



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR 16C, DWARKA, NEW DELHI – 110078**

Phone No. 011-25302170
011-25302171

Dated: -16/01/2017

Tender No.:-02/PRO/GGSIPU/2016-17

NOTICE INVITING QUOTATION

Sealed item rate quotations are invited on behalf of Registrar, Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi from reputed firms/agencies for **"Printing of University Annual Reports** as per details given below:-

1.	Name of work	Printing of University Annual Reports of Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi – 110078
2.	Last date, time and venue for submission of EMD and Technical bids documents	27.01.2017 Up to 02.00 p.m. in the office of PRO GGSIPU, Sector 16 C, Dwarka, New Delhi – 110078
3.	Date, time and venue for opening of technical bid	27.01.2017 at 02.30 p.m.
5.	Estimate Cost of Work	Rs.5.25 Lakhs (Approx.)
4.	EMD	Rs.25,000/- (Twenty five Thousand Only) in favour of Registrar, GGSIP University payable at Delhi
5.	Financial bid shall be opened after evaluation of technical bid/time notified thereafter on e-tender website www.govtprocurement.delhi.gov.in	

The bids shall be submitted in two stages viz.(i) *Technical bid* (ii) *Financial bid*. Detailed specification of the item(s) to be supplied is placed at **Annexure-I. The Technical & Financial bid should also be uploaded on e-procurement website i.e. www.govtprocurement.delhi.gov.in**

Eligibility:-

All eligibility documents with EMD must also be submitted in hard copy as per the date and time mentioned above.

1. Printers should have at least three years experience with all the required in-house facility of similar work.
2. Tenderer should have in-house facility of complete designing, visualization, composing, page setting, digital scanning, planning system designing, image setting and film out putting.
3. Tenderer should have minimum 18"x23"/23"x36" size four colours automatic printing machines.
4. Tenderer should have complete binding equipment with automatic perfect binding, lamination and automatic folding machine in-house.
5. The firm should not have been blacklisted by any Government department/Ministry/any autonomous body. An undertaking to this effect is to be submitted along with Technical bids.
6. The firm should have annual average turnover of Rs 10 .00 lakhs in the last three year(on ending 2015-16)
7. Tenderer should have valid Income Tax PAN No and DVAT. Copies of the same should also be submitted.

8. Tenderer should have printed and executed supply order for any Government department/Ministry /any Autonomous body /PSU for printing of books, Annual reports, Diaries etc. of at least one work order of same value or 2 work order of 50%value.

Terms & Conditions:-

- (1) The bidder shall place his bid in the envelop marked "Technical Bid". All documents in support of eligibility as well as another envelop containing DD/Pay order for EMD shall be placed in the envelope marked "Technical Bid".
- (2) All items must be quoted. The total order will be "Treated as a package" and lowest bid will be considered as average of all items.
- (3) Bids without EMD will be summarily rejected.
- (4) Conditional Bids will be summarily rejected.
- (5) Bids received after due date & time shall be summarily rejected.
- (6) The "Financial bid" of those bidders whose technical bids have qualified will only be opened.
- (7) Delivery :- F.O.R. GGSIP University, Sector 16 C, Dwarka, New Delhi
- (8) Delivery period:- 30 days from the date of issue of purchase order.
- (9) The EMD of unsuccessful bidders shall be refunded immediately.
- (10) The successful bidder have to submit a Performance Security Deposit @ 10% of the quoted value in the form of Demand Draft/Pay order drawn in favour of Registrar, GGSIPU, Delhi within 10(ten) days of the communication accepting the bid. EMD shall be adjusted toward Performance Security Deposit. The Performance Security Deposit shall be refunded without interest after completion of the guarantee period of three months.
- (11) In case the successful bidder fails to deposit the Performance Security within the stipulated 10 (ten) days of the communication accepting the bid, the EMD shall be forfeited by GGSIP University absolutely.
- (12) The payment will be made after the delivery of items and submission of bills in original along with satisfactory report of the PRO.
- (13) Taxes etc., if any, legible shall be deducted at source.
- (14) The validity of the bid will be 120 days from the date of opening of financial bids. During the validity period, the successful bidder shall not be allowed to withdraw. In case of withdrawal, the EMD shall be forfeited by GGSIP University absolutely and no claim shall be admitted in this regard. Such bidder shall not be allowed to participate in the re-quotation process.
- (15) The rates of successful bidder will be valid for 12 months from the date of issue of letter of acceptance.
- (16) University reserves the right to reject any or all the bids or accept them in part or reject the lowest bid without assigning any reason.
- (17) Unauthorized substitution or materials delivered in error of wrong description or quality or supplied in excess quantity or rejected goods shall be returned to the bidder at bidder's cost & risk and payment shall be deducted of the rejected items.
- (18) The successful bidder shall make all arrangements towards safe and complete delivery at the designated location indicated in the supply order. Such responsibility on the part of the bidder will include taking care of insurance, freight, state level permits etc. as applicable.
- (19) In case of any dispute relating to meaning, scope, manufacturing, quality, quantity or effect of this contract or the validity or the breach thereof, University and the contractor shall make every effort to resolve amicably by direct discussion/negotiation.
- (20) In case the dispute cannot be settled amicably within 30 days of the raising of dispute by either party, either party may seek settlement of the dispute by arbitration in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the award made in pursuance thereof shall be binding on all the parties. The sole arbitrator shall be appointed by Vice Chancellor, GGS Indraprastha University.
- (21) The performance under this contract shall not be stopped for any reason whatsoever during the said dispute/proceedings unless the contractor is specifically directed to do so by the University.
- (22) The venue of arbitration proceedings shall be Delhi/New Delhi. The language of proceedings shall be English. The law governing the substantive issues between the parties shall be the Laws of India. All disputes are subject to Jurisdiction of Delhi Courts only.
- (23) It is also a term of the contract that if any fee payable to the arbitrator, shall be paid equally by both the parties. It is also a term of the contract that the arbitrator shall be deemed to have entered in the reference on the date he/she issues notice to both the parties calling them to submit their statement of claims and counter statement of claims.
- (24) The bidder should quote the rate inclusive of all taxes & levies (including import duties, if any) as well as cost of transportation & delivery of goods at the GGSIP University at Dwarka for each items

