

GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act No.: 20 of 2007)



E -Tender Notice No : 24 / 2017-18

Including Technical &

Financial Bid – (Financial bid to be filled online only)

**“E-TENDER FOR PRINTING-SUPPLY OF ANSWER-BOOKS,
DRAWING SHEETS AND HOLLOW BROWN PAPER STICKERS”**

Gujarat Technological University

GTU Campus, , Nr.Visat Three Roads,

Chandkheda, Ahmedabad – 382424 – Gujarat, India.

Phone: 079- 23267521 & 570 Fax: 079 - 23267580

Email: registrar@gtu.ac.in

Visit us: <http://www.gtu.ac.in>

E-Tender Notice no: 24/2017-18

“E-TENDER FOR PRINTING-SUPPLY OF ANSWER-BOOKS, DRAWING SHEETS AND HOLLOW BROWN PAPER STICKERS”

Estimated Tender Value: 6,00,00,000/-

Tender fee: Rs 15000/-

EMD: 3% of Estimated Tender Value

The Gujarat Technological University invites **Online TENDER FOR PRINTING- SUPPLY OF ANSWER-BOOKS, DRAWING SHEETS AND HOLLOW BROWN PAPER STICKERS** from manufacturer under two bid systems. Interested parties/firms who wish to participate in online tenders can download the tender documents from the n-procure website(www.gtu.nprocure.com) or GTU website www.gtu.ac.in under tender option form 16/01/2018. Bidders have to submit price bid in electronics format only through n-procure website till the last date & time prescribed for submission. Tender in physical form will not be accepted in any case.

EMD, Tender Fee, and other essential documents should be submitted for each quoted items on or before **15/02/2018 , 6:00 pm** in the office of the Gujarat Technological University, GTU Campus, , Nr.Visat Three Roads, Chandkheda, Ahmedabad – 382424 – Gujarat, India. Interested bidders can take part in all of the items mentioned below and each item will be evaluated separately.

A tender fee Rs.15,000/- and EMD3% of Estimated Tender Cost in form of DD in favor of **Gujarat Technological University** payable at Ahmedabad only should be attached along with the tender document.

Last Date & Time of financial Bid Online Submission : 14/02/2018 (6: 00 PM)
Last Date of physical Submission of Tender : 15/02/2018(6:00 PM.)
Date of Opening of Tender (Technical Bid only) : 16/02/2018 (4: 00 PM.)
Tender shall be valid up to : 90 Days

Date: 22/01/2018

I/c Registrar

E-TENDER DOCUMENT

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

Note:

1. Please fill all the details in original tender document and submit with technical bid.

From:

Registrar

Gujarat Technological University

GTU Campus, , Nr.Visat Three Roads,

Chandkheda, Ahmedabad – 382424 – Gujarat, India.

To:

Sir/Madam,

The Gujarat Technological University has been established by Government of Gujarat vide Gujarat Act 20/2007. The GTU is a Affiliating University and its jurisdiction is whole the state of Gujarat. All the colleges or institution imparting education in engineering, technological, pharmacy and management in the state of Gujarat are associated /affiliated with the Gujarat Technological University. At present approximately 500 colleges/institutions across the state of Gujarat and U.T. are affiliated with GTU. The University has to conduct various examinations i.e. BE/ME/MPharm/MBA/MCA/Diploma etc. The University is presently functioning from the chandkheda, Ahmedabad.

Sealed tenders are invited for the supply of **TENDER FOR PRINTING- SUPPLY OF ANSWER-BOOKS, DRAWING SHEETS AND HOLLOW BROWN PAPER STICKERS** detailed in the schedule attached to this tender form. If you are interested to quote for supply in accordance with the requirements stated in the attached schedule, please submit your quotation to this University on the prescribed tender form enclosed in the sealed cover superscribed with the **TENDER FOR PRINTING- SUPPLY OF ANSWER-BOOKS, DRAWING SHEETS AND HOLLOW BROWN PAPER STICKERS**

If you are in a position to quote for stores in accordance with the requirements stated in the attached schedule to tender, this should be filled-in, signed and returned to this office.

The successful bidder will have to enter into the contract (with standard terms and conditions of supply) on the receipt of supply order.

The tender shall be submitted in two parts viz, (a) Technical Bid and (b) Commercial/Financial Bid.

