

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR
(Established by State Legislature Act 17 of 1995)
'A' Grade, NAAC Accredited

TENDER NOTICE

Sealed tenders are invited from the reputed printers, having adequate pre-requisite infrastructure and experience for Printing of Study Material for Directorate of Distance Education. The last date of submission of completed tender document is 20.07.2020 upto 2.00 p.m. in the office of the Director, Distance Education. There shall be two types of bid namely "Technical bid" and "Financial bid". The Technical bid and financial bid should be sent in separate envelopes. The tender document can be downloaded from University website www.gjust.ac.in by depositing ₹300/- online at the link <http://web.gjuonline.ac.in> under Miscellaneous Fees. For, further details, visit University website.

REGISTRAR

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR-125001

Tender/Rate Contract for Printing of Study Material

To

Subject: Invitation for tender for printing of study material.

Dear Sir (s)

You are invited to submit your most competitive tender for printing of study material(s) for Directorate of Distance Education with the following terms and conditions:-

A. SCHEDULE OF EVENTS

- | | |
|--|--|
| 1. Tender No.* | : |
| 2. Tender Floating Date | : |
| 3. Tender Submission Closing Date & Time | :20.07.2020 upto 2.00 p.m. |
| 4. Tender opening date and time | : |
| 5. Venue for tender Submission & Opening | :Directorate of Distance Education
GJUS&T,Hisar |
| 6. Pre-Bid conference (if any)
Date, Time & Venue | : N.A. |
| 7. Tender document cost | : ₹300/- |

NOTE: The tender document can be purchased by depositing ₹300/- at <http://web.gjuonline.ac.in> under Miscellaneous Fees and can be downloaded from University website at link <http://www.gjust.ac.in>. Proof of depositing Rs.300/- must be attached with the tender document.

B. BRIEF DISCRIPTIONOF TENDER DOCUMENT

This tender document consists of four parts namely:

- i) Brief description of the job;
- ii) Technical data sheet (technical specifications)
- iii) General standard Terms and conditions; and
- iv) Special Terms and conditions (If any).

1. Brief description of the job

Sealed tenders are invited from the reputed printers, having adequate pre-requisite infrastructure & experience of printing of Books/similar documents for printing of Study material for Directorate of Distance Education Courses.

2. Technical bid/ Technical data sheet (technical specification of the job)

It contains the technical details /specification of the job. It should be submitted in a separate sealed envelope marked as "Technical Bid". Bid having deviation in technical specification will be declared as "technically non-responsive" and it will not be considered for commercial evaluation. *(attached at Annexure 'A')*

3. Financial /Commercial Data Sheet

This format deals with the commercial aspect of the tender. The bidder should quote the basic/ex-works rate of goods and other overhead charges only in his format.
(attached at Annexure 'B')

4. General /standard Terms and conditions

This portion contains the general/standard terms and conditions of the tender and its compliance is essential, failing which the contract may be cancelled and bidder may be liable for penal action against it.

5. Special Terms and conditions

It contains special terms and condition which may be in addition to /in super-session of the referred "**General /Standard Terms and conditions**" and its compliance is also **compulsory in the same manner, as in the case of the General /Standard Terms and conditions.**

