



**OFFICE OF THE REGISTRAR
DIBRUGARH UNIVERSITY**
Dibrugarh | PIN - 786 004 | Assam

No: DU/RG/B. 01-06/2020/4110

Date : 26/11/2020

:: Notice Inviting Tender ::

Sealed Tenders are invited from experienced/reputed printing press/firm for printing Self-Learning Materials (SLM) and other related items at the **Directorate of Open and Distance Learning**. Detailed specification of the items, terms & conditions etc are given below. **Last date of submission of Tender as per annexure with all relevant papers is 17/12/2020 up-to 16:00 hrs.**

Availability of Bid papers On website- https://dibru.ac.in/tender/	From: <u>25/11/2020</u> (17:00 hours) To: <u>17/12/2020</u> (upto 16:00 hours)
Time & Date of opening of Technical Bid	<u>18/12/2020</u> at 11:00 hours
Cost of the Document	₹500/- (non refundable)
Place of opening of Bid	Office of the Registrar, DU
EMD	2% of the bid amount

The tender should be submitted in two separate sealed envelopes *i.e.* **Part - I : TECHNICAL BID** and **Part - II : FINANCIAL BID**. The technical bid shall be opened on above mentioned date and time and the financial bid of only those bidders who qualify in technical bid shall be opened on the same date or at a later date which shall be intimated to the tenderer whose technical bid are found to be valid. Dibrugarh University reserves all the rights to reject any or all the tenders without assigning any reason thereof. Details may be seen at <https://dibru.ac.in/tender/>

Copy to:

1. The Hon'ble Vice Chancellor for favour of information .
2. The Director, DODL – for information.
3. The Deputy Registrar (F&A), D.U. for information.
4. Dibrugarh University Website
5. Office File

H. J. J. J. J.
26-11-2020
Registrar
Dibrugarh University
Registrar
Dibrugarh University

H. J. J. J. J.
26-11-2020
Registrar
Dibrugarh University
Registrar
Dibrugarh University

CUT-OUT SLIP

NAME OF THE WORK: Printing Self-Learning Materials (SLM) and other related items at the **Directorate of Open and Distance Learning, Dibrugarh University.**

NIQ NO. : DU/RG/B.01.06/2020/4110

Date: 26/11/2020

SUBMISSION DUE DATE & TIME

: 17/12/2020 up-to 16:00 HOURS.

FROM:

TO:

**NAME:
ADDRESS**

**THE REGISTRAR
DIBRUGARH UNIVERSIITY
DIBRUGARH, ASSAM**

(To be pasted on the outer envelope containing "Technical" & "Commercial" bids)

Dibrugarh University

Part A - Terms and Conditions

Part B – Scope of Work

PART A - TERMS AND CONDITIONS

GENERAL INFORMATION

The bids duly complete in all aspects, along with the necessary supporting documents should be submitted to the Registrar, Dibrugarh University. The Financial bids of the Bidders shall be opened on the same date or at a later date to be intimated to the tenderers whose Technical Bids are found to be valid.

I. Instructions to the intending bidders:

1. The intending bidders should read carefully all the instructions and terms and conditions, etc before quoting rates in prescribed schedule of this Bid Document. Taxes and duties etc. should be shown separately.
2. All the bidders should also give a brief profile about their company/firm and the facilities available with them of the quoted items. Their turnover and important firms/ Government Institutes/ P.S.U.s etc. to which they are supplying the quoted items, should also be mentioned.
3. The rates in Indian Rupees should be mentioned in the **Schedule** attached with this Bid Document. Each page of the Bid shall be signed in full and stamped with the seal of the supplier. The signatory/ies to the document must clearly state in what capacity he or she is signing the Bid Document.
4. The intending bidder shall submit the bids in two envelopes. The first envelope (Technical Bid) shall contain all the documents referred to hereunder and be sealed. The second envelope (Commercial Bid) shall contain the **Schedule**, in which the bidder shall quote the rates of supply. The second envelope shall also, likewise, be sealed. Both the envelope then should be put together, and should be sealed in one envelope on which the cut out slip provided as part of the Bid document should be pasted, and the particulars shall be duly filled in. The Technical Bid shall be opened first to ensure that bidders have submitted all the requisite documents. If the Technical Bids are not in order or any deviations encountered in some aspect, the commercial bids of such bidder/s shall not be taken into consideration.
5. The bidder must avoid incorporation of ambiguities on any point on the bid documents. All points should be clear and to the point.
6. Application fee and EMD to be submitted through Demand Draft or A/C payee Cheque individually to be drawn in favor of “**Registrar, Dibrugarh University**”.
7. The bidders may also illustrate the quoted items through sample/demo/prototype along with the technical bids for better understandability of the evaluators .