- 1) Technical bid shall consist of technical details, and should be submitted in duplicate. Deviations (if any) from tender specifications, clause-wise and commercial terms and conditions should be clearly mentioned. The tender form shall be submitted with this bid duly signed by the bidder. Compliance statement should clearly mention if there is any deviation from the tender specification, and shall be part of technical bid.
- 2) Commercial/Financial bid shall consist of price details.
- 3) The technical bids should be submitted in sealed covers, marked “Technical Bid for **PRINTING- SUPPLY OF ANSWER-BOOKS, DRAWING SHEETS AND HOLLOW BROWN PAPER STICKERS**”
- 4) At the time and date indicated in the advertisement for opening of tender only technical bids shall be opened and read out in public. Only technically qualified bidder’s commercial/financial bids shall be open.
- 5) Tenders not complying with the above conditions are liable to be rejected at the sole discretion of the University without any further reference.
- 6) The tender should be submitted in duplicate.
- 7) This tender is not transferable.
- 8) This Tender document can be downloaded our website **www.gtu.ac.in** or may be downloaded from **n-procure website**. The filled in/complete in all respect tender document must be submitted with tender document fee of **Rs. 15000/-** (Fifteen thousand only) in the form of Demand Draft in favour of the “**Gujarat Technological University**” payable at Ahmedabad.
 - i) The offers shall be entertained only from the manufacturers or their sole selling agents. In case the later intends to submit their offer, a copy of their agreement with the principal company appointing them as sole selling agents, should be enclosed with the offer.
- 9) The University reserves the right to choose, accept or reject any or all requests/offers, in full or part and also reserve the right at any stage to reduce or increase the quantity and split the order.
- 10) The University will not be responsible for any postal losses or delays in receipt of documents. The tender documents are non-transferable.
- 11) **EMD:** As indicated in the Tender Notice 3% of Estimated cost of Tender only in form of Demand Draft in favor of the “**Gujarat Technological University**” is refundable.
- 12) The completed tender documents must be submitted at the Office of the University, **Gujarat Technological University Gujarat Technological University, GTU Campus, , Nr.Visat Three Roads, Chandkheda, Ahmedabad – 382424 – Gujarat, India.**

- 13) The tender can be submitted for all or selected items as in the list of tender document
- (a) **Technical Bid, and the compliance statement of technical specifications and terms and conditions of the tender.**
 - (b) **Online Commercial/Financial Bid**
- 14) The bidder must supply a List of users along with their contact number of their items in India.

Technical bid: The Technical bid shall consist of technical details, and should be submitted in duplicate. Deviations (if any) from tender specifications, clause wise and commercial terms and conditions should be clearly mentioned. The tender form shall be submitted with this bid duly signed by the bidder. .

Compliance statement of technical specifications shall be part of the technical bid.

Commercial/Financial bid: Commercial/Financial bid shall consist of price details, item wise, including all terms and conditions related to payment of cost, warranty and after sales service. Commercial/Financial bid should submitted on n-procure (www.gtu.nprocure.com) using internet explorer browser only.

To
Registrar
Gujarat Technological University
GTU Campus, Nr.Visat Three Roads,
Chandkheda, Ahmedabad – 382424 - Gujarat

Ref: Tender No. / Dated- / /

Dear Sir,

1. I/We hereby offer to supply the stores detailed in the Schedule to Tender here to or such portion thereof as you may specify in the Acceptance of Tender at the price given in financial/commercial bids and agree to hold this offer open till 90 days of opening the tender (Tender open date :- - -2018). The communication of acceptance shall conclude the contract and we shall be bound by it.

2. I/We have understood the general & special conditions of contract included in this tender notice and thoroughly examined the specifications, drawings, and/or patterns quoted in the Schedule hereto and am/are fully aware of the nature of the item/store required and my/our offer is to supply the item/store strictly in accordance with the requirements.

3. The following pages have been added to form part of this tender:
 - (A) Technical Bid and online Commercial/Financial Bid
 - (B) The technical Brochures/literature of the item/items quoted.
 - (C) The list of Users with addresses and contact nos.
 - (D) Any other Please specify.....

I/We hereby declare that the items/store sold/supply to the University under this contract shall be of the best quality and workmanship and shall be strictly in accordance with the specifications thereof and I/We hereby guarantee that the said items/store would continue to conform to the description and quality aforesaid for a period of 12 months from the date of delivery and commissioning of the said items/stores and that notwithstanding the fact that the purchaser (Inspector) may have inspected or approved the said items/stores, if during the aforesaid period the said equipment/articles are discovered not to conform to the description and quality aforesaid or have deteriorated (and the decision of the purchaser in that behalf will be final and conclusive) the purchaser will be entitled to reject the said items/stores. We do hereby also agree to supply/delivered the store/items at permanent campus of Gujarat Technological University, Government Engineering College Campus, Chandkheda, Ahmedabad, if required and asked by the University with the same rate.