- i) The printer must be equipped with at least one single colour sheet-fed offset printing machine of minimum size 18"X22" with appropriate workforce for printing, independent binding and composing sections. If, necessary, the Committee appointed by the University may inspect the requisite infrastructure and in case of its non -availability, the tender will be liable to be rejected.
- ii) Security/EMD ₹100000/- refundable (DD in favour of Registrar, GJUS&T, Hisar). Tender without EMD will be rejected.
- iii) Rough proof is to be supplied within 20 days of the supply of MS (soft copy) in form of hard copy/soft copy as per directions of Distance Education. Non-compliance will attract penalty at the rate specified in Clause xvi. Time limit for supply of printed material: 20 days from approval of rough proof. At a given time, maximum order be not more than 75 titles.
- iv) F.O.R., Directorate of Distance Education Store, GJUS&T, Hisar.
- v) Tender received after due date will not be entertained.
- vi) Payment within 45 days of the acceptance of the delivery and inspection by the Committee.
- vii) Incomplete tender such as unsigned, without security/EMD, with material deviation in specifications or terms & conditions will be rejected.
- viii) Sample of all kinds of paper to be used must be attached with signature and seal of firm, in absence of which the tender will be rejected.
- ix) Supporting documents should be attached in favour of pre-requisites i.e., the printer must be equipped with at least one single colour sheet-fed printing machine of minimum size 18"X22"with appropriate workforce for printing and binding section and its own composing section.
- x) The University reserves the right to inspect the printing of study material at sight at the time of printing of study material. The printer will inform to the Directorate of Distance Education during printing of study material for inspection. For the said purpose, Director of Distance Education or his nominee and Chairman, Deptt. of Printing or his nominee will be authorized to make inspection.
- xi) The printed books must be free from errors and title cover with appealing outlook on good quality binding.
- xii) Soft copy will be required to be submitted with bills failing which bills will not be passed.
- xiii) The printer will procure a certificate/bills and labels from paper mill that the paper of the requisite quality (Maplitho 70 GSM and Imported Art Card of 220 GSM) to be used for the study material in corresponding quantity has been purchased by the printer from the Mill.
- xiv) The tender is for printing of study material from 50 copies to 10000 copies. This tender document contains 55 slabs of number of copies. The firm, which will quote minimum rates for maximum number of slabs, may be considered as L-1 for overall tender.

- xv) In case L-1 fails to supply the printed study material within stipulated period, the University will be free to get the work done from L-2, L-3 and so on at the rates to be decided after negotiation.
- xvi) The supply order(s) shall be executed within the time specified in the supply order. It may be extended in exceptional cases by the Vice Chancellor on the application of the supplier indicating the reasonable grounds. In the event, the supplier fails to supply the study material within time, he/she shall be liable to pay as penalty an amount equal to 1% or such smaller amount, as the Vice Chancellor may decide on the said amount of the contract value, for every day that the quantity remains incomplete, provided that the entire amount of penalty shall not exceed 10% of the total amount of contract value. An appeal against these orders shall, however, lie to the Vice Chancellor whose decision shall be final. In case the supplier backs out the supply, the earnest money deposited by him/her shall be forfeited, besides any other action as may be considered necessary by the Vice Chancellor.
- xvii) A job shall be printed only after the approval of rough proof by the Coordinator/subject experts.
- xviii) T.D.S. wherever applicable will be deducted at source.
- xix) Rates quoted will be applicable for one year from the date of approval of tender. The Contract may be extended by one year more on same terms and condition on satisfactory performance.
- xx) The printer will be required to submit all documents and titles with modification, if any, at the time of termination/expiry of the contract on e-mail as well as on CD.

C) JOB DETAILS

i) Brief description of the equipment/job name

Sealed tenders are invited from the reputed printers, having adequate pre-requisite infrastructure & experience of printing of books/similar documents for printing of study material for Directorate of Distance Education Courses.

Technical Bid/Technical data sheet (Technical specifications of the equipment/job)

(attached at Annexure 'B')

Specification for printing of Study Material/Books for Directorate of Distance Education:

- | | |
|------------------------------|---|
| 1. Quality of Paper | Maplitho70 gsm |
| 2. Size of Paper | 23" x 36"/8 |
| 3. Page Print Area | 7"X9.5" |
| 4. Finished Book size | 8.25"X11" |
| 5. Printing | Offset, Single colour |
| 6. Spacing | 1.5 lines |
| 7. Font Size | 12pt. (Arial) |
| 8. Material will be given in | CD/DVD |
| 9. Cover page | 220 gsm Imported Art card, single colour printing with gloss lamination |
| 10. Binding | ≤ 80 page centre stitch, >80 pages Perfect binding. |

The Technical bid should contain the following as annexures:

- i) Complete Profile of company.
- ii) Branch/Regional office list
- iii) PAN Card copy
- iv) Certificate of Registration copy.
- v) Sample copy of study material, if printed any
- vi) The technical bid should accompany the earnest money deposited (EMD) in the form of DD of ₹100000/- in favour of REGISTRAR, GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR.
- vii) Supporting documents should be attached in favour of pre-requisite, i.e., the printer must be equipped with at least one single colour sheet-fed printing machine of minimum size 18"X22" with appropriate workforce for printing, independent binding and composing sections.
- viii) Sample of all kind of papers to be used must be attached with signatures and seal of firm as per specification given above.

