

BHASKARACHARYA COLLEGE OF APPLIED SCIENCES

(University of Delhi)

Sector – 2, Phase – 1, Dwarka, New Delhi – 110075, Phone- 011-25087597

Website: <http://www.bcas.du.ac.in>, Email: bhaskaracharya.college@gmail.com

M/S

Our Enquiry Ref No:

BCAS/Quot./2014/

Printing/01/

Dated 19/12/2014

Last date for Submission 08/01/2015

By the time 4:00 p.m.

Date and Time of Opening 09/01/2015

in the College premises At 12:30 pm

EMD: Fixed. 10,000/-only**Subject: Invitation of sealed 2 fold bids for the annual rate contract for College Printing Work for the F.Y. 2014-15.**

Dear Vendor,

Only the sealed bids are invited for the rate contract of **College Printing Work.**

| S.No. | Name of Items |
|-------|-----------------------|
| 1. | College Printing Work |

It is required that the following instructions should be carefully followed including detailed terms and conditions attached overleaf as Annexure 'A1' and 'A2', while submitting your offer; otherwise your offer may not be considered.


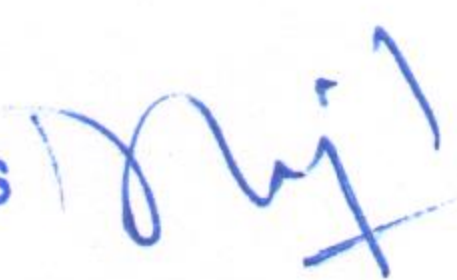
1. All the communication with the college should be addressed only to "The Principal, Bhaskaracharya College of Applied Sciences, Sector 2, Phase I, Dwarka, New Delhi- 110 075." (hereinafter called the Principal)
2. Sealed Quotations will be two fold (a) one technical bid consisting of all technical details along with terms and conditions (b) another financial bid containing items wise price for the items mentioned in the technical bid. Bidders will not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
3. The technical bid and the financial bid should be sealed by the bidder in separate covers(A and B respectively) duly super scribed and both these sealed covers are to be put in a bigger cover (C) which should also be sealed and super scribed. All the three envelopes should be superscribed with format of the label shown in Annexure 'B'.
4. While quoting for different items simultaneously, it may please be noted that the firm must submit single technical bid of all items whereas financial bids of each item have to be quoted separately and the same should be sealed item-wise in separate envelopes.
5. Financial bids of only those bidders will be opened and considered who qualify in their technical bid.
6. The firm must be reputed and must be registered with Sales Tax/ Income Tax Authority. The bidder should clearly mention valid TIN/ TAN/ Service Tax No. as per the Govt. norms.
7. Incomplete bids or the ones submitted after due date would be summarily rejected. Moreover, the College will not be responsible for any postal or delay because of whatsoever reason.
8. Any alteration/cutting/overwriting/white fluid etc. should also be avoided in the offer submitted. If they exist, they should be duly signed. Failing this the bids are liable to be rejected.
9. The quoted price (only in the Financial Bid) should be F.O.R. BCAS/ C.I.F. New Delhi (for imported items) and will be taken as inclusive of all taxes including VAT and installation, packing, forwarding, freight, AMC, Insurance, discount and other charges until and unless rates are mentioned specifically and clearly. *Taxes as applicable*, if quoted, will not be considered and no further communication/ clarification may be required by the college in this regard. The agency commission, if any for imported items, payable only in Indian rupees should be mentioned separately.
10. **Vendors may use the format in the Annexure C and Annexure D for their bids.**

Yours Sincerely,


Principal

Request For Quotation (RFQ)/Limited Tender for Bhaskaracharya College of Applied Sciences, Dwarka

Officiating Principal
Bhaskaracharya College of Applied Sciences
(University of Delhi)
Sector-2, Phase-I, Dwarka, New Delhi-75



ANNEXURE 'A1'