Signature of Tenderer
Dated:
Name & Address

Signature of witnesses
Dated:
Name & Address

1. 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 the last three years must also be provided.
 - 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.

2. **Eligibility:** Bidder conforming to the following eligibility parameters only will be considered.
 - (i) Minimum three years of experience of printing and supplying Answer-Books for any State Educational Board / Affiliating University. The Bidder shall 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 and supplying of Answer-Books / Hollow BROWN PAPER STICKERS in stipulated time.
 - (ii) The bidder must enclose copy of IBA empanelment or The Bidder must enclose CA Certificate for Turnover of Rs. 5 Crore (as per Annexure – A) and list of machinery owned by firm (As per Annexure- VI page -23) and the bidder must have satisfactorily executed same type of work of printing work of answer books for any board/university/Govt. Organization of at least 10 lakh answer books in last three financial year and should attach certificate of the institutions where he provided services or should attach enough proof.
 - (iii) The Bidder must have minimum 10,000 Sq. Feet area including storage area.
 - (iv) The bidder should have average Rs. 5 crores annual turnover from last three financial year ie. 2016-17,2015-16,2014-15
 - (v) The Bidder should enclose last three years audited Balance Sheets.
 - (vi) The Bidder has to submit GST IN, PAN No. with Income Tax Return of their firm along with tender documents.
 - (vii) The Bidder must possess valid Labour licenses.
 - (viii) The proof of ownership of the specified machinery should be given in a separate sheet.
 - (ix) 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. 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.

4. The Bidder has to submit GST IN, PAN No. with Income Tax Return of their firm along with tender documents.
5. Tender shall remain open for acceptance for 90 days from the date of opening of tenders.
6. Tenders received without Earnest Money and not in proper form shall be liable to be summarily rejected.
7. Successful bidders has to deposit @ 5% of the cost of items in the form of Bank Guarantee in favour of "Gujarat Technological University" for the Contract/warranty period with the University.
8. Last Date & Time of financial Bid Online Submission 14/02/2018 (6: 00PM)
Last date for physical submission of tender: 15/02/2018 (6:00 PM)
9. Date of opening of the tender (Technical Bid): 16/02/2018 at 4: 00PM
10. **IMPORTANT:** The University reserves the right to cancel any or all the tenders without assigning any reason.
11. The supply shall be carried out strictly in accordance with the specifications or as directed by the University.
12. Income tax and other statutory dues shall be deducted from the bidder/suppliers bill as per Govt. of India rules.
13. In case the supplier withdraws his offer within the validity of the tender, the earnest money will be forfeited. Further the loss on account of failure and legal action including black listing will be initiated, if the contractor fails to commence the work after issue of award letter, the amount of earnest money will also be forfeited.
14. The supplier shall ensure compliance of all statutory laws and by laws of the Central Govt./ State Govt./Municipal authorities related to the employment of their staff and all such obligation under Wage Act, pollution control, environment protection, Workmen Compensation Act, ES-II Act, Provident Fund and Miscellaneous Provisions Act, Bonus Act, and Contract Labour Act, 1970 etc. and the University will not be responsible for such purposes in any way.
15. No escalation in any form either of materials or labour shall be payable by the University.
16. All materials brought at University/directed place shall be as per contract specification and schedule of quantities and shall be got approved by the competent authority of the University before being used.
17. Time allowed for completion of work shall be strictly followed, otherwise the supplier shall be liable to penalized at the rate of **1 %** of the contract value of the job undone per week of delay on the part of the bidder/supplier subject to a maximum of **10%** of the total contract value.
18. No claim for any compensation during the extended period shall be entertained and the University decision in this regard shall be final.
19. Any claim, dispute or difference arising out of or in connection with this agreement and which cannot be settled by mutual consultations, shall be referred to an arbitrator to be appointed by mutual consultations between both parties. The award of the arbitrator shall be final and binding between the parties to this agreement. The arbitrator proceeding shall

be governed by The Arbitration and Conciliation Act 1996 and shall be conducted in the University.

All or any Claim(s), dispute(s) or difference(s) arising out of or in with connection with this agreement shall be subject to the jurisdiction of the Courts at Ahmedabad only.

20. **EMD AND TENDER FEE COVER:**

EMD and Tender Fee cover should contain EMD and tender fee in form of Demand Draft only. The name of the Bank must be mentioned on cover itself. Technical bid cover will not be opened if offer received without separate EMD and Tender Fee covers. **THIS MAY PLEASE BE NOTED.**

21. **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.

I) The details of turnover of tenderer for last three years.

II) Tenderer should also furnish the details 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.