D. GENERAL/ STANDARD TERMS AND CONDITIONS OF THE TENDER

1. Two envelope bid

The tender is to be submitted on two envelope bid pattern, i.e., “Technical bid” and “Financial Bid/Price/commercial bid” in separate sealed envelopes.

Both of these envelopes should be put and sealed in another envelope addressed to Director, Distance Education, Guru Jambheshwar University of Science and Technology, Hisar-125001 (Haryana), India and super-scribed in bold over the envelope as “**TENDER FOR PRINTING OF STUDY MATERIAL**”

2. Bid signing

The Tender must be signed by authorized signatory of the bidding firm/company on each page, along with seal of the firm/company, as the case may be.

3. Conditional Bid

Conditional Bid is not acceptable. Therefore, the supplier is advised neither to alter the specification nor to mention anything else on the Tender form, except cost, signatures with seal, otherwise his Tender will not be considered.

4. Delivery Acceptance

The delivery of the material will be handed over to the authorized official of the concerned indenting department/office, however, the goods will be deemed to be accepted subject to the approval of the inspection committee of GJUS&T. In case of rejection of the consignment, the supplier should immediately remove the consignment from the University premises, failing which it will remain there at the risk and responsibility of the supplier and university will not be responsible for any kind of liability in this regard.

5. Delivery Period

The supply is to be made within 30 days of the date of dispatch of the supply order. However, in case of imported goods this time limit will be 60 days, instead of 30 days.

6. Delivery Period Extension

The supply order(s) shall be executed within the time specified in this regard. However, in case of Force Majeure / reasons beyond control of the supplier, he may make a written request to the Vice-Chancellor for grant of extension for delivery period. The written request in this regard should clearly spelling out such reasons.

The Vice Chancellor, if he is satisfied of such reasons and further that the requested extension will not be detrimental to the interests of the university, may grant extension for a reasonable period for delivery of the goods. The supplier would be required to indemnify the university against any loss on account of downfall of the price during the extended period.

7. Penalty for delayed supply

The supply order(s) shall be executed within the time specified in the supply order. It may be extended in exceptional cases by the Vice Chancellor on the application of the supplier indicating the reasonable grounds. In the event, the supplier fails to supply the study material within time, he/she shall be liable to pay as penalty an amount equal to 1% or such smaller amount, as the Vice Chancellor may decide the said amount of the contract value, for every day that the quantity remains incomplete, provided that the entire amount of penalty shall not exceed 10% of the total amount of contract value. An appeal against these orders shall, however, lie to the Vice Chancellor whose decision

shall be final. In case the supplier backs out the supply, the earnest money deposited by him/her shall be forfeited besides any other action as may be considered necessary by the Vice Chancellor.

8. EMD forfeiture

In case of the contractor backs out the supply, the earnest money deposited by him shall be forfeited. Apart from it, he will be liable for any other action against him, as may be considered necessary by the Vice-Chancellor.

9. Rejection of incomplete tenders

Incomplete Tender such as unsigned Tender, late submitted Tender, conditional Tender, not confirming to the eligibility criteria and Technical specification or with any vaguer term such as 'Extra as applicable', will be considered as rejected.

10. Quantity Variation

The quantity shall be subject to increase or decrease as the case may be.

11. Manual/literature

The detailed literature/catalogue of the quoted instrument and its accessories should also be attached with the tender. The specifications claimed by the firm should be clearly mentioned in the literature/catalogue also. Its manual should also be supplied with the equipment.

12. Taxation

Taxes/Excise duty/custom duty etc. should be quoted independent of the ex-works price of the item and it will be paid as applicable under Government rules, if so quoted by the Supplier in the tender, subject to the certificate in the bill of costs as follows. However, wherever exemption from duty (excise/custom duty) is applicable, the university will provide the exemption certificate, along with supply/purchase order itself. "Certified that the taxes/duties charged in this bill is leviable under Government Rules". In case of imported goods the custom clearance is to be arranged by the supplier at his own. Charges, if any, in this regard, however, need to be mentioned accordingly in the quote itself. University will provide necessary documents for this purpose. In case the quote is silent with regard to taxation and clearance charges etc, no such charges will be paid by the university.