- I. The bids should be valid upto 31.03.2015 from the date of its opening.
- II. Arefundable Bid Security/ Earnest Money Deposit of a fixed amount ` 10,000/- should be deposited in the form of a bank guarantee/ single demand draft from any nationalized bank in favour of "The Principal, Bhaskaracharya College of Applied Sciences" along with the bid enclosed in the outermost envelope (C). Name, address and telephone number of the bidder should be clearly written on the backside of the Demand Draft. The bid security of the successful vendor will be treated as the performance security for the contract or the warranty period. GFR 2005 will be applicable in regard of bid and the performance security deposited.
- III. The final offered rate(only in the financial bid) shall be quoted by the vendor, for every item, in words and also in figures and shall match with the amount figure.If rates in words do not tally with rates in figure then the rates which correspond to the amount shall be taken as correct. If the amount of an item is not worked out by the contractor or it does not correspond with the rates written either in figure or in words then the rate quoted by the vendor in words shall be taken as correct.
- IV. The bidder shall bear all the costs associated with the preparation and submission of its quotation including samples, literatures etc., regardless of the conduct or outcome of the bidding process.
- V. Only the sealed bids submitted personally/ post will be considered and the bids sent by Fax/Email will not be considered. Only the specific clarification, if any, sought by the college may be replied electronically.
- VI. Authorised representative of the bidders is permitted to attend the bid opening schedule stated above. The representative should bring with them a letter of authority from the corresponding bidder, without which, they are not permitted to attend the bid opening.
- VII. The college reserves the right to change the number of items to be procured as also their quantity.
- VIII. The Principal reserves its rights to reject or accept wholly or partly the offer without assigning any reason(s). The Principal also reserves the right to cancel all Quotations without assigning any reason thereof.
- IX. The decision for the placement of Order is at the sole discretion of the Principal. Once an order is placed, it will be non-transferable/ sublet/ or outsource by the successful bidder to any other firm or vendor.
- X. Any dispute or disagreement will be interpreted and addressed under Indian Laws in the Hon'ble Courts of Delhi Jurisdiction only.
- XI. Each bidder shall submit only one bid either by himself or as a partner in a joint venture. A bidder who submits or participates in more than one bid will be disqualified.
- XII. Canvassing whether directly or indirectly, in connection with bids is strictly prohibited and the bids submitted by the bidders who resort to canvassing will be liable to rejection.
- XIII. The college may ask the vendors for sample reviewing and demonstration free of charge and no obligation basis and reserves the right to reject before opening of the financial bids.
- XIV. The successful vendors will have to provide their complete bank details in the prescribed proforma, in case the college desires to make the payment through ECS/RTGS.
- XV. In case of any deviation from the tender specification or any misconduct, the firm will be held responsible and may lose the Earnest Money Deposit with additional penalty imposed.
- XVI. No advance payment will be made. TDS applicable for professional services will be deducted.
- XVII. In the event of non-execution of the order within the specified period, the Principal may impose a penalty of 0.5% per week and a maximum deduction of 10% of the total cost on the suppliers.
- XVIII. Tender conditions, other than those stated above, sent along with your offer shall not be binding on the college.
- XIX. While sending bids, the firm/company/s shall ensure that the terms/conditions mentioned in this document against which the bids are being given are acceptable to them. The vendor submitting an offer in the response of this enquiry is assumed to accept our terms and conditions stated above.

ANNEXURE 'A2'

- a) The quantity of items to be printed may increase/decrease as per requirement.
- b) The payment of increased/decreased no. of pages, size shall be made/deducted proportionately.
- c) The Printer shall print all the items on the paper quality specified. In case the Printer uses the inferior quality of paper, the college can get it tested from the Mill/Govt. Lab. and a penalty on the total bill shall be imposed by the authority as deemed fit on the Press and disqualification for future empanelment with the college.
- d) Printing Presses interested in undertaking the job are welcome to collect specimen copies printed during 2013-14. The specimen for 2013-14 may be collected from Section Officer (Administration) of the college on working days between 10.00 a.m. to 4.00 p.m.
- e) The vendor will be provided data in a .doc/. docx/.txt format only.
- f) All photographs are to be drum- scanned.
- g) Vendor may be called for final design composition in the college.
- h) The vendor should provide soft copy of the final document in the desired format.

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- i) The vendor may be asked to provide one or two draft copy/copies of the task assigned.
j) The rate contract may be extended if performance is found to be satisfactory.

ANNEXURE 'B'

- Vendors should use the below mentioned formatted label on their respective sealed envelopes to avoid any confusion.

| | | |
|---|---|---|
| Envelope C: Quotation for the Rate Contract for the Purchase of College Printing Work | | |
| Department of <> | Your Reference No:<> /Reply to Quotation on your website | Dated: <> |
| Envelope A/ B A:<Technical Bid> OR B:<Financial Bid> | The Principal Bhaskaracharya College of Applied Sciences University of Delhi Sector-2, Phase I, Dwarka New Delhi- 110075 | Last Date and Time of Receiving the Quotation: <> 08/01/2015 1600 Hrs. |
| From: <Vendor Details> | Kind Attn: <Dr. Madhulika Bajpai, Convener> | |

ANNEXURE 'C'

