

**BHARATI COLLEGE
(UNIVERSITY OF DELHI)
C-4, JANAKPURI, NEW DELHI-110058.**

1. Bharati College invites bids for Printing & supply of College Annual Magazine. Bids are invited from interested Printer as per College's need and requirement. The detail specification, Quantity etc. required by the college are given in the BOQ.

Document Download: Tender documents may be downloaded from College website www.bharaticollege.du.ac.in (for reference only) or CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule. **CRITICAL DATE SHEET** given on next page.

Approximate cost of the Tender:- 3,00,000/-

Manual tender application will NOT be entertained.

Time allotted to complete the job : 30 days

The technical bids will be opened first and then the financial bids of technically qualified bidders in shall be opened the presence of the Purchase Committee.

EMD Amount: 25,000.00 (Rupees Twenty Five Thousand Only).

Tender Fee: Rs. 1,000.00 (Rupees One Thousand Only) Not Refundable.

The College Bank details are (Account Name: Bharati College Maintenance Grant A/c, Account Number: 1527000400332120 IFS Code: PUNB0495200, Bank: Punjab National Bank, Bharati College, University of Delhi, Janakpuri, New Delhi-110 058. The bidder shall submit the Tender Fee through RTGS/NEFT.

**Prof. Saloni Gupta
Principal**

2.

CRITICAL DATE SHEET

	DATE
Published Date	2-8-2024
Pre-Bid Meeting	5-8-2024 at 2:30 pm
Bid Document Download	2-8-2024
Bid Submission Start Date	2-8-2024 at 10.00 a.m.
Bid Submission End Date	23-8-2024 at 05.00 p.m.
Technical Bid Opening Date	27-8-2024 at 10.30 a.m.
Financial Bid Opening date	29-8-2024

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

Bidders are advised to follow the ‘Special Instructions to the Contractors/Bidders for the e-submission of the bids online’ available through the Link:

<https://eprocure.gov.in/eprocure/app>

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 contactor 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. Tenderer who can download the tender from the college website www.bharaticollege.du.ac.in and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/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 tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be black listed from doing business with the Bharati College/University of Delhi.

6. Intending tenderers are advised to keep checking the college website www.bharaticollege.du.ac.in and CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.

7. Bid Security/EMD Payment:

Earnest Money Deposit of **Rs. 25,000.00 (Rupees Twenty Five Thousand Only)** in the form of Demand Draft in favour of Principal, Bharati College, University of Delhi C-4, Janakpuri, New Delhi or may transfer to the College Account. The College Bank details are (**Account Name: Bharati College Maintenance Grant A/c, Account Number: 1527000400332120 IFS Code: PUNB0495200, Bank: Punjab National Bank, Bharati College, University of Delhi, Janakpuri, New Delhi-110 058.** The bidder shall submit the EMD/ UTR No of RTGS/NEFT with the college in case of payment through Demand Draft or RTGS upload the receipt of the same with the online bid. EMD of unsuccessful bidders will be returned to them after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

8. Bids (Technical) 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 as Financial-Bid opening will be published on CPP Portal.

Submission of Tender

The tender shall be submitted online in two part, viz., Technical bid and Financial (Price) bid.

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

1. The Technical Bid should include the following –

- i) Signed and scanned copy of **proof for payment of Earnest Money Deposit & Tender Fees.**
- ii) Signed and Scanned copy of PAN No, GST No.
- iii) 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 on account of similar services.
- iv) Proof of last **3 years** experience in printing of School/College Prospectus, Magazine etc. (**submit References/Work order/ Client Satisfaction Reports**)
- v) Printing work done by the bidder and samples of the paper to be used for this work must be submitted before the end date and time of bid submission, failing which, the bid will be liable for rejection. Samples must be carefully packed, sealed and labeled clearly with mobile number, subject and senders name for easy identification. Rejected samples will be returned at your cost if insisted.

College Magazine Specification

S No.	Technical Specification for College Magazine	Yes/No	Remarks
1	Cover Page: 300 gsm with UV & Matt lamination, 3D effect		
2	Colored Pages: 150 on 120 gsm		
3	B/W Pages: 50 on 90 gsm Sunshine paper		
4	Paper Size: A4		
5	Binding : Perfect Binding		
6	Typing and printing in English, Hindi, Punjabi and Sanskrit		
7	High Quality Visualization, Layout and Designing of all the pages (The designer must be physically present at the college as and when required)		
8	Picture Color Correction with Espon proof		
9	Book Proofs to be approved by College before final printing. Hard copies of 5 magazine to be delivered within 7 days		
10	Total Pages: 204 (50 B/W + 150 Colored + 4 Cover Pages)		
11	One copy of HTML version of all the pages of the magazine for uploading on website in the form of an e-book with graphics sound effect within 7 days		
12	All publications required to be printed within one week from the date of approval of final proofs and to be delivered to College. Expenses of delivery charges and insurance to be included in the rates.		