Check list for Technical Bid:

(i) Details of Tenderer in prescribed Format

(ii) Copy of IBA empanelment.

(iii) Work Experience Certificate

(iv) Latest Sales Tax Clearance Certificate

(v) Copy of the Company Registration Certificate if applicable

(vii) List of Machinery of printing & Binding

(viii) No Pending Cases Declaration on Rs. 100/- Stamp Paper (Annexure-VII)

(ix) Turnover Certificate including similar job turnover duly certified by C.A. for last three financial years in prescribed format (Annexure-V)

(x) Earnest money deposit : 3% of Estimated Tender cost only in the form of a crossed demand draft drawn on any Nationalized bank payable at Ahmedabad to the Gujarat Technological University, Ahmedabad.

22. **COMMERCIAL BID :**

I) Online Commercial Bid will only be accepted. Physical Commercial bid will not be accepted.

II) **Rates must be inclusive of all taxes including transportation of the material to the respective college/centre directly from the printer's place along with insurance charges.** Tenderer will give the complete breakup of the cost indicating clearly the margin of profit etc., where asked for.

23. The prices should be filled online on nprocure website only and **prices should be inclusive of all charges and taxes** including GST and no other claim for the same will be entertained.

24. All Taxes and other charges will be deducted from the bill as per government norms.

25. Tenders should be submitted in duplicate in separate envelopes along with a soft copy (CD) in PDF, if possible.

26. All the tender documents attached to the invitation to tender are sacrosanct for considering any offer as complete offer. Therefore, it is important that all tender documents duly filled in and signed are returned with the bidder's offer, failing which the tender will be treated as incomplete and summarily rejected.

- a) The tenderer shall furnish complete details for the stores offered/supply along with literature/catalogue.

27. **INSPECTION**

- (i) Please state one place of Inspection, in your quotation, failing which offer will be rejected outright and no correspondence will be entertained 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.
- (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.
28. 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.
29. 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.
30. Full details of the specifications referred to herein shall be supplied with the tender for proper scrutiny.
31. The prices should be firm and final and no foreign exchange or import license assistance will be given to bidder/supplier.
32. The registration no. for the subject stores should be given if contractors are registered with Ministry of Science & Technology/DGS&D/ NSIC etc. Also furnish photocopy of registration certificate for verification and record. Failure to furnish this information will result in the tender being ignored.
33. The purchaser reserves the right to give a purchase/price preference to the Public sector units and/or small scale cottage industries units over other firms in accordance with the policies of the government from time to time.
34. Tolerance clause: The University reserves the right to place order on the successful tenderer for additional quantities to the contract at the contract rates during the contract period.

35. **DELIVERY:** Delivery on behalf of University is to be made at the colleges/institutions declared as a examinations centers across the State of Gujarat and Diu-Daman U.T. covering @ 500 examinations centers in 5 to 6 phase per semester (in every six months). **Identity of the tenderer should not be disclosed during delivery/supply of stores during contract period.** Quantity for supplying the stock will be very clearly stated by University in purchase order. Delivery schedule will be given if possible 7 days before the date of exam or as decided by University. Penalty will be imposed on late delivery as per penalty clause. **The first lot of delivery will be probably in the**

The list of colleges/institutions affiliated with the University has been divided in 5 different zones. Each zone comprising various colleges/institutions situated in revenue districts of the zone concerned.

The name of zones are :

| Sr. No. | Name of Zone | District Covered |
|---------|--------------------------------|---|
| 1 | Zone-1 (Ahmedabad) | Ahmedabad ,Kheda,Bhavnagar, Surendranagar, Panchmahal(Some Part) |
| 2 | Zone-2 (Gandhinagar) | Gandhinagar,Mehsana, Sabarkantha, Banaskantha,Patan. |
| 3 | Zone-3 (Vallabh Vidyanagar) | Anand, Nadiad,Baroda, Panchmahal (Some Part), Dahod, Godhra. |
| 4 | Zone-4 (Rajkot) | Rajkot, Amreli, Junagadh, Jamnagar,Bhuj, Porbanda, Diu |
| 5 | Zone-5 (Surat) | Surat, Valsad,Bharuch, Navsari,Dang and Daman |

The list of institute can be seen at the University Website www.gtu.ac.in on front page or click on [Institute Information](#)

The vendor must supply the confidential examination material at each exam centre of the University as per the schedule given to him in secure and confidential manner.

36. **SAMPLE**
- The tenderers are required to submit the sample of paper for feel, furnish, color and visual inspection only.
 - Sample Label should bear following particulars.
 - Name of the tenderer/signed by tenderer.
 - Name of paper manufacturer.
 - Tender enquiry No. and due date.
 - Brand Name.
 - Sample should be submitted in conformity to indent sample/tender specification.
 - Indent sample can be seen in this office on working days from 11:00 to 14.00 hrs.