II. General Terms and Conditions :-

1. The intending bidders must indicate tentative time to be required for completion of the order which shall not be more than 60 days.
2. If the shortlisted bidder fails to execute the order within stipulated time to be mentioned on the order, the University shall be free to get the work done by other firms as may be necessary.
3. The bills of the firms shall be paid by the University after execution of the order. However, payment in parts, proportionate to the work completed may be considered as and when deemed fit.
4. The bidder may also indicate details of materials to be used for the works and their respective standards.
5. The price quoted on the Bid should be F.O.R. Dibrugarh University and shall have to be valid for atleast 60 days.
6. This Bid document is not transferable in any case. The firms must have their own self-sufficient printing and DTP unit along with perfect binding machine. Any kind of joint venture or tie ups with other organisation will not be considered.
7. In the event of any breach of the terms and conditions of the works, the University may terminate the contract placed with the supplier and forfeit the security deposit of the supplier.
8. The description of works as mentioned at Part – B (Scope of work) are indicative and not exhaustive. Actual requirement may be varied at the time of placing Order as per requirement.
9. Exemption from submission of Bid Security (also known as Earnest Money) is allowed to Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department.
10. **Refund of EMD:** - The eligible shortlisted L1 vendor shall be entitled for refund of EMD after one year from the date of satisfactory completion of supply, installation, commission etc. All other bidders shall be entitled for refund, within one month from the date of confirmation of the L1 bidder by the Competent Authority.

III. Terms and Conditions regarding Documentation:-

1. Vendor must submit duly signed Compliance statement in tabular form comparing each specification of the quoted item with that given in the Bid Document **Part - B**.
2. Suppliers shall submit the following documents along with their quotations:
 - a) District Industries Registration Certificate.
 - b) Trade License (applicable for Offset Printing)
 - c) PAN/GST Registration Certificate.
 - d) Turnover during the last 3 financial years with documentary proof supported by the audited financial statements.
 - e) Up to date Income Tax and GST Return copy.
 - f) Self declaration of Not being blacklisted by any of the organization.
 - g) Experience of printing Study Materials of any Educational Institution supported by order copies.
 - h) MSME Registration Certificate (if applicable) for availing EMD exemption.
 - i) Solvency Certificate.

Note:

- (a) No erasures or overwriting shall be allowed, unless they are authenticated under the full signature and the seal of the tenderer.
- (b) The University reserves the right to:
 - (i) Accept/reject any/all tenders without assigning any reason thereof.
 - (ii) Revise the quantities at the time of placing the order without change in the rate quoted by the bidder.
 - (iii) Add/modify/relax or waive any of the conditions stipulated in the Bid document whenever deemed necessary.
 - (iv) Award the contract to one or more bidders for the items covered by the Bid document.
 - (v) Accept ambiguity (if any) incorporated on the bid, in the manner so favorable/beneficial to the University.
 - (vi) Reserve the right to hold 10% security deposit (wherever applicable) if required.
- (c) Participating in the bid shall imply unconditional acceptance of all the terms and conditions mentioned in the bid document.