- as per detailed specifications given in Financial Bid. Incomplete quote shall be summarily rejected.
- (25) In case the successful bidder fails to supply the items within the delivered period, a sum equal to 3% of the contract price per week or part thereof until the actual delivery subject to maximum of 10% of the value of supply order shall be deducted.
- (26) Force Majeure.
For purpose of this clause, 'Force Majeure' means an event beyond the control of the contractor and not involving the contractor's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the University either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargo.
If a Force Majeure situation arises, the contractor shall promptly notify the University in writing of such conditions and cause thereof. Unless otherwise directed by the University in writing, the contractor shall continue to perform its obligations under this contract as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

Delivery of the printed items:

1. The Work Order is required to be completed in all respect within a period of one month from the date of its issue.
2. Printed Annual Report (English version) 2014-15 and 2015-16 should be submitted to the University within a fortnight of the issue of the said Work Order and the other items within the remaining period specified for the execution of the Work Order.
3. Hard and soft copy of the text relating to the English version of the Annual Report 2014-15 and 2015-16 shall be supplied by the University to the successful bidder for undertaking the aforesaid work. The successful bidder shall have to translate the English version of the Annual Reports in Hindi. This expenditure shall be included in the quotation. Extra charges for the translation work of the Annual Reports shall not be given. Soft copies as well as Hard Copies of the Annual Reports of the University shall be copyright of the University.
4. The successful bidder will also show 2/3 cover designs for the approval within three (03) days of placing of works order.
5. Complete proof in hard copy and soft copy necessarily have to be shown to the University for approval before undertaking the final printing. The instructions/correction marked by the University on the proofs will have to be carried out very carefully by the successful bidder without any extra cost to the University. In some cases, wherever essential, another set of corrected prints may also have to be shown without any extra cost to the University.
6. The material will be delivered as per specification and in good condition to the Department of Academic Affairs, Administrative Block, Room No. 003, GGSIP University.
7. A specimen copy of the Annual Report is available with the Public Relations Department, GGSIP University, Sector 16-C, Dwarka, New Delhi – 110078. For any clarification/further information, the bidders are requested to visit the Public Relations Department.

(Nalini Ranjan)
Public Relations Officer

Technical Specifications

Total No. of Items	Specifications for printing	Description of items and Quantity	Total No. of copies for all the four items taken together
04	Cover page:- 300 GSM, size (8.5x11)" four colour printing, paper: Sinormass Other pages GSM:- 130, number of pages ranging from 150 to 175 (excluding cover page), four colour printing, paper: sinormass	i) Annual Report 2014-15 (English version) – 300 copies. ii) Annual Report 2014-15 (Hindi version) – 300 copies. iii) Annual Report 2015-16 (English version) – 300 copies. iv) Annual Report 2015-16 (Hindi version) – 300 copies.	1200

Name and signature of the authorized signatory of the firm with seal of firm

Financial/Commercial Bid

Annexure -II

Name of Work: - Printing of 300 copies of University Annual Reports each in English and Hindi separately for the years 2014-15 and 2015-16 including translation in Hindi and proof reading of the texts.

S. No.	Descriptions of items (as per specification prescribed in the Technical Bid)	Qty. (in Nos.)	Rate (in Rs.)	Total Amount
1.	Annual Report 2014-15 (English version)	300		
2.	Annual Report 2014-15 (Hindi version)	300		
3.	Annual Report 2015-16 (English version)	300		
4.	Annual Report 2015-16 (Hindi version)	300		
All Taxes (VAT etc.) if any				
Total Amount in (Rs.) inclusive all taxes				

Note: Rate should be quoted inclusive of all taxes

(SEAL, SIGNATURE & NAME OF THE BIDDER)