37. **Preparation of tender:** The tenderer should submit the tender documents including invitation to tender intact without detaching any page or pages, duly filled in and completed in all respect and signed on each page of the tender form including the schedule.
38. **Earnest money:** In the event of a tender being accepted and the order is placed for supply of the requisite item and if the tenderer fails to supply the items ordered or commits a breach of any of the tender conditions, his earnest money is liable to be forfeited.
The earnest money is also liable to be forfeited in the event of the tenderer's failure, after acceptance of his tender, over and above the recovery of loss and legal action. Earnest money will be returned to all the unsuccessful tenderers as soon as practicable and after the decision taken on the tenders.
39. **Security deposit:** The successful tenderer shall be required to furnish/deposit Bank performance guarantee from any nationalized bank @ 5 % of the cost of the items to be purchased in favour of Gujarat Technological University within ten days of the receipt of the order. If the tenderer fails to comply with the above requirements within the said period the earnest money already deposited by him/ them shall be applicable for forfeiture and the University shall purchase the items required at the risk and cost of the successful tenderer.
40. **Signing of Tender:** The tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule tender are not fully filled in. Particular attention must be paid to delivery date and also to the particulars referred to in the condition of the contract. The tenderer should sign every page.
41. **Receipt of Tender:** The tender should be sent by registered post/by courier or could be submitted in person at purchase section of GTU only.
42. **Validity of offer:** The offer/tender shall remain open for acceptance without any modification in the rates or terms and conditions of tender for a period of 90 days from the date of opening of the tender and in the event of a breach of this condition, without prejudice to any other rights or remedy of the Institute, the earnest money shall be liable to be forfeited. The rates quoted in the tender shall hold good at least up to 90 (ninety) days from the opening date of the tender.
43. **Opening of tender:** Intending tenderers or their authorized representatives will be at liberty to be present at the time of opening of technical bid/commercial bid on the specified date. if the date fixed for opening of tender is declared to be a holiday at a later date the tender will be opened at the same time on the next working day following the holiday or holidays.
44. **Rates:** The rates shall be quoted inclusive of Freight and Insurance charges , Cost of packing, forwarding/delivery, vat, service tax and any other charges.
45. **Packing and marking:** The method of packing and marking should be as per requirement of university.
46. **Payments:**
The university shall receive all bills for payment of supplies made. Before authorizing payment the bill shall be verified by the University with reference to the copies of the acceptance of tender, receipt vouchers and other relevant records including inspection notes.
The University will select random sample of supplied in presence of representative of the tenderer and **the sample will be send for testing in government approved laboratory. The charges of the testing will be deducted from the bill submitted by the vendor.** The bill with pay order and the usual certificate of receipt of stores

in good condition duly recovered thereon, will then be passed on to the Accounts section which will arrange payment within 30 days after receipt of the bill/inspection/receipt of testing certificate for random sample selected by the University from receipt of supplied material.

The normal terms of payment are 85% payment within 45 days' time after receipt and acceptance of the materials in good condition, its satisfactory delivered and after received confirmation from bank regarding Bank Guarantee issued by the bank against Security Deposit as per purchase order.

47. **Acceptance of excess/short supplies and Quality Variation:** Under no circumstances, the payment shall be released to the supplier, if the item ordered are in short supply or do not meet the quality. Wherever it is absolutely necessary to accept variations in supplies up to 5 % in quantity, this could be examined by the University and the supplies accepted by the Head of that division, in consultation with the indenter.
48. **Penalty:** In case of items supplied by the bidder do not meet the quality/specification penalty will be levied. Quality variation up to 5% will be accepted. However, if quality variation is 6% to 15% penalty of 10%, 16% to 25% penalty of 20% and more than 26%, penalty of 50% of the order value of that item will be levied and vendor shall be blacklisted for 1 year after approval.
49. **Price variation:** Purchases should be made on firm/quoted prices.
50. **Miscellaneous.**
 - a) The University does not bind itself to purchase any/all the quantity and to accept the lowest tender and reserves to itself the right to increase or decrease the quantity and to accept or reject any or all tenders without assigning any reason, thereof. The quantity/numbers shown in the schedule is only indicative. It can be increased or decreased at the sole discretion of purchaser. The purchaser further reserves the right to split the order at the rate of L- 1 among more than one tenderer if considered necessary how ever L-1 bidder reserves right to claim 60 % order quantity.
 - b) Acceptance of the tender by the University will be communicated to the successful tenderer. The contract for supply of the items specified in the schedule to tender referred to therein will come into force immediately after issue of the communication of acceptance.
 - c) The successful tenderer, however, will be required to enter into a formal contract agreement on non-judicial stamp paper of appropriate value if required, within fifteen days of the issue of acceptance letter by the University. The contract will be governed by the general rules and conditions of contract followed in Govt. Departments.