PART – B

Scope of Work:

S. No.	Item of Work (Size: A-4)	Cost (Criteria)	Quantity
1.	Printing charges Computer to Plate (CTP) with cost of Mephliotho 18.6 kg (70 GSM) double demy of 80% brightness or more of any 'A' Grade Mill with B/W text / figure / image printing on both pages	Both pages	1. per 100 Copies 2. per 250 Copies 3. per 500 Copies 4. per 1000 Copies 5. subsequent per 1000 Copies
2.	Multi-colour cover printing (Art Paper in half demy)	Per cover i.e. 4 (four) pages	1. per 100 Copies 2. per 250 Copies 3. per 500 Copies 4. per 1000 Copies 5. subsequent per 1000 Copies
3.	Center/Side Stich Binding	Up to 150 pp	1. per 100 Copies 2. per 250 Copies 3. per 500 Copies 4. per 1000 Copies
4.	Perfect Binding	Up to 50 pp Up to 100 pp Up to 150 pp Up to 200 pp Up to 250 pp Up to 300 pp Up to 350 pp Up to 400 pp	1. per 100 Copies 2. per 250 Copies 3. per 500 Copies 4. per 1000 Copies

OCCASSIONAL WORK

The rate of the following occasional work as and when required by the competent authority of this office shall also be quoted compulsorily. These rates are not to be included for the calculation sheet for the bid for deciding the L-1 factor. If these rates are not quoted, then bid will be treated as rejected.

1.	DTP* / Composing per page with proof	Assamese	Per page A-4 Size
		English	Per page A-4 Size
		Technical	Per page A-4 Size
2.	Formatting* per page	Assamese	Per page A-4 Size
		English	Per page A-4 Size
		Technical	Per page A-4 Size
3.	Extra proof reading per page	Per page/per reading A-4 Size	
4.	Cover page Designing/Composing	Per page A-4 Size	

*Page layout / formatting instructions of SLMs and other items shall be provided after the issuance of the Purchase Order.

PRINTING OF POSTER AND BANNER

1.	Poster (size per poster 18"x23"; on 175 GSM Indian Art Paper in multi-colour)	Per Poster	
2.	Banner printing per sq. ft.	General Flex	Per Banner
		Star Flex	Per Banner
		General Vinyl Flex	Per Banner
		Eco Vinyl Flex	Per Banner

Annexure I

TECHNICAL BID (All the information is to be supported by necessary documents)

General Information

1.	Name of the Bidder	M/s
2.	Full Address of the Bidder with Pin Code, Telephone number, Fax number, e-mail address	
3.	Districts Industry Center (DIC) Registration.	
4.	Trade License (applicable for Offset Printing).	
5.	GST Certificate.	
6.	PAN Card.	
7.	Turnover during the last 3 financial years with documentary proof. In addition, audited financial statements of the last 3 years.	
8.	Up-to-date Income tax and GST Return copy.	
9.	Declaration of Non-Blacklist from any organization.	
10.	Experience of printing Study Materials of any Educational Institution supported by order copy. The total value of the orders shall be 10 lacs or more.	
11.	Solvency Certificate.	
12.	MSME Registration Certificate	

