

GUJARAT TECHNOLOGICAL UNIVERSITY
L.D. COLLEGE OF ENGG. CAMPUS, NAVRANGPURA, AHMEDABAD-380015.
e-Tender No: Short Tender 04/10-11

Tender Fee: Rs. 5000/-(Rupees Five Thousand only)
E.M.D.: Rs. 5,00,000/-(Rupees Five Lacs Only)

(To be returned with the tender duly signed and stamped by tenderer)

Schedule of Tender.

Last Date of Submission of Tender : 1/11/2010(15: 00 hrs.)
Date of Opening of Tender (Technical Bid only) : 1/11/2010(17: 00 hrs.)
Date of Opening of Commercial Bid : 3/11/2010(15: 00 hrs.)
Tender shall be valid up to : 90 Days

(See N.B. below and/or attached herewith)

Sr. No.	Name of the Item	Quantity (approx)
1	Answer Books A4 size(Details as per attached sheet)	25,00,000
2	Answer Books A3 size(Details as per attached sheet)	2,00,000
3	Supplementary A4 Size (Details as per attached sheet)	35,00,000
4	Drawing Sheet booklet Prepared from two Half Imperial Drawing Sheet (Details as per attached sheet)	2,00,000
5	Supplementary drawing sheet Prepared from single half Imperial Drawing Sheet.	1,00,000
6	Hollow Black Paper Stickers (Details as per attached sheet)	65,00,000

1. Scope of Work for Answer-Book and Supplementary (Quantity as per Annex-1)

- 1.1 The Bidder will have to print Answer-Books as per the specification given below:
- (i) Size : 210mm x 297mm
 - (ii) No. of Pages : (a) Answer Books A4 size - 40 Pages
(b) Answer Books A3 size - 20 Pages
(c) Supplementary A4 size – 4 Pages
 - (iii) Paper : 60 GSM Cream of Paper of 'A' Grade Mill for Answer Books A4 size and Supplementary A4 size. 100 GSM Cream of Paper of 'A' Grade Mill for Answer Books A3 size.
 - (iv) Design : As specified by the University with maximum security features duly serially numbered. (Title page will have Guilloche Pattern, Micro lettering, Provision for Bar- Code Sticker, Question wise marks etc. Inside Pages will have serial numbers with two or more security features and code on all pages.) University will decide

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four different design and quantity for each design will be given at the time of order.

- (v) Printing : (a) Answer Books A4 size - Title to be printed by Offset process in two colors and rest all pages in Black & white. Single Color. Normal graph and Semi log graph is to be printed on Page no 39 and 40 respectively in green color.
(b) Answer Books A3 size - Title to be printed by Offset process in two colors and rest all pages in Black & white. Single Color.
(c) Supplementary - Single color printing with Numbering.
- (vi) Binding : (a) Answer-Books - are to be stitched using Good quality thread.
(b) Supplementary – Single fold.
- (vii) Packing : (a) Answer-Books – 30 each per block are to be packed in poly coated Bags with total package to be packed with plastic strapping and proper labeling for each centre.
(b) Supplementary – 1000 Supplementary are to be packed in poly coated Bags with plastic strapping and proper labeling.

‘A’ Grade paper mill should be from the following list of mills which manufacture paper from virgin pulp

- 1 J K Paper Mills, Orissa
- 2 Andhra Pradesh Paper Mills Ltd, Andhra Pradesh
- 3 Sinar Mas Pulp & Paper (India) Ltd, Maharashtra
- 4 BILT-Ballarpur Unit, Maharashtra
- 5 Hindustan Newsprint Ltd, Kerala
- 6 South India Viscose Industries Ltd, Tamil Nadu
- 7 Pudumjee Pulp & Paper Mills Ltd, Maharashtra
- 8 Tamil Nadu Newsprint & Papers Ltd, Tamil Nadu
- 9 ITC-Bhadrachalam Paperboards Ltd, Andhra Pradesh
- 10 Century Pulp & Paper, Uttar Pradesh
- 11 Nagaon Paper Mills, Assam
- 12 Seshasayee Paper & Boards Ltd, Tamil Nadu
- 13 West Coast Paper Mills Ltd, Karnataka

2. Scope of Work for Drawing Sheets booklet (Quantity as per Annex-1)

- 2.1 Two Half Imperial size (22*15 sq in) 100 GSM Ballarpur Sunlit Cartridge Drawing Paper Sheet white in color or equivalent are folded and booklet of 8 pages to be prepared by stitching at folded part. First page to be printed with title in black & white in same pattern as that of Answer Books.
- 2.2 Drawing sheet booklet- 30 each per block are to be packed in polycoated Bags with total package to be packed with plastic strapping and proper labeling for each centre.