GUARANTEE PROFORMA

We hereby guarantee the year round performance for items which we have supplied to: Gujarat Technological University Ahmedabad-Gujarat

WE AGREE TO replace free of cost, within that period, ordinary wear and tear and unusual abuse or neglect excluded together with any other work which may be damaged or displaced in so doing. In the event of our failure to comply with the above mentioned conditions within a reasonable time, after being notified in writing, we collectively and separately, do hereby authorize the owner to proceed to have the defects repaired and made item at our expense and we shall pay the cost and charges thereof immediately upon demand and also authorize them to encash the bank guarantee (The guarantee will stand extended for further period of 1 years from the date of failure, if the duration of failure is more than 1 week).

We hereby also agree to supply/delivered the store/items at permanent campus of Gujarat Technological University, Government Engineering College Campus, Chandkheda, Ahmedabad, if required and asked by the University with the same rate.

Unless some special warranty/guarantee clause has been stipulated elsewhere in the invitation to tender or other documents, the following warranty shall form part of the contract placed on successful tenderer:

“Except as otherwise provided in the invitation to the tender the contractor / seller hereby declares that the goods, stores, articles sold/supplied to the University under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specifications and particulars obtained/mentioned in the contract. The contractor/seller hereby guarantees that the said goods/stores/articles would continue to conform to the description and quality aforesaid for a period of 12 months from the date of delivery and that notwithstanding the fact the purchaser (University) may have inspected and or approved the said goods/stores/articles, if these discovered not to conform to the description and quality aforesaid or not giving satisfactory performance or have deteriorated (and the decision of the purchaser in that behalf shall be final) the purchaser shall be entitled to call upon the contractor/seller to rectify the goods/ stores/articles or such portion thereof as is found to be defective by the purchaser within a reasonable period or such specified period as may be allowed to the contractor/seller and in such an event the above mentioned warranty period shall apply to the goods/stores/articles; otherwise the contractor/seller shall pay to the purchaser such compensation as may arise by reason of the breach of the warranty herein contained”.

Signature of the tenderer

Date:

Name (in block letter):

Capacity in which tender is signed:

Annexure-II

(TENDERERS SHOULD FURNISH SPECIFIC ANSWERS TO ALL THE QUESTIONS GIVEN BELOW. TENDERERS MAY PLEASE NOTE THAT IF THE ANSWERS SO FURNISHED ARE NOT CLEAR AND / OR ARE EVASIVE, THE TENDERS ARE LIABLE TO BE REJECTED).

- 1) Offer is open for acceptance till in days of opening of tender?
- 2) Whether the stores offered fully conform to the technical particulars and specifications / drawings, specified by the purchaser in the schedule to tender. If not, mention here details of deviation?
- 3) Name and address of manufacturer:
- 4) Station of manufacturer:
- 5) Please confirm that you have offered packing as per tender enquiry requirements. If not, indicate deviations.
- 6) Net weight of each item.
- 7) What is your permanent income tax account number?
- 8) Confirm whether you have attached your latest/current ITCC or photo copy thereof.
- 9) Status.
 - a) Indicate whether you are large-scale unit or small-scale unit?
 - b) Are you registered with DGS&D/Ministry of Science & Technology for the item quoted? If so, indicate whether there is any monetary limit on registration. Also please attach a photo - copy of the certificate of registration.
 - c) If you are a small-scale unit registered with NSIC under single point registration scheme, whether there is any monetary limit.
 - d) In case you are registered with NSIC under single point registration scheme for the item quoted, confirm whether you have attached a photocopy of the registration certificate the items for which you are registered.
- 10)
 - a. It you are not registered either with NSIC or with DGS&D or with Ministry of Science and Technology, please state whether you are registered with Directorate of Industries of any State Government?
 - b. If so, confirm whether you have attached a photocopy of the certificate issued by Office of Industries.
- 11) Please indicate name & full address of your Banker.
- 12) Please furnish your performance statement.
- 13) Please state whether you have submitted the tender sample.
- 14) Please state whether you agree to submit advance sample.
- 15) Please indicate guaranteed date by which delivery can be completed. Also indicate rate of supplies and time required for commencement of supplies from the date of receipt of formal order / approval.
- 16) Business name and constitution of the firm. Is the firm registered under:
 - a) The Indian Companies Act. 1956.
 - b) The Indian Partnership Act. 1932 (Please also give names of the partners).
 - c) Any other Act? If not who are the owners? (Please give full names and addresses).

