



No. AUD/1-10/2014-15/Annual Report/

09 January, 2015

To,

Subject: Inviting Tender / Quotation for Designing and Printing of University Annual Report (Hindi Version)

Ambedkar University Delhi (AUD) invites sealed quotations from competent printers to design & print University Annual Report in Hindi. The quotation is required to be submitted in a sealed cover addressed to the Registrar, Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi-110006 so as to reach us on or before 30-01-2015 up to 02.00 pm, duly superscribing the work i.e “**Quotation for Designing and Printing of University Annual Report**” on top of the cover.

Scope of Work

S. N.	Description of Design & print Job	Quantity	Completion Time
1	Designing and Printing of University Annual Report (Hindi Version) year 2011 – 12 No. of pages- 116 + 4 (approximately) Size – 9 inch x 6 inch Cover page: 300 gsm matt Lamination art card Inside paper: 130 gsm matte Printing 4+4 colour Throughout perfect binding Including cost of Designing, formatting, creation of graphs, placement of photographs etc as per English Annual Report	300	21 days from the date of issue of work order
2	Designing and Printing of University Annual Report (Hindi Version) year 2012 – 13 No. of pages- 140 + 4 (approximately) Size – 9 inch x 6 inch Cover page: 300 gsm matt Lamination art card Inside paper: 130 gsm matte Printing 4+4 colour throughout perfect binding Including cost of Designing, formatting, creation of graphs, placement of photographs etc as per English Annual Report	300	21 days from the date of issue of work order
3	Designing and Printing of University Annual Report (English Version) year 2013 – 14 No. of pages - 140 + 4 (approximately)	300	

	Size – 9 inch x 6 inch Cover page: 300 gsm matt Lamination art card Inside paper: 130 gsm matte Printing 4+4 colour throughout perfect binding		
4	Designing and Printing of University Annual Report (Hindi Version) year 2013 – 14 No. of pages- 140 + 4 (approximately) Size – 9 inch x 6 inch Cover page: 300 gsm matt Lamination art card Inside paper: 130 gsm matte Printing 4+4 colour throughout perfect binding	300	

Last Date of submission of tender / quotation - 30-01-2015 at 02.00 PM

Date of Opening of tender / quotation - 30-01-2015 at 03.30 PM

Tenderers should read the tender document carefully as enclosed and comply strictly with the terms and conditions before sending their tenders.

Assistant Registrar (Admin)

Copy forwarded for information to:-

- 1- Registrar, Ambedkar University Delhi
- 2- Controller of Finance, Ambedkar University Delhi
- 3- Advisor (Planning), Ambedkar University Delhi

**TERMS & CONDITIONS OF CONTRACT FOR SUBMISSION OF
TENDER BID/ QUOTATION**

1. Sealed Tenders should be clearly superscribed as “**Quotation for Designing and Printing of University Annual Report**”. The tender document should be accompanied by Annexures I, II & III duly filled.
2. The bidders are advised to see the text material before submitting their bids, which is available with the Planning Division of the AUD. The number of pages may vary after the design process.
3. Late receipt of bids (i.e. after due date and time) will not be considered. Authorized representatives of the tenderers may participate in the tender opening committee meeting, in case they wish to do so.
4. Rates must be quoted in figures & words in INR with all levies and taxes. The rates quoted will be valid for one year.
5. Detailed specifications are given in the scope of work above. To bring in parity in evaluation of financial bids, specification of paper, printing, treatment etc. are being mentioned. The agency will need to quote price separately for (a) design development (b) printing and all other incidental works viz. proof reading, delivery, taxes etc. based on quantity under procurement.
6. **Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten thousand only)** in the form of crossed demand draft/ pay order drawn in favour of **Registrar, Ambedkar University Delhi** shall be enclosed with the bid. The EMD of unsuccessful tenderer will be returned after completion of the tender process. Tenders received without prescribed earnest money shall not be considered.
7. Each page of the tender document should be **signed by the tenderers and duly stamped**.
8. Special discount/ rebate admissible to educational Institution/University may be specifically indicated in the quotation.
9. The bidder should provide certificates for service tax/ sales tax and PAN number details.
10. **Details of experience** if any on supply of printing items to any Govt. Office/ PSU along with copies of supply orders should be enclosed with the tender document.
11. Each tender must be accompanied by **at least two sample documents** of minimum four pages each, of same specification, printed by the firm.
12. The AUD will open the bids, in the presence of bidders or his authorized representative who choose to attend, at the time and date specified in the tender notice. The bidders or his authorized representatives who are present shall sign the tender opening document evidencing their attendance.