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- 3. Scope of Work for Supplementary Drawing Sheets (Quantity as per Annex-1)**
- 3.1 One Half Imperial size (22*15 sq in) 100 GSM Ballarpur Sunlit Cartridge Drawing Paper Sheet white in color or equivalent are folded from middle. First page to be printed with title in black & white in same pattern as that of Answer Books.
- 3.2 Supplementary Drawing sheet - 30 each per block are to be packed in polycoated Bags with total package to be packed with plastic strapping and proper labeling for each centre.
- 4. Scope of Work for Hollow Black Paper Stickers (Quantity as per Annex-1)**
- 4.1 Hollow Black Paper Stickers of size 80mm x 100mm to be printed in single color on 80 GSM craft paper and to be gummed on all 4 (four) sides (10mm). These stickers are to be supplied to the University in strip of 03 (three) stickers and to be packed in plastic bag (100 x 3 stickers).

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GENERAL CONDITIONS

- 1) The tenderer should invariably submit his tender in two sealed covers separately namely (1) E.M.D. and Tender Fee Cover (2) Technical Bid Cover. Tenderer has to submit commercial bid on line only. Physical Commercial Bid will not be accepted.
- 2) **EMD AND TENDER FEE COVER:**
 - I) EMD and Tender Fee cover should contain EMD and tender fee in form of Demand Draft only for amount as mention in Tender document in favor of Gujarat Technological University. The name of the Bank must be mentioned on cover itself. Offer without separate EMD and Tender Fee covers the technical bid cover will not be opened. THIS MAY PLEASE BE NOTED.
- 3) **TECHNICAL BID COVER**
 - I) Technical Bid cover should contain original copy of Tender document along with attested copies of GST and CST Registration Certificate, Latest Income Tax return, other certificate documents as per check list.
 - II) The details of turnover of TENDERER for last three years.
 - III) Tenderer should also furnish the details on nature of constitution of their firm; names and addresses of the Partners/ Proprietors/Directors and also the details of sister concerns if any. Also specify details or documents requested in Tender Enquiry.

Eligibility: Bidder conforming to the following eligibility parameters only will be considered.

1. Minimum five years of experience of Answer-Books printing for any State Educational Board / University is a must. The Printer will have to submit relevant Experience Certificates along with the tender document from the higher authority of the concerned Examination Boards / Universities stating that the 'Firm' has successfully and efficiently completed their job of printing of Answer-Books / Hollow Black Paper Stickers in stipulated time.
2. The Bidder must enclose copy of IBA empanelment.
3. The Bidder must have minimum 10,000 Sq. Feet area including storage area.
4. The Bidder should have minimum Rs. 5 Crore annual turnover for last three years out of which includes Rs.175 Lacs Annual turnover flowing from similar jobs as specified in this tender during three years.
5. The Bidder should enclose last three years audited Balance Sheets.
6. The Bidder has to submit CST, VAT No. and TIN, PAN No. with Income Tax Return of their firm along with tender documents.
7. The Bidder must possess valid Labor licenses
8. The Central/State Government/Local Bodies dues must have been cleared up to current financial year.

In absence of these information/documents, tender is liable to be ignored.

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General Conditions

- 1 The proof of ownership of the specified machinery should be given in a separate sheet.
- 2 The premises of the bidder where the work will be executed should have adequate security arrangements like security guards, CCTV etc. as the work is highly confidential in nature.
- 3 Tenders are to be submitted in an Envelope, titled as “The Technical BID”. This Envelope should be packed, sealed and be super-scribed as 'TENDER FOR PRINTING OF ANSWER-BOOKS AND HOLLOW BLACK PAPER STICKERS’
- 4 The conditional offer is liable to be ignored.
- 5 If University decide to print more or less pages in answer book rates shall be payable on prorate basis.