- 17) Whether the tendering firm is/are?
a) Manufacturer
b) Manufacturer's authorized agents.
c) Holders in stock of the stores tendered for
N.B. If manufacturer's agents, please enclose with tender a copy of manufacturer's Authorization.
Please indicate the parties involved in the tender for the sake of agency/consultants commission, if any.
- 18) State whether raw materials are held in stock sufficient for the manufacture of the stores?
- 19) Please indicate the stocks in hand at present time:
a) Held by you against this tender enquiry_____.
b) Held by M/s. _____ over which you have secured an option.
- 20) Please state whether the transit insurance clause is acceptable to you?.
- 21) Please state whether the inspection is acceptable to you?.
- 22) For partnership firms, please state whether they are registered or not registered under Indian partnership Act, 1932? Should the answer to this question by a partnership firm be in the affirmative, please state further:
a) Whether by the partnership agreement, authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender?
b) If the answer to (a) is in the negative, whether there is any general power of attorney executed by all the partners of the firm, authorizing the partner, who has signed the tender to refer disputes concerning business of the partnership to arbitration.
c) If the answer to either (a) or (b) is in the affirmative, have you already furnished a copy of either the partnership agreement at the general power of attorney, as the case may be, to the purchaser? Please quote the reference to the communication by which this was done.
- N.B.** If a copy of neither the partnership agreement nor the general power of attorney has previously been furnished to the purchaser, please attach to the tender a copy of either partners of the partner on which reliance is placed for authority of partners or the partner signing the tender to refer disputes to arbitration. A Public Notary should attest the copy or its execution should be admitted by an affidavit on a property stamped paper by all the partners.
- 23) Please state:
i) Whether the price tendered by you is to the best of your knowledge and belief, not more than the price usually charged by you for stores of same nature, class or description to any private purchaser. If not, state the reason thereof and also indicates the margin of difference.
ii) In respect of indigenous items for which there is a controlled price fixed by law the price quoted shall not be higher than the controlled price and if the price quoted exceeds the controlled price, the reasons thereof should be stated.

- 24) Are you:
- i) Holding valid industrial license (s) Registration certificate under The Industrial Development and Regulation Act, 1981. If so, please give particulars of industrial income registration certificate.
 - ii) Exempted from the licensing provision of the Act, for the manufacture of items quoted against this tender. If so, please quote relevant orders and explain your position.
 - iii) Whether you possess the requisite license for manufacture of the stores and/or for the procurement of raw materials belonging to any controlled category required for the manufacturer of the stores. In the absence of any reply, it would be assumed that no license is required for the purpose of raw material and/or that you possess the required license.
- 25) State whether the department of supply or any department of the Ministry of Science & Technology or any other Government department has banned business dealings with you?

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.

Signature of Witness/Date

Full name & address of
 Witness in block letters

/Duly authorized by the CompanyFrom

.....

Signature of Tenderer/Date

1) Full name & address of the
 person signing (In block letters)

2) Whether signing as proprietor
 /Partner/constituted Attorney

SPECIFICATIONS

ANSWER SHETS (A):

- (i) Size : 210mm x 297mm
- (ii) No. of Pages : Answer Books A4 size 28 pages.
- (iii) Paper Quality : 70 GSM Cream of Paper of 'A' Grade Mills for Answer Books A4 size
- (iv) Design : As specified by the University with maximum security features
Title page will have Guilloche Pattern, Microlettering provision for Bar-code Sticker, Question wise marks etc. Inside pages will have two or more security features and code on all pages. Sample design of first page will be provided by the University at the time of contract.

ANSWER SHEETS (B):

- (i) Size : 210mm x 297mm
- (ii) No. of Pages : Supplementary Answer Books A4 size 4 pages
- (iii) Paper Quality : 70 GSM Cream of Paper of "A" Grade Mill for answer book A4 size
- (iv) Design : As specified by the University with maximum security features
Title page will have Guilloche Pattern, Microlettering etc. Inside pages will have serial numbers with two or more security features and code on all pages. Sample design of first page will be provided by the University at the time of contract.

(i) Printing

- i. Answer Books A4 size- Title to be printed by Off set process in two colors and rest all pages in Black & white single color. Normal graph and Semi log graph is to be printed on last two Pages of answer book (A) & (B) respectively in green color.
- ii. Supplementary - Single color printing with Numbering.