Annexure II

GENERAL QUANTITATIVE SPECIFICATION WITH PRINTING MODALITIES FOR PRICE BID

PRICE BID

Price Bid for Reprinting SLMs and other Items

S. No.	Printing Specification	Paper Type	Paper Size	Proposed Rate including paper cost (Exclusive of applicable taxes)
1.	Printing per 100 copies both pages	Mephliotho 18.6 kg (70 GSM) double demy with 80% brightness or more of any 'A' Grade Mill.	A4	
			D.C.	
	Printing per 250 copies both pages	Mephliotho 18.6 kg (70 GSM) double demy with 80% brightness or more of any 'A' Grade Mill.	A4	
			D.C.	
	Printing per 500 copies both pages	Mephliotho 18.6 kg (70 GSM) double demy with 80% brightness or more of any 'A' Grade Mill.	A4	
			D.C.	
	Printing per 1000 copies both pages	Mephliotho 18.6 kg (70 GSM) double demy with 80% brightness or more of any 'A' Grade Mill.	A4	
			D.C.	
	Printing per 1000 copies both pages (subsequent per 1000)	Mephliotho 18.6 kg (70 GSM) double demy with 80% brightness or more of any 'A' Grade Mill.	A4	
			D.C.	
2.	Multi-colour cover printing (per 100)	Art Paper 150 GSM	Half demy	
	Multi-colour cover printing (per 250)			
	Multi-colour cover printing (per 500)			
	Multi-colour cover printing (per 1000)			
	Multi-colour cover printing (subsequent per 1000)			

S. No.	Binding Type	Book/Page Spec	Proposed Rate (Exclusive of applicable taxes)	
3.	Center/Side Stich Binding	per 100 Copies up to 150 pages		
		per 250 Copies up to 150 pages		
		per 500 Copies up to 150 pages		
		per 1000 Copies up to 150 pages		
4.	Perfect Binding	100 – 150 Pages	per 100 Copies	
			per 250 Copies	
			per 500 Copies	
			Per 1000 Copies	
		151 – 200 Pages	per 100 Copies	
			per 250 Copies	
			per 500 Copies	
			Per 1000 Copies	
		201 – 250 Pages	per 100 Copies	
			per 250 Copies	
			per 500 Copies	
			Per 1000 Copies	
		251 – 300 Pages	per 100 Copies	
			per 250 Copies	
			per 500 Copies	
			Per 1000 Copies	
		301 – 350 Pages	per 100 Copies	
			per 250 Copies	
			per 500 Copies	
			Per 1000 Copies	
		351 – 400 Pages	per 100 Copies	
			per 250 Copies	
			per 500 Copies	
			Per 1000 Copies	

A. OCCASIONAL WORK

The rate of the following occasional work as and when required by the competent authority of this office shall also be quoted compulsorily. These rates are not to be included in the calculation sheet for the bid to decide the L-1 factor. If these rates are not quoted, then bid will be treated as rejected.

S. No.	Particulars	Proposed Rate (in rupees)
1.	DTP* / Composing per page with proof	Assamese
		English
		Technical
2.	Formatting* per page	Assamese
		English
		Technical
3.	Extra proof reading per page	
4.	Cover page Designing/Composing	

*Page layout / formatting instructions of SLMs and other items shall be provided after the issuance of the Purchase Order.

NOTE:

- On the basis of above individual component rates, a comprehensive rate for copies as per requirement shall be integrated with the final accepted prices in Annexure II.
- A soft copy of each of the publications in PDF/DOCX format will be required to be submitted on a CD-ROM as well as electronically along with source file of the DTP software used.
- No extra payment will be made for delivery and packing/forwarding etc.

Printing of Poster and Banner

S. No.	Particulars	Proposed Rate (in rupees)
1.	Poster (size per poster 18"x23"; on 175 GSM Indian Art Paper in multi-colour)	
2.	Banner printing per sq. ft.	General Flex
		Star Flex
		General Vinyl Flex
		Eco Vinyl Flex

Signature of the Bidder

Seal of the Firm

Annexure – III

CHECK LIST FOR DOCUMENTS

S. No.	Name of the Document	Status of Submission		Page No.
		Yes	No	
1.	Requisite Tender Fee			
2.	EMD Amount			
3.	Districts Industry Center (DIC) Registration.			
4.	Trade License (applicable for Offset Printing).			
5.	GST Certificate.			
6.	PAN Card.			
7.	Turnover during the last 3 financial years with documentary proof. Audited financial statements of last 3 years.			
8.	Up-to-date Income tax and GST Return copy.			
9.	Declaration of Non-Blacklist from any organization.			
10.	Experience of printing Study Materials of any Educational Institution supported by order copy. The total value of the orders shall be 10 lacs or more.			
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