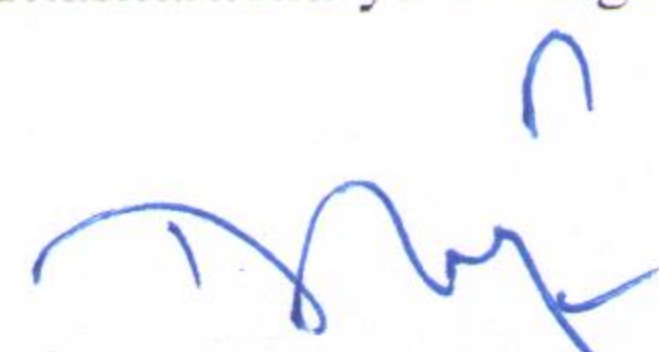
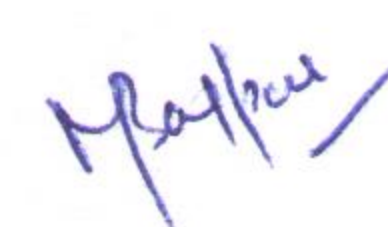
| Technical Bid for the Rate Contract for the College Printing WorkFY 2014-15 | |
|---|---------|
| Name of the vendor | |
| Signature with Seal | |
| Contact Details with Mobile No and Email ID | |
| Authorize Dealing person details | |
| TIN/PAN/S.T. NO. | |
| Compliance with the terms and conditions mentioned in the tender document. Annexure A1 and A2 | YES/ NO |
| Bid Security of INR 10000/- submitted (Details) | YES/ NO |

ANNEXURE 'D'

| Financial Bid for the Rate Contract for the College Printing Work FY 2014-15 | |
|---|--------|
| Name of the vendor | |
| Signature with Seal | |
| Contact Details | |
| Authorize Dealing person details | |
| Quoted Price attached as Enclosure I <i>(All the pages of Enclosure I need to be signed and stamped at the time of submitting the bid. Quoted prices should be inclusive of all taxes etc.)</i> | YES/NO |

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Enclosure I for the Financial Bid of Printing Work 2014-15

| Item | Paper Quality (GSM) | Other Specifications | No. of inner Pages | Size (In Inches.) | No. of Copies | Quoted Unit Price (inclusive of all in `) | Quoted Price of Inc/Dec of additional 4 Pages (inclusive of all in `) | Quoted Price of Inc/Dec of additional 4 color Pages (inclusive of all in `) |
|---------------------|---------------------|--|--------------------|-------------------|---------------|---|---|---|
| College Publication | 130 | (Multicolored laminated Cover/Title Page of 300GSM art card, with centre stich bindig) | 36 | 8.3 X 11 | 200 | | | |
| | | | | | 201-500 | | | |
| | | | | | 501-1000 | | | |
| | | | | | 1001-1500 | | | |
| | | | | 7.1 X 9.3 | 200 | | | |
| | | | | | 201-500 | | | |
| | | | | | 501-1000 | | | |
| | | | | | 1001-1500 | | | |

| Item | Front Side Specification | Back Side Specification | Size (In Inches.) | No. of Copies | Quoted Unit Price (inclusive of all in `) | Quoted Unit Price if Back side contains Colored scanned photograph (inclusive of all in `) | Quoted Unit Price if Backside contains Bar Code (inclusive of all in `) |
|--------------------------------|--|-------------------------|-------------------|---------------|---|--|---|
| Plastic ID Cards Digital Print | Text with Colored Scanned Photograph and Signature | Black and White text | 2.5 X 3.5 | 1-100 | | | |
| | | | | 101-200 | | | |
| | | | | 201-500 | | | |
| | | | | 501-1000 | | | |
| | | | 2.6 X 3.6 | 100 | | | |
| | | | | | | | |
| | | | | 101-200 | | | |
| | | | | | | | |

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| Item | Paper Quality (GSM) | Other Specifications | No. of inner Pages | Size (In Inches.) | No. of Copies | Quoted Unit Price (inclusive of all in `) |
|--------------|---------------------|--|--------------------|-------------------|---------------|---|
| Register | 100 | Black and White text, with hard board binding | 100 | 13.5 X 17 | 200 | |
| | | | | | 201-500 | |
| | | | | | | |
| | | | 100 | 10 X 15 | 200 | |
| | | | | | 201-500 | |
| | | | | | | |
| Register (T) | 100 | Multicolored sheets with perforation, outercover with 300GSM | 100 | 8.5 X 11 | 200 | |
| | | | | | 201-500 | |
| | | | | | | |

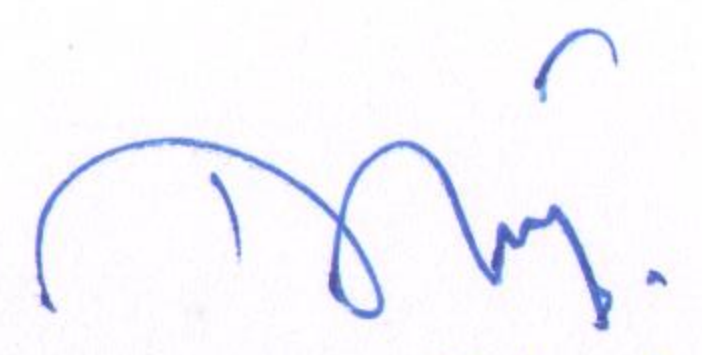
| Item | Paper Quality (GSM) | Other Specifications | Size (In Inches.) | No. of Copies | Quoted Unit Price (inclusive of all in `) |
|-------------|---------------------|----------------------|-------------------|---------------|---|
| Certificate | 300 | Single Color Print | 7.0 X 9.0 | 100 | |
| | | | | 101-250 | |
| | | | | 251-500 | |
| | | Four Color Print | 7.0X 9.0 | 100 | |
| | | | | 101-250 | |
| | | | | 251-500 | |