(ii) Binding

- i. Answer-Books - are to be stitched using Good quality thread. Guilloche Pattern,
- ii. Supplementary – Single fold.

(iii) Packing

- i. 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.
- ii. 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 one of the following list of mills which manufactures 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. Drawing Sheets booklet

- 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.

3. Supplementary Drawing Sheets

- 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. Hollow Brown Paper Stickers

- 4.1 Hollow BROWN 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).

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 EMD cover)
 - a) Name of Bank
 - 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. Name of Authorized person with address and Cell No. if any :
15. Have you submitted all documentary evidence dully attested

Signature:

NAME: _____

Designation: _____

Annexure -V

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) :
I :
(M) :
- E-mail address :
7. Details of E.M.D. : Amount:
D.D. No. :
Date :
Name of Bank :
8. Total Annual Turnover for Last Three Years
(Enclose Certified Copies):

| Financial Year | Rs. In figures | Rs. In words |
|----------------|----------------|--------------|
| 2014-15 | Rs. | Rs. |
| 2015-16 | Rs. | Rs. |
| 2016-17 | Rs. | Rs. |

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

| Fin. Year | Rs. In figures | Rs. In words |
|-----------|----------------|--------------|
| 2014-15 | Rs. | Rs. |
| 2015-16 | Rs. | Rs. |
| 2016-17 | Rs. | Rs. |

10. Total Bldg. Area
(With Press, Office and Storage space)
(Proof of ownership/lease agreement to be attached)
11. 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. gives 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)
16. Central Sales Tax Registration No. :
17. Service Tax Registration No. :
18. Whether the printer has been blacklisted by any Govt. or semi Govt. organization or any educational Organization? **Yes /No**

If No - submit the self-declaration in given format (Annex VII)

Note: For above details, attach separate sheet if required

Place :

Date :

Seal and Signature of Authorized person

Annexure – VI**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

Place :

Date :

Seal and Signature of Authorized person

No Pending case Declaration

I _____ do here by 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.

Place :

Date :

Seal and Signature of Authorized person

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

The following documents are attached with the tender:-

- | | | | | |
|----|--|---|-----------|----------------------|
| 1. | Page No. to entire set of signed Tender and documents enclosed with it. | : | Yes / No. | Total Page No. _____ |
| 2. | Whether EMD and Tender Fee in term of Demand Draft are placed in separate cover? | : | Yes / No. | Page No. _____ |
| 3. | Whether copy of GST Registration is attached? | : | Yes / No. | Page No. _____ |
| 4. | Whether copy of Income-Tax return /assessment order of last year is attached | : | Yes / No. | Page No. _____ |
| 5. | Whether sample is attached? | : | Yes / No. | Page No. _____ |
| 6. | Whether last three years production and sales, figures of manufacturing unit in quantity and value is attached? | : | Yes / No. | Page No. _____ |
| 7. | Whether work experience certificates are attached? | : | Yes / No. | Page No. _____ |
| 8. | Whether IBA empanelment certificates or CA Certificate turnover sheet and machinery list owned by firm are attached? | : | Yes / No. | Page No. _____ |
| 9. | Whether all annexure as per tender are attached? | : | Yes / No. | Page No. _____ |
- N.B. All photocopies of documents must be self-attested by bidder or authorized person only.

TO BE SUBMITTED ONLINE ONLY

COMMERCIAL BID

Table: (A)

| Sr. no. | Description of Items | Approx. Qty.# | Rates per item (In Rs.) | Total Amount |
|---------------------|---|----------------------|--------------------------------|---------------------|
| 01 | Printing & Supply of Answer-Book (A) A4 size 24 pages 70 GSM as per specifications mentioned including all charges | 4364000 | | |
| 02 | Printing & Supply of Drawing Sheet booklet 8 Pages as per the specifications Mentioned Including all charges. | 65000 | | |
| 03 | Printing & Supply of Supplementary Drawing Sheets 4 pages as per the specifications Mentioned Including all charges. | 145000 | | |
| Total Cost * | | | | |

Table: (B)

| Sr. no. | Description of Items | Approx. Qty.# | Rates per item (In Rs.) | Total Amount |
|-------------------|--|----------------------|--------------------------------|---------------------|
| 01 | Printing & Supply of Supplementary (B) A4 size 4 pages 70 GSM as per specifications mentioned including all charges | 17456000 | | |
| 02 | Printing & Supply of Hollow Brown Paper Stickers 80 GSM as per the specifications Mentioned including all charges | 21820000 | | |
| Total Cost | | | | |

*** For L1 Total Cost Table (A) will be considered.**

Quantity may vary.

Note: Rates should be inclusive of all taxes and other charges.