Envelope-A, “Technical BID” will contain the following:

- (i) Details of Tenderer in prescribed Format (Annex-A).
- (ii) Copy of IBA empanelment.
- (iii) Work Experience Certificate
- (iv) Latest Sales Tax Clearance Certificate
- (v) Copy of the Company Registration Certificate if applicable
- (vi) Bank Solvency certificate of Rs.300 Lac.
- (vii) List of Machinery of printing & Binding (Annex-B)
- (viii) No Pending Cases Declaration on Rs. 50/- Stamp Paper (Annex-C)
- (ix) Turnover Certificate including similar job turnover duly certified by C.A. for last three years in prescribed format (Annexure-D)
- (x) **Earnest money deposit : Rs. 5,00,000 (Rs. Five Lac Only) only in the form of a crossed demand draft drawn on any Nationalized bank payable at Ahmedabad to the Gujarat Technological University, Ahmedabad.**

4) COMMERCIAL BID :

- I) Online Commercial Bid will only be accepted. Physical Commercial bid will not be accepted.
- II) In case of more than one item, the item-wise separate rates should be quoted on line only. FOR destination delivery should be inclusive of Insurance charges. However Central Sales Tax, Gujarat Sales Tax, Excise duty should be mentioned separately with prevailing rates on item quoted. In case the tenderer fails to provide such separate details in its quotation, offers will be considered as inclusive of all Taxes. Gujarat Sales tax applicable to be mentioned separately. If the tenderer is exempted from payment of Gujarat Sales Tax, then it shall have to mention it in the on line Commercial Bid, otherwise offer will be treated as inclusive of GST and Basic rate will be worked out by deducting the amount of GST leviable under GST Act.

5) SAMPLE

- A) The tenderers are required to submit the sample of paper for feel, furnish, color and visual inspection only.

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- B) Sample Label should bear following particulars.
 - I) Name of the tenderer/signed by tenderer.
 - II) Name of paper manufacturer.
 - III) Tender enquiry No. and due date.
 - IV) Brand Name.
- C) Sample should be submitted in conformity to indent sample/T/E specification.
- D) Indent sample can be seen in this office on working days from 11:00 to 14.00 hrs.

6) VALIDITY OF TENDER

Tenderers are requested to note that their offer must be valid for acceptance minimum for a period of 3 months from the date of opening of tender. Offer with less validity period will be rejected. Silence in this regard will be considered that the offer is valid for 3 months from the date of opening.

7) DELIVERY

Delivery on behalf of University is to be made across the State / U.T. covering 300-350 examinations centers in 4 to 5 phase per semester. Identity of the tenderer should not be disclosed during delivery/ contract period. Quantity for supplying the stores will be very clearly stated by university in purchase order. Delivery schedule will be given 10 days before the exam or as decided by university. Penalty will be imposed on late delivery as per penalty clause. **The first lot of delivery will be in the third week of November 2010.**

8) PAYMENT

No advance payment will be made for the jobs allotted. Single bill should be submitted after entire quantity of the order delivered. The terms and conditions of the payment are as follows:

85% of the total value of the job allotted to the firm within 15 (fifteen) days on completion & delivery of entire material as per instructions of the University.

Remaining 15% after completion to exams (not later than 1 month) whichever is earlier of material and subsequent production of delivery receipt of the institutes.

It will be duty of the tenderer to maintain delivery Challan and duly process it properly before producing it to university.

9) INSPECTION

- I) Please state one place of Inspection, in your quotation, failing which their offer will be rejected outright and no correspondence will be exchanged after opening of the tender.
- II) Inspection of stores is to be done by Registrar, Gujarat Technological University or /and representative authorized by him.
- III) Inspection charges and testing charges shall be charged at the rate if inspection carried out by this office, shall not exceed ½ % (half percent) of the total value of the stores to be inspected, if the place of inspection is situated in Gujarat State. If the place of inspection to be carried out by this office is located outside Gujarat State, then the inspection charges shall be levied at the rate of 1 (one) percent of the total value of the stores to be inspected.