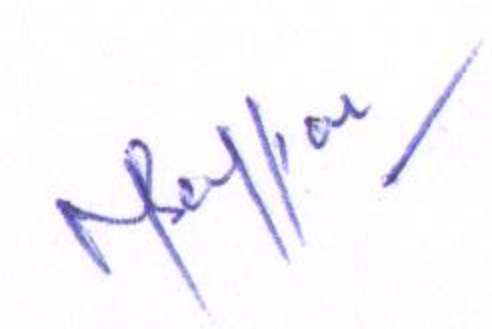
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| Item | Paper Quality (GSM) | Other Specifications | Size (In Inches.) | No. of Copies | Quoted Unit Price (inclusive of all in `) |
|--------------|---------------------|--|-------------------|---------------|---|
| Receipt Book | 80 | With serial number, Duplicate sheet in 60GSM in different color paper, in a pack of 100 with board binding | 5.0 X 9.0 | 2000 | |
| | | With serial number, Triplicate sheet in 60GSM in different color papers, in a pack of 100 with board binding | 5.0 X 9.0 | 2000 | |

| Item | Specifications | No. of Copies | Quoted Unit Price (inclusive of all in `) on per sq. inch basis |
|--------------|--|---------------|---|
| Flex Banner | Standard Flex quality with possible 10X3, 7X3 or 5X3 sizes | 1-5 | |
| | | 6-10 | |
| Cloth Banner | Standard Cloth banner quality with possible 10X3, 7X3 or 5X3 sizes | 1-5 | |
| | | 6-10 | |


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| Item | Paper Quality (GSM) | Other Specifications | No. of Copies | Size (In Inches.) | Quoted Unit Price (inclusive of all in `) |
|-------------|-----------------------------------|---|---------------|-------------------|---|
| Envelopes | 150 | Item to be supplied including envelope (with or without window) with Printing | 2000 | 9.0 X 4.0 | |
| | | | | 11.0 X 5.0 | |
| | | | | 12.0 X 10.0 | |
| Forms | 80 | Text on both sides with or without perforation slip in a pack of 100 each | 2000 | 13.0 X 8.5 | |
| | | | | | |
| Letter Head | 120 | Text, and items in a pack of 100 each | 2000 | 12.0 X 8.0 | |
| | | | | 6.0 X 9.0 | |
| Voucher | 60 | Text, and items in a pack of 100 each with board support in each pack | 5000 | 4.0 X 5.0 | |
| | | | | 6.0 X 4.0 | |
| File Cover | 14 Kg Pulp sheet | Item to be supplied including standard File Cover (with green tags) with Printing | 2000 | 14.0 X 11.0 | |
| Note sheet | 80, Light Green Color with margin | Text, and items in a pack of 100 each with board support in each pack | 5000 | 8.5 X 14.0 | |
| Slips | 60 | Text, and items in a pack of 100 each with board support in each pack. Three or Four equal parts with perforation and serial number | 5000 | 8.0 X 10.5 | |
| | | | | 8.0 X 14.0 | |

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| Item | Paper Quality (GSM) | Other Specifications | No. of Copies | Size (In Inches.) | Quoted Unit Price (inclusive of all in `) |
|------------------|---------------------|--|---------------|-------------------|---|
| Hand bills (B/W) | 80 | Single color Print | 1000 | 8.0 X 11.0 | |
| | | | | 4.0 X 5.5 | |
| Hand bills | 160 | Multi color Print | 500 | 8.0 X 11.0 | |
| | | | 1000 | | |
| | | | 500 | 4.0 X 5.5 | |
| | | | 1000 | | |
| Student Badges | 200 | Multi colored Print | 50 | 4.0 X 5.0 | |
| | | | 100 | | |
| | | | 150 | | |
| Poster (B/W) | 170 | Two color Print | 1-25 | 18.0 X 23.0 | |
| | | | | 11.5 X 16.5 | |
| | | | | 8.0 X 11.0 | |
| Poster | 170 | Four color Print | 1-25 | 18.0 X 23.0 | |
| | | | | 11.5 X 16.5 | |
| | | | | 8.0 X 11.0 | |
| Invitation Cards | 200 | Single color text with printed envelope on 100 GSM | 250 | | |
| | | | | 4.0 X 5.5 | |

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