



No. AUD/SS/Admissions/4-1/ 2015(1)

05 March, 2015

To,

Subject: Inviting Tender / Quotation for Printing of University Bulletin of Information and Flyers

Ambedkar University Delhi (AUD) invites sealed quotations from competent printers to print University Bulletin of Information and Flyers. 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 23-03-2015 up to 02.00 pm, duly superscribing the work i.e “**Quotation for Printing of University Bulletin of Information and Flyers**” on top of the cover.

Ser No.	Description of Print Job	Quantity	Completion Time	EMD
1	Printing of University Bulletin of Information Open size: 14 inch x 9.5 inch Close size: 7 inch x 9.5 inch No. of pages- 30 + 4 (approximately) Cover page: 300 gsm with matt lamination Inside paper: 130 gsm matte Printing 4 colour digital offset Centre-staple binding	1000 Nos	14 days from the date of issue of work order	Rs 20, 000/-
2	Printing of Flyers (Separate Flyers for each of the 24 Programmes) Open size: A4 (approximately) Close size: 3.90 inch x 8.25 inch (Two folds) Printing : 4 colour digital offset (Both sides) Paper:300 gsm with matt lamination, both sides Two folds included	500 for each programme (500 x 24) = 12000 Nos	14 days from the date of issue of work order	

Last Date of submission of tender / quotation - 23-03-2015 at 02.00 PM
Date of Opening of tender / quotation - 23-03-2015 at 03.30 PM

The bidders are advised to see the text material before submitting their bids, which is available with the Student Services Division of the AUD. The number of pages may vary after the design process. Tenderers should read the tender document carefully as enclosed and comply strictly with the terms and conditions before sending their tenders.

Deputy Registrar (Admin)

Copy forwarded for information to:-

- 1- Registrar, Ambedkar University Delhi
- 2- Controller of Finance, Ambedkar University Delhi
- 3- Dean (Student Services), Ambedkar University Delhi

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

1. Sealed Tenders should be clearly superscribed as “Quotation for Printing of University Bulletin of Information and Flyers”. The tender document should be accompanied by Annexures I, II & III duly filled.
2. 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.
3. Rates must be quoted in figures & words in INR with all levies and taxes. The rates quoted will be valid for one year.
4. 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 for printing and all other incidental works viz. proof reading, delivery, taxes etc. based on quantity under procurement.
5. **Earnest Money Deposit (EMD)** of Rs. 20,000/- (Rupees Twenty 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.
6. Each page of the tender document should be **signed by the tenderers and duly stamped**.
7. Special discount/ rebate admissible to educational Institution/ University may be specifically indicated in the quotation.
8. The bidder should provide certificates for service tax/ sales tax and PAN number details.
9. **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.
10. Each tender must be accompanied by **at least two samples** each of the Bulletins and Flyers of the same specification, printed by the firm.
11. 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.
12. 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.

13. AUD reserves the right to cancel the tender process without assigning any reason whatsoever, at any stage.
14. The tender document is valid for a period of six months from the date of issue. If Work order/ Supply order is not issued within this period, the process will have to start afresh.
- 15. Performance Security Deposit:** The successful bidder shall be required to deposit a sum equivalent to **10% (Ten 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.
16. 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.
17. The University reserves the right to accept or reject any tender or part thereof without assigning any reasons.
18. The bidder is advised to see the sample and quality of Bulletins and Flyers previously printed by the University, available with the Student Services Division of AUD, at his own cost and responsibility.
19. The university shall provide the text of the Bulletin of Information and Flyers. The agency will be required to design and proof read the text.
20. The CD/ DVD of rough matter and photographs provided to the Agency should be returned to AUD once the job is completed. It shall not use this matter elsewhere without written consent of AUD.
21. The Printer must assign a person for liaison between the Agency and AUD, till the work is completed.
22. The ownership of the selected design and print material 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.
23. The Printer/ Agency shall indemnify AUD against any third party claims of infringement of patent, copyright, trademark or industrial design and issues relating to intellectual property rights arising etc from use of selected design/model, if any, under the scope of contract.
24. 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).