13. Right to Bid rejection

The University reserves the right to reject any or all offers without assigning any reason.

14. Packaging of Consignment

The material should be packed in a strong case so as to avoid any damage, theft or pilferage in the transit, in which case the responsibility shall be that of the supplier.

15. Warranty

The warranty should not be less than 12 months from the date of installation of the equipment.

16. Performance Warranty

Before release of the payment, the successful bidders will be required to submit a performance warranty in form of bank guarantee equal to 10% of the purchase order for the warranty period of the Equipment's.

In case of imported goods requiring opening of LC or advance copy of the draft, the bank guarantee on account of performance warranty, having validity for warranty period plus 4 months, should be submitted before issuance of the purchase order by the indenter. If

required, its validity will be got suitably extended by the supplier before release of his EMD.

17. Payment

The payment will be made within reasonable time of the successful installation/delivery of study material and its inspection and further after the on-site training imparted, if it is the requirement of the tender document.

18. Currency

The rates be quoted in Indian Currency (I N R). However, in case of imported item it may be quoted in foreign currency where in the date of floating of tender will be taken as the conversion date for bid evaluation and comparison purpose.

19. Earnest Money Deposit (EMD)

The earnest money of the amount is ₹ 100000/- in the form of bank draft Payable at Hisar and drawn in favour of the Registrar, Guru Jambheshwar University of Sc & Tech. Hisar.
EMD should be enclosed with in the Technical bid.

20. Arbitration

In case of any dispute both the parties will be bounded by the decision of the Vice-Chancellor, GJUS&T, Hisar, as the arbitrator.

21. Jurisdiction

All disputes shall be subject to Hisar jurisdiction.

ANNEXURE 'A'

'TECHNICAL BID'

Specification for Study Material/ Books for Directorate of Distance Education:

1. Quality of Paper	Maplitho70 gsm
2. Size of Paper	23" x 36"/8
3. Page Print Area	7"X9.5"
4. Finished Book size	8.25"X11"
5. Printing	Offset, Single colour
6. Spacing	1.5 lines
7. Font Size	12pt. (Arial)
8. Material will be given in	CD/DVD
9. Cover page	220 gsm Imported Art card, single colour printing with gloss lamination
10. Binding	≤ 80 page centre stitch, >80 pages Perfect binding.

Attach the following with technical bid

The Technical bid should contain the following as annexures:

- i) Complete Profile of company.
- ii) Branch/Regional office list
- iii) PAN Card copy
- iv) Certificate of Registration copy.
- v) Sample copy of study material, if printed any

- vi) The technical bid should accompany the earnest money deposited (EMD) in the form of DD of ₹100000/- in favour of REGISTRAR, GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR.
- vii) Supporting documents should be attached in favour of pre-requisite i.e. the printer must be equipped with at least one single colour sheet-fed printing machine of minimum size 18"X22" with appropriate workforce for printing, independent binding and composing sections.
- viii) Sample of all kind of papers to be used must be attached with signatures and seal of firm as per specification given above.

The all terms & conditions of tender have been read and I/We certify that I/We clearly Understand the same and undertake for its compliance

Signature of authorized representative of the bidding firm/company with seal.

(Affix Rubber Stamp of the firm)

DATE: _____

PLACE: _____

ANNEXURE 'B'

“FINANCIAL/COMMERCIAL BID”

TENDER DOCUMENT FOR PRINTING OF STUDY MATERIAL/LESSONS

Last date for submission of Tender Documents _____ up to _____ p.m.

SPECIFICATIONS:

1. Quality of Paper Maplitho 70 gsm
2. Size of Paper 23" x 36"/8
3. Page Print Area 7"X9.5"
4. Finished Book size 8.25"X11"
5. Printing Offset, Single colour
6. Spacing 1.5 lines
7. Font Size 12pt. (Arial)
8. Material will be given in CD/DVD
9. Cover page 220 gsm Imported Art card, single colour printing
with gloss lamination
10. Binding ≤ 80 page centre stitch, >80 pages Perfect binding.
If the number of pages exceeds 400, then two volumes may be made
for in particular study material.

