website. If the tender document is obtained from the University, the tender fee amounting to Rs. 1,000/- (Rupees One Thousand only) is required to be paid in the form of DD in favour of "Central University of Rajasthan" payable at Bandarsindri/Kishangarh and a copy of same should be attached with the Technical Bid / quotation, without which, the offer would not be considered.

### **Earnest Money Deposit/Bid Securing Declaration:**

1. An earnest money of Rs. 10,000/- (Rupees Ten 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 successful bidders will be treated as performance security and the same will be returned after the successful execution of the order. The EMD of the unsuccessful bidders will be returned after the award of the contract. No interest will be payable on EMD, at the time of refunding the same.
2. If any firm do not want to deposit EMD, they can submit Bid Securing Declaration as per the enclosed format.
3. 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 or taking action as per the bid Securing declaration.
4. 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 take up the work as required under Purchase / Work Order.
  - 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 of bidding firm and/or certificate of empanelment with Directorate of Printing, Govt. of India, under 'A' Class Offset Printers or any other similar registration.
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 period of 3 years, as on March, 2021.
3. The bidder should have an average annual turnover of Rs. 25 lakh and above in the last three completed financial years, ending 31<sup>st</sup> March, 2021.
4. The bidder firm must be registered with GST and the supporting documents for the same have to be attached.
5. Proof of certificate of Turnover is required to be submitted with the tender (CA certificate or copy of the Audited Annual Accounts) is to be attached.
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 technically eligible / responsive tenderer. Previous experience/performance, quality of publication, latest machines/manpower, office location etc. will also be considered, while evaluating the Technical Bid (these details duly signed may be furnished along with the bid).
- 8. The bidders, who have done printing work for Central University of Rajasthan in previous years, must submit certificate of satisfactory completion of work, provided by the University.**
9. The University will have the right to reject any/all tender(s) without assigning any reason thereof.
10. Financial bid will be opened of only those bidders, who will be declared qualified on the technical (as mentioned in Selection of bidder section) parameter.

## Scope of work:

1. Printing of Annual Report & Annual Accounts and Audit Report for the year 2020-21 as per the following:

### a. Specifications and details:

S. No.	Description	Printing of Annual Report 2020-21	Printing of Annual Accounts and Audit Report 2020-21
1	Quantity	<ul style="list-style-type: none"><li>• 350 copies (English) (Approx.)</li><li>• 150 copies (Hindi) (Approx.)</li></ul>	<ul style="list-style-type: none"><li>• 80 copies (English) (Approx.)</li><li>• 60 copies (Hindi) (Approx.)</li></ul>
2	No. of Pages	<ul style="list-style-type: none"><li>• 250-300 pages approx. (for each English copy)</li><li>• 250-300 pages approx. (for each Hindi copy) i.e. 125-150 sheets</li></ul>	<ul style="list-style-type: none"><li>• 220-240 approx. (for each English copy)</li><li>• 220-240 approx. (for each Hindi copy) i.e. 110-120 sheets</li></ul>
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 300 GSM, Mat finished with UV coating lamination	Best Quality art paper 300 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 to be performed under this tender are as follows:
  - a. Printer should assign a designer from the beginning of 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 of the printed material is to be supplied at Central University of Rajasthan, NH-8, Bandarsindri, Distt. Ajmer-305817.

- e. Three alternative tentative designs for the cover page and inner layout separately for Annual Report and Annual Accounts & Audit Report 2020-21 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 is to be performed by the printer.
- g. To provide 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. The Hindi version of reports will be provided in Unicode or any other similar font. It will be the responsibility of printer to convert the same in desired format/font required for printing. 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 assessing 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.
10. University can issue work order for the same work for another two years also on mutual consent of both side. However rate will remain unchanged.

**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 and Annual Accounts & Audit Report subject to the fulfilment of all contractual obligations to the entire satisfaction of the University. The University has a right to impose forfeiture of the Performance Security Deposit partially or in full due to non-completion of work or for non-satisfactory work.

**Liquidated damages and penalty:**

In the event of failure of the contractor to deliver the acceptable printed material 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, Performance Security 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 and agreed for the same.

**Signature & Seal of the Bidder**

**Annexure-I**

Passport size Photograph of bidder
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**TECHNICAL BID**

Application Proforma for Printing of Annual Report  
and Annual Accounts & Audit Report 2020-21

S. No.	Particulars	Details	S. No. of relevant enclosures
1.	Name of the Proprietor/Partners/Firm/Company		
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 & any other relevant information		
10.	Details of DD submitted as Tender Fees of Rs. 1,000.00 if the tender is obtained from the University.	DD No. _____ Date _____ Issuing Bank _____	
11.	Details of DD submitted as Earnest Money of Rs. 10,000.00 (refundable in case of unsuccessful bidder) or Bid Securing Declaration	DD No. _____ Date _____ Issuing Bank _____	
12.	Total Annual Turn-over (value in Rupees) of Financial year (2018-2019), (2019-2020)&(2020-2021) (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. during last five financial years? 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 Name b. Quantity supplied c. Year		
18.	No. of samples enclosed: (Please submit at least two samples of jobs executed during each of the last three financial years. Each job should value Rs. 2 lakh or above preferably for Govt. agency).		
19.	Samples of similar work for which the bidder is bidding. Copy of the same should be attached.		
20.	Certificate from Central University of Rajasthan regarding Satisfactory completion of printing work, in case work order received from University.		
21.	Names of two references with contact No.	1. 2.	
22.	Any other information / Remarks		

**Note:** All the above 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 Central University including forfeiture of the security deposit amount. The terms and condition are acceptable to me/us.

Date:

Place:

Authorised Signatory with seal of the firm

**FINANCIAL BID**

(To be enclosed in separate sealed cover)

S. No.	Particulars of Jobs	Rate per page
1	<b><u>Annual Report 2020-21</u></b> Setting / Designing of the cover page / contents layout / proof reading / printing / perfect binding: a. 500 copies (approx.) (English 350 and Hindi 150) b. 250-300 pages approx. i.e. 125-150 sheets (for each English and Hindi copy) c. Size: 8.5"x11" d. Multi Coloured e. <b>Cover page:</b> Best Quality art paper 300 GSM, Mat finished with UV coating lamination f. <b>Inside pages:</b> Best Quality art paper 100 GSM g. Perfect Binding	For Cover Page           For Inner Page
2	<b><u>Annual Accounts &amp; Audit Report 2020-21</u></b> Setting / Designing of the cover page / contents layout / proof reading / printing / perfect binding: a. 140 copies (English 80 and Hindi 60) b. 220-240 pages approx. i.e. 110-120 sheets. (for each English and Hindi copy) c. 8.5"x11" d. Multi Coloured e. <b>Cover page:</b> Best Quality art paper 300 GSM, Mat finished with UV coating lamination f. <b>Inside pages:</b> 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 or at the time of providing soft copy for printing.
- ii. All rates quoted should be inclusive of all taxes & charges (including delivery charges as the printed materials are to be delivered at Central University of Rajasthan, Bandarsindri by the printer).
- iii. The bidder should quote rate 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.
- vii. Printing should be done on indigenous paper only.

Signature and seal of the bidder

## Bid Securing Declaration Form

Date: \_\_\_\_\_

Tender No. \_\_\_\_\_

To  
The Registrar  
Central University of Rajasthan  
Bandarsindri, Kishnagarh  
Ajmer

I/We. The undersigned, declare that: I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /we are in a breach of any obligation under the bid conditions,

- a) because I/We have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed in the capacity of:

Name: (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing) Corporate Seal  
(where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

Signature and seal of the bidder