25. The quoted rate shall include cost of material, labour, transport, taxes & duties, royalties, octroi and other local taxes or levies etc. if any.
26. 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.
27. The bidder should supply the Bulletins and Flyers as per the sample. In case of any variation and low quality, the material supplied shall be rejected.
28. 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.
29. 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.
30. 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.
31. 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.
32. **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/ performance security deposit.

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

33. 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.

34. **Force Majeure:**

(a) If at any time during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reason of any war, hostility acts of public enemy, civil commotions sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lock-outs or acts of God (here-in-after referred to as events), provided notice of the happening of any such eventuality is given by the either party to the other within 21 days from the date of occurrence there-of.

(b) Neither party shall by reasons of such event be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non – performance or delay in performance and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist.

(c) The decision of the AUD as to whether the deliveries have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or in part or any application under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days either party may opt to terminate the contract, provide also that if the contract is terminated under this clause, the purchaser shall have liberty to take over from the contractor at a price fixed by AUD, which shall be final, all unused, undamaged and acceptable materials, bought-out components and stores in course of manufacture in the possession of the contractor at the time of such termination of such portion there-of as the purchaser may deem it fit except of such materials, bought out equipments and stores as the contractor may with the concurrence of the purchaser elect to retain.

35. **Arbitration:**

(a) If dispute or difference of any kind shall arise between AUD and the Agency in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.

(b) If the parties fail to resolve their dispute or difference by such mutual consultation, the same shall be referred to the sole arbitrator, to be appointed by the Vice Chancellor, AUD at Delhi as per the provisions of the Indian arbitration and Conciliation Act, 1996 and the rules framed there under. His/ Her decision will be final & binding on both the parties.

(c) The venue of arbitration shall be 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.) (Please attach copy of Supply Orders)	
6	Address of work place	
7	Service Tax/ Sales Tax registration details (Please attach copy of certificate)	
8	PAN No. (Please attach copy of certificate)	

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.

(Signature of authorized signatory with company seal)

Price Bid

Name of the Company
Contact Tel. No.

Address

Price Schedule

S. No.	Description	Rate (Rs.)
1	Printing of University Bulletin of Information No. of pages- 30 + 4 (approx) Open size: 14 inch x 9.5 inch Close size: 7 inch x 9.5 inch Cover page: 300 gsm with matt lamination Inside paper: 130 gsm matte Centre-staple binding	
2	Printing of Flyers (Separate Flyers for each of the 24 Programmes) Open size: A4 (approximately) Close size: 3.90 inch x 8.25 inch (Two folds) Printing : 4 colour digital offset (Both sides) Paper:300 gsm with matt lamination, both sides Two folds included	
3	Taxes & Levies	
	Total cost (Rs)	

Additional Information		
4	Rate for printing one extra page (Bulletin of Information)	
5	Rate for printing one extra copy (Bulletin of Information)	
6	Rate for printing one extra copy of Flyer	

Date:

Place:

Signature.....

Company Name.....

Company Seal.....

Annexure III

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

Ser No.	Documents	Yes/ No
1	EMD	
2	Certificates/ supply orders for proof of experience	
3	Certificates for proof of service tax/ sales tax	
4	PAN Number details	
5	Two sample Bulletins/ Reports printed by the firm	
6	Two sample Flyers/ Pamphlets printed by the firm	
7	Whether tender document and enclosures self attested at the bottom of each page	

UNDERTAKING

It is certified that my firm/agency/company has **never been black listed** by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or reputed private institutions and no criminal case is pending against the said firm/agency as on _____.

Signature of the Tenderer _____
Name of the Signatory _____
Name of the Firm/agency _____
Seal of the Firm/Agency _____

Place:

Date: _____