Rates per page including binding, cost of paper and cost of cover page, etc. with above specifications to be quoted by the Printer in the following format:

Copies	50	100	150	200	250
Rate per page					
Copies	300	350	400	450	500
Rate per page					
Copies	550	600	650	700	750
Rate per page					
Copies	800	850	900	950	1000
Rate per page					
Copies	1100	1200	1300	1400	1500
Rate per page					
Copies	1600	1700	1800	1900	2000
Rate per page					
Copies	2200	2400	2600	2800	3000
Rate per page					
Copies	3200	3400	3600	3800	4000
Rate per page					
Copies	4200	4400	4600	4800	5000
Rate per page					
Copies	5500	6000	6500	7000	7500
Rate per page					
Copies	8000	8500	9000	9500	10000
Rate per page					

Terms & Conditions

- i) The printer must be equipped with at least one single colour sheet-fed offset printing machine of minimum size 18”X22” with appropriate workforce for printing, independent binding and composing sections. If, necessary, the Committee appointed by the University may inspect the requisite infrastructure and in case of its non -availability, the tender will be liable to be rejected.
- ii) Security/EMD ₹100000/- refundable (DD in favour of Registrar, GJUS&T, Hisar). Tender without EMD will be rejected.
- iii) Rough proof is to be supplied within 20 days of the supply of MS (soft copy) inform of hard copy/soft copy as per directions of Distance Education. Non-compliance will attract penalty at the rate specified in Clause xvi. Time limit for supply of printed material: 20 days from approval of rough proof. At a given time, maximum order be not more than 75 titles.
- iv) F.O.R., Directorate of Distance Education Store, GJUS&T, Hisar.
- v) Tender received after due date will not be entertained.
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- vii) Incomplete tender such as unsigned, without security/EMD, with material deviation in specifications or terms & conditions will be rejected.
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- xi) The printed books must be free from errors and title cover with appealing outlook on good quality binding.
- xii) Soft copy will be required to be submitted with bills failing which bills will not be passed.
- xiii) The printer will procure a certificate/bills and labels from paper mill that the paper of the requisite quality (Maplitho 70 GSM and Imported Art Card of 220 GSM) to be used for the study material in corresponding quantity has been purchased by the printer from the Mill.
- xiv) The tender is for printing of study material from 50 copies to 10000 copies. This tender document contains 55 slabs of number of copies. The firm, which will quote minimum rates for maximum number of slabs, may be considered as L-1 for overall tender.
- xv) In case L-1 fails to supply the printed study material within stipulated period, the University will be free to get the work done from L-2, L-3 and so on at the rates to be decided after negotiation.
- xvi) The supply order(s) shall be executed within the time specified in the supply order. It may be extended in exceptional cases by the Vice Chancellor on the application of the supplier indicating the reasonable grounds. In the event, the supplier fails to supply the study material within time, he/she shall be liable to pay as penalty an amount equal to 1% or such smaller amount, as the Vice Chancellor may decide on the said amount of the contract value, for every day that the quantity remains incomplete, provided that the entire amount of penalty shall not exceed 10% of the total amount of contract value. An appeal against these orders shall, however, lie to the Vice Chancellor whose decision shall be final. In case the supplier backs out the supply, the earnest money deposited by him/her shall be forfeited, besides any other action as may be considered necessary by the Vice Chancellor.
- xvii) A job shall be printed only after the approval of rough proof by the Coordinator/subject experts.
- xviii) T.D.S. wherever applicable will be deducted at source.
- xix) Rates quoted will be applicable for one year from the date of approval of tender. The Contract may be extended by one year more on same terms and condition on satisfactory performance.
- xx) The printer will be required to submit all documents and titles with modification, if any, at the time of termination/expiry of the contract on e-mail as well as on CD.

Name, Signature and
Stamp for the tenderer
DATE: _____

PLACE: _____

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