- 13.** AUD reserves the right of accepting the tender in whole lot or distinct part of it or the supply can be distributed between more than one bidders.
- 14. Performance Security Deposit:** The successful bidder shall be required to deposit a sum equivalent to **5% (Five per cent)** of the total cost of the supply before commencement of supply in the form of Bank Guarantee/demand draft drawn in favour of Registrar, Ambedkar University Delhi payable at New Delhi. No interest shall accrue on this amount. The validity of the Performance Security Deposit shall continue for a period of three months even after termination of the contract.
- 15.** The bid would be valid for 90 days from the date of opening of the tender. In the case of successful tenderer, rates quoted shall be valid till the supplies are completed unless there is downward revision, in such case the benefit shall be *suo moto* transferred to this University.
- 16.** The University reserves the right to accept or reject any tender or part thereof without assigning any reasons.
- 17.** The bidder is advised to see the sample and quality of annual reports previously printed by the University, available at the store of AUD at his own cost and responsibility.
- 18.** The university shall provide the text of the Annual Report in Hindi. The agency will be required to design and Proof read the text.
- 19.** Each agency may submit 3 (three) proposed designs. AUD will approve the best design, out of these. Recommendations and suggestions of the AUD for improvement in a design shall be binding on the agency. Provision of pictures/ animation, whenever used will be integral to design.
- 20.** The final matter (DTP and Layout) draft shall be made available to AUD by the Agency in Corel Draw on a DVD (RW) along with photographs. Kindly note that the CD/ DVD of rough matter and photographs provided to you should be returned to AUD once the job is completed. You shall not use this matter elsewhere without written consent of AUD.
- 21.** The ownership of the selected design will rest with the AUD. The university shall be free to use the design in electronic, print, web, telephony, IP protocol, stationery, conference, international forums, interactive activities/ BTL activities and any other suitable medium etc.
- 22.** All rights for reproduction, editing, publicity and future use for the creative design accepted by AUD shall be with university unless otherwise stated explicitly & agreed by AUD at the time of accepting the design. The supplier/ Agency shall indemnify AUD against any third party claims of infringement of patent, copyright, trademark or industrial design and issued relating to intellectual property rights arising etc from use of selected design/model, if any, under the scope of contract.
- 23.** Agency selected shall abide by all relevant rules & regulations of the Government as issued from time to time and shall also be responsible for adhering to norm/ rules & regulations/provisions of Ministry of I&B, DAVP, Press & Distribution Act, other applicable Acts/ concerned regulatory body(s).
- 24.** The quoted rate shall include cost of material, labour, transport, taxes & duties, royalties, octroi and other local taxes or levies etc. if any.

25. The AUD may make any variation of the quantity & quality or any part thereof that may in its opinion be necessary for that purpose as mentioned below :-

- a. Increase or decrease of the quantities as mentioned in the schedule.
- b. Omit any such item if found necessary after issue of Purchase Order, if required.
- c. Change the quality or kind of any such items.
- d. Additional requirement or any item required may be supplied by the bidder.

26. The bidder should supply the annual reports as per the sample. In case of any variation and low quality, the material supplied shall be rejected.

27. The agency will stand for guarantee for the workmanship of the jobs carried out by it in accordance with the specification stipulated in the contract/ supply order. In case the workmanship of the job done by the contractor is found not as per specifications, the agency will have to rectify/ replace the same free of cost. In case it fails to do so within the period specified by the AUD, the university will be at liberty to get the same done at the risk and cost of the contractor.

28. If the material/ sample is damaged during the transit (prior to receipt by AUD) or during working, the responsibility shall be that of the Contractor/Agency. The agency shall have to replace the material at its own cost.

29. AUD may at any time, by a written order given to the Contractor/ Agency, make changes within the general scope of the contract related to terms & references, enlarging the scope, analysis or specifications.

30. If any such change causes an increase or decrease in the cost of, or the time required for the execution of the contract, an equitable adjustment shall be made in the contract price or delivery schedule, or both, and the contract shall accordingly be amended. Any proposals by the Contractor/Agency for adjustment under this clause must be made in writing within thirty days from the date of the receipt of the change in order.

31. Penalties: In the event of the supplier failing, declining, neglecting or delaying the supply or in the event of any damage occurring or being caused by supplier, AUD shall without prejudice to any other party remedy available to it under the law for the time being in force in the Delhi state:

- a. Terminate the supply order at the risk and cost of the bidder whose quotation has been accepted and
- b. Recover the amount of loss caused by the damage, failure or default (including the consequential damage).
- c. Impose a penalty up to 10% of the total value of the order and confiscate earnest money.

d. The delay in the supply and imposition of penalty shall be subject to “Force Majeure” and “Arbitration” clauses of the contract.

32. The payment will be released only after successful completion of entire supply. No advance payment will be released. The delivery will be made as per the supply order and deviation, if any, may attract penalty. In addition to that, the EMD & Performance Security Deposit shall also be forfeited.

33. All disputes arising out of this contract shall be referred to the sole arbitration of the Vice Chancellor, Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi- 110 006; The venue of arbitration shall be New Delhi (India).

**Ambedkar University Delhi
Qualifying Bid Document**

Ser No.	Description	Details
1	Name of the Proprietor in case of Proprietary Company/firm	
2	Registration details	
3	Address (with Tele No. & E-mail)	
4	Contact person	
5	The number of years of experience for Printing work in Govt. Departments (list of customers including Govt. organizations, NCT of Delhi etc.)	
6	Address of work place	
7	Service Tax/ Sales Tax registration details	
8	PAN No.	

Declaration:-

I hereby certify that the information furnished above is full and correct to the best of our/my knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not be allowed to have any dealing with AUD in future.

(Authorized Signature)

Name of the Authorized person: _____

Name of the Company: _____

Address of the company: _____

Contact No. : _____

Email Id: _____

Seal of the company:

Annexure-II**Price Bid**

S.N.	Description	Qty	Rate (Rs.)
1	Designing and Printing of University Annual Report (Hindi Version) year 2011 – 12 No. of pages- 116 + 4 (approximately) Size – 9 inch x 6 inch Cover page: 300 gsm matt Lamination art card Inside paper: 130 gsm matte Printing 4+4 colour Throughout perfect binding Including cost of Designing, formatting, creation of graphs, placement of photographs etc as per English Annual Report	300	
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	Taxes & Levies		
	Total cost (Rs)		

	Additional Information	Rate (Rs.) with tax
5	Rate for printing one extra page	
6	Rate for printing one extra copy	

(Authorized Signature)
Seal of the company:

Annexure III

Check List and the order in which the documents are to be submitted for the tender

S. No.	Documents	Yes/ No
1	EMD	
2	Certificates for proof of experience	
3	Certificates for proof of service tax/ sales tax	
4	PAN Number	
5	Two sample documents printed by the firm	