Bidder Signature with Stamp

FINANCIAL BID

All Rates in Figures and in Words in Rupees inclusive all taxes

Cost Per Copy (in Rs.)	
Cost of 500 copies (in Rs.)	
Total Cost of 500 copies (including taxes) (in Rs.)	
Additional cost in multiples of 4 pages in case of extra pages	

I/we agree to supply the material(s) to your office and comply the following:

1. Tender schedule and Technical specification (Annexure I) indicated in tender document
2. Terms and conditions as specified in the tender document.
3. I/We have complete in house facility for Typing, Designing, Page Making, Composing, Scanning & Planning, Processing, Offset Printing, Lamination and Perfect Binding.
4. This offer is valid for 90 (ninety) days from the date of opening of the tender.
5. That we have not been debarred by any Government/Undertaking.
6. That the rates quoted are not higher than the rates quoted for same item to any Government/Undertaking.
7. The Financial bid submitted by us is with packing and delivery charges.

Note: The following bid is in accordance with the Terms and Conditions mentioned in this tender.

(Signature of the Bidder, with Official Seal)

Tender for Printing of College Magazine in Bharati College, University of Delhi

1. Name of the Contractor:

2. Address:

3. Phone No: Mobile:

Resi:

Email :

4. Details of contracts executed till date (in a separate sheet with proof) in the following format

S. No. Nature of Contracts Period Government/Educational/Private Institutions

I)

II)

5. S. No. Present Contracts in hand

Period

I)

II)

8. GST number _____

7 PAN no: _____

9. Name of banker/s with address

Account No.

IFSC No:

Terms and Conditions

1. The College reserves the right to accept the offer by individual items and reject any or all tenders without assigning any reason thereof and does not bind itself to accept lowest quotations.
2. The printer shall arrange for an experienced computer technician/designer to come to the college premises from time to time to design the Magazine in consultation with the College Magazine committee till the satisfaction of the said committee.
3. At least, three proofs of text shall be provided by the successful printer. The complete layout of the College Magazine with the photographs to be made available on the computer (before it is sent for final printing) along with the dummy. The Printer should produce first proof within one week along with an HTML Version (E-Book) and subsequent, i.e. second, third within three days.
4. All supplies are subject to inspection and approval of the Committee.
5. The College reserves the right to modify the quantity specified in this enquiry.
6. Bid which are not accompanied with the EMD for Rs.25,000/- will not be considered.
7. The EMD of successful bidder will be retained as security Deposit, refundable on expiry of contract. The EMD of the unsuccessful bidder(s) will be refunded after finalization of tender without any interest. The EMD may be forfeited if a bidder withdraws his bid during period of validity specified by bidder in bid form or, in case of successful bidder, if the bidder fails to complete the contract. No interest will be paid on EMD under any circumstance.
8. The delivery of all 1000 copies should be made in the college premises within 10 days after the approval of the dummy.
9. Soft copy of final College Magazine of Information in the form of HTML version (E Book) for web hosting should be provided in a CD within Seven (07) days of the finalization of the work order along with the dummy.
10. Payment of taxes is primarily the responsibility of the vendor and will not be paid unless the percentage value is clearly mentioned in the quotations.
11. In case your quotation is accepted and order is placed to you, the supply against the order should be made within the period stipulated in the order. The College reserves the right to recover any loss sustained due to delayed delivery by way of penalty. Failure to supply the material within the stipulated period shall entitle Procuring Entity for the imposition of penalty without assigning any reasons @ 0.5% of the total value of the item covered in order as penalty per day subject to a maximum of 5% (five percent) unless extension is obtained in writing from the office on valid ground before expiry of delivery period.
12. Any deviation from the quality of paper, printing, binding and damaged supply may attract heavy penalties to be decided by College. In such cases the College shall be entitled to get the work done from elsewhere and recover the consequential loss sustain from the firm for getting the work done either through other firm or the firms selected through the process afresh.