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- IV) Unless and other wise clearly stated in the tender it will be taken for granted that the store would be offered for inspection in one lot. If subsequently the stores are offered in different lots inspection charges at the rate mentioned herein behalf on the total value of all the stores (not on the value of the store offered for inspection) would be charged every time a lot is offered for inspection.
- V) Opening of Tender- You are at liberty to be present or authorize your representative to be present at the opening of the tender at the time and date specified in the schedule.
- VI) In case you are successful in getting the order, you shall be required to pay a sum **Rs.10 lacs to the Gujarat Technological University, as security Deposit** for the due performance of the contract. This Deposit is to be paid by Demand Draft only. In Case of more than one successful tenderer security deposit will be divided in proportionate of order.
- VII) The Gujarat Technological University reserves the right to accept either the tender in full or part or divide the quantity amongst one or more tenderers without assigning any reasons.
- VIII) The Gujarat Technological University does not pledge itself to accept the lowest or any tender and also reserves to itself the right of accepting the whole or any part of the tender or portion of the quantity offered against any item and you shall supply the same at the rate quoted. The Gujarat Technological University further reserves to itself the right of accepting or otherwise any of the conditions stipulated by you in your tender.
- 10) Penalty in case of the default.**
- 10.1 The event of failure on the part of the supplier to execute the work according to the schedule as agreed in the agreement and to the satisfaction of the University shall be dealt with by the University by imposing a penalty. For the delay in the supply, the University shall deduct an amount @ 1 % of total cost per day from the default Supplier's payment. The University reserves, its right to get the work done by any other Supplier at the cost & risk of the Supplier under such circumstances.
- 10.2 In case of a refusal to execute the work by the successful bidder, the security deposit shall be forfeited.

I / We _____
(Name of the Tenderer)

Proprietor / Partner / Director hereby undertake to supply stores conformation to your Tender Enquiry specification and abide all terms and conditions of the tender enquiry as well as invitation to tender and instructions to tenderers.

Place:
Date:

Signature:
Name:
Designation:
Stamp of the firm

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CHECK LIST FOR TENDERER TO BE SUBMITTED ALONGWITH TENDER
(TECHNICAL BID)

The following documents are attached with the tender:

1. Please give the Page No. to entire set of Tender and documents enclosed with and Confirm whether pending is done or not? : Yes / No. Total Page No. _____
2. Please confirm following: : Yes / No. Page No. _____
Whether EMD and Tender Fee in term of Demand Draft is placed in separate cover?
4. Whether copy of sales-tax registration is attached? : Yes / No. Page No. _____
5. Whether copy of Income-Tax return /assessment order of last year is attached : Yes / No. Page No. _____
6. Whether sample is attached? : Yes / No. Page No. _____
7. Whether last two year production and sales, figures of manufacturing unit in quantity and value is attached? : Yes / No. Page No. _____
8. Whether literature /catalogues are attached? (Only to be submitted if it is specifically asked in Tender) : Yes / No. Page No. _____

N.B. All photocopies of documents must be attested by Govt. Gazetted Officer/ any other authorizing person.

DECLARATION

We solemnly declare that we have attached all the documents mentioned here above and mentioned in the tender. We also understand that non-compliance of any documents will be treated as non-respective Tender and we will loose our claim to participate in the tender Enquiry automatically and our tender will be liable to rejected.

Signature of Authorized Person :
Name of the Authorized Person :
Seal of the Company :

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FORM – I (TECHNICAL BID)

Enclosed following documents / mentioned in Tender Bid.

1. Tender Document : Downloaded and duly signed
2. E.M.D. and Tender fee paid : Mention Yes/No (D.D. shall be put in
a) Name of Bank EMD cover)
b) Please state whether Nationalized Bank or
Schedule Bank
3. Literature :
4. Tender validity :
5. Place of Inspection :
6. Details of specifications :
7. Income-Tax Return & Sales-Tax document :
submitted
8. Delivery Period :
9. Payment Conditions :
10. Please stated here that whether the Store you :
have offered are as per Tender specifications in
all respect or as may YES or NO
11. FOR/Free delivery your rates are on FOR :
destination basis inclusive of insurance charges
12. Sample: Have you submitted sample? :
13. Name of Proprietor/Partner/Director with Full :
residential address and telephone No. Fax No,
etc.
14. Have you submitted all documentary evidence :
dully attested

Signature:

NAME: _____

Designation: _____

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Annexure - I

Supply of Answer Books, Supplementary and Stationeries

Online tender is invited from the reputed and experienced printers of Answer Books, Supplementary and Stationeries for Gujarat Technological University, Ahmedabad. Interested parties who wish to participate in online tenders can download the tender documents from the n-procure website. Bidders have to submit price bid in electronics format only on n-procure website till the last date & time for submission. Tender in physical form will not be accepted in any case.

Submission of EMD, Tender Fee, and other essential documents (should be submitted separately for each quoted items) on or before 1/11/2010 15:00 hrs in the office of the Gujarat Technological University, Second Floor, Admission Building, L.D. College of Engg. Campus, Navrangpura, Ahmedabad. Ph. No. (079) 26300499/599, FAX (079) 26301500. Interested venders can take part in any one or all of the items mentioned below and each item will be evaluated separately.

