

SHIVAJI COLLEGE, UNIVERSITY OF DELHI
RAJA GARDEN, RING ROAD
NEW DELHI -110027

NOTICE INVITING QUOTATIONS

1. Sealed bids are invited from experienced, resourceful and bonafide firms on single stage two bid system for **Printing and Supply of Pamphlets/Poster Certificates/ Flex/ Banner** The sealed Tender superscribed as “**Tender for Printing and Supply of Pamphlets/Poster Certificates/ Flex/ Banner**” along with technical and financial bid in separate envelope must reach the office in the name of the Principal, Shivaji College, Ring Road, Raja Garden, New Delhi – 110027

2. **CRITICAL DATE SHEET as under.**

Date	Date and Time
Published Date	16-10-2019
Bid Submission Start Date	17- 10-2019
Bid Submission End Date	07-11-2019 (03.00 PM)
Financial Bid Opening Date	08-11-2019 (11.00 AM)

3. **Bid Submission:** Separate envelopes should be used for Technical and Financial Bids and indication to that effect may please be superscribed on the envelopes.

4. Tenders are advised to follow the following Technical conditions: - .

- (a) Tender fee of Rs 500/- and Earnest Money of Rs. 10,000/- is to be deposited in form of Demand draft form only. The Demand Draft should be drawn in favor of “**The Principal, Shivaji College**”, payable at New Delhi
- (b) The firm’s profile with complete details duly signed.
- (c) The firms having credential of supplying printing works of this tender will be selected. The firms should have valid statutory Registration Numbers.
- (d) The firms who have already completed atleast three similar work of **value Rs 10,000/-** in Govt., Semi Govt., Govt. Undertakings, and Govt. Autonomous Organizations / Institutes will be selected.

OR

The firm must have annual turnover for **Rs 2,00,000/- from painting work** during immediate last three years.(Certified by Chartered Accountant)

- (e) The firms must provide experience details of last three years in table form.
- (f) 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.

- (g) No near relative certificate.
- (h) Financial standing through latest I.T.R of last 3 years.
- (i) Acceptance of other terms and conditions.

Other terms and Conditions:-

- i. The institute may accept or reject any or all bids in part or in full without assigning any reason and does not bind itself to accept the lowest bid. The institute at its discretion may change the quantity, upgrade the criteria, and drop any item or part thereof at any time before or after placement of the order.
- ii. The Institute also reserves the right of splitting the items within two or more contractors for placement of order.
- iii. **The college will order for printing and Supply of Pamphlets/Poster Certificates/ Flex/ Banner as when require WITHOUT ANY minimum quantity.**
- iv. Not more than one tender shall be submitted by one contractor 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 rejections.
- v. Payment terms: - Full and final payment will only be made after successful printing work and on submission of working satisfactory report for the same.
- vi. The bid shall remain valid for one year which may be further extended to another year.
- vii. The payment will be made to the firm at any Bank Account maintained in India by way of NEFT/RTGS after statutory deduction as applicable laws.
- viii. The quoted price shall be inclusive of all other taxes (inclusive of all taxes fees, levies, cartage, etc.) by whatever name called.

Anita Kapur
for **Principal**

COMPANY LETTER HEAD

FINANCIAL BID UNDERTAKING

From: (Full name and address of the Bidder)_____

To,
The Principal
Shivaji College, University of Delhi
Raja Garden, Ring Road
New Delhi - 110027

Dear Madam,

I submit the Price Bid for **Printing work** and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to work at the rates as indicated in the price Bid, (Annexure -2) inclusive of all applicable taxes, other cost by whatever name called and charges.
4. I hereby declare that price quoted in the Financial Bid are for the **Printing work** as specified in the Technical Bid meeting all the specifications and parameters of Technical Specifications as given in the Tender Document.

Yours Faithfully,

Signature of authorized Representative

COMPANY LETTER HEAD

(Annexure -2)

FINANCIAL BID

S. No.	Item Description	Rate to be Quoted	Minimum Order	Rs.
1.	Flex Board with Iron Frame Multi Colour printing of black back flex 13 ohms, fixing on 1" MS pipe frame with self-supporting stand.	Per sq.ft.	As per Requirement	
2.	Flex Board only Multi Colour printing of black back flex 13 ohms, fixing on College frame and with self-supporting Stand.	Per sq.ft.	As per Requirement	
3.	Flex Board with Wooden Frame Multi Colour printing of black back flex 13 ohms, fixing on wood frame with self-supporting stand.	Per sq.ft.	As per Requirement	
4.	Cloth Banners Text & Logo Multi Colour printing on Cloth	Per sq.ft.	As per Requirement	
5.	Pamphlets (Size: A4) Multi Colour Digital Printing on both side 170 gsm gloss paper with both side laminations.	Per Pamphlet	100 nos.	
6.	Posters			
a	Size:12"x18"	Per poster	20 nos.	
b	Size:13"x19"	Per poster	20 nos.	
c	Size:13"x24"	Per poster	20 nos.	
7.	Certificates (A4 size)	Per Certificate	20 nos.	
8.	Coupons (A4 size)	Per sheet	05 nos.	
9.	Badges Card -Multi colour digital print on 300 gsm paper Pouch (card case) - B4 Size with 1" Broad Neck Stripe	Per Badges	20 nos.	

1. The rates shall be quoted in Indian Rupee only.
2. The rates will be inclusive of all taxes fees, levies, cartage, other cost by whatever name called etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.
3. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
4. The payment will be made to the firm at any Bank Account maintained in India by way of NEFT/RTGS after statutory deduction as applicable laws.
5. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

(Signature of the Authorized Person)