Gujarat Technological University reserves all the right to reschedule, cancel or reject the tender without assigning any reasons thereof. For more details visit us at websites: www.gtu.ac.in

Tender No.	Item No.	Details of Printing	Qty. per anum (Approx)	Tender Fee (Rs.)	EMD (Rs.)	Online Last Date of Submission	Online Technical Bid Opening
Short Tender No: e-Tender 04/10-11	1	Answer Books A4	25,00,000	5000	5,00,000	1/11/2010 15:00 hrs.	01/11/2010 17:00 hrs.
	2	Answer Books A3	2,00,000				
	3	Supplementary	35,00,000				
	4	Drawing Sheet booklet (Prepared from two Half Imperial Drawing Sheet)	2,00,000				
	5	Supplementary drawing sheet Prepared from single half Imperial Drawing Sheet.	1,00,000				
	6	Hollow Black Paper Stickers	65,00,000				

- The above quantity is for one year and for one semester the quantity is to be considered as half of yearly quantity. The university reserves its right to continue at the same rate for the second year for a successful bidder.
- The material is to be supplied on semester basis.

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Annexure – A
Details of Tenderer

1. Name of the Vendor :
2. Registered Office :
3. Working Place of the Press :
4. Year of Establishment :
5. Type of Firm (Ownership, Partnership,
Pvt. Ltd. or Ltd. Co.) :
6. Name, Address and Telephone number of
Responsible person :
Phone with STD code : (O) :
(R) :
(M) :
7. E-mail address :
Details of E.M.D. :Amount:
D.D. No. :
Date :
Name of Bank :
8. Total Annual Turnover for Last Three Years
(Enclose Certified Copies):

Year	Rs. In figures	Rs. In words
2007-08	Rs.	Rs.
2008-09	Rs.	Rs.
2009-10	Rs.	Rs.

- 8A. Total Annual Turnover for Last Three Years from similar job of Examination Work.
(Enclose Certified Copies):

Year	Rs. In figures	Rs. In words
2007-08	Rs.	Rs.
2008-09	Rs.	Rs.
2009-10	Rs.	Rs.

9. Total Bldg. Area
(With Press, Office and Storage space)
(Proof of ownership/lease agreement to be attached)

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10. Total no. of Staff (a) Technically Skilled _____
(b) Administrative _____
(c) Semi-skilled _____
(d) Security Staff _____
11. Has the press its own security Arrangements?
If Yes, of what Type? pl. give details:
12. Factory Act Registration No.
(You have to enclose certified
copy of Registration letter) :
13. Permanent Account No.
(Income Tax) (Enclose Certified
PAN CARD) :
14. VAT Registration No. (Enclose
Certified copy of Registration
Letter) :
15. Central Sales Tax Registration No. :
16. Service Tax Registration No. :
17. Whether the printer has been blacklisted
by any Govt. or semi Govt. organization
or any educational organization?
If No -
submit the self declaration in given
format (Annex III)
- Yes No

Note: For above details, attach separate sheet if required

Place :

Date :

Seal and Signature of Authorized person

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Annexure – B
List of Offset Machines

Details of Machine	Name of Machine and year	Nos.	Production Capacity per day	Any Special Details
Single Color Sheet Offset				
Two Color Sheet Offset				
Four Color Sheet Offset				
Web Offset				
List of Binding Machineries				
Cutting Machines				
Wire Stitching Machines				
Folding Machines				
Perfect Binding Machines				
Strapping Machines				
Numbering Machines				
Sewing Machines				
Perforating/Slitting Machines				

Note : Attach separate sheet if required

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On Rs. 50/- Stamp Paper

Annexure – C

Declaration

I _____ do hereby declare that our firm is not black listed and no enquiries/cases are pending against us by Govt. of India / Govt. of Gujarat or any State Board/Universities, since inception of the firm/company.

I further undertake that if above declaration proves to be wrong /incorrect or misleading our tender/contract stands to be cancelled / terminated.

Signature of Authorized person

Annexure – D

Particulars of Turnover

Name of the Bidder

Particulars of Turnover in the following years as per audited accounts

Financial Year	Total Turnover	Turnover from Similar Jobs as Tendered
2007-08		
2008-09		
2009-10		

It is certified that above details are correct / fair and audited.

Signature of Chartered Accountant with Stamp

Signature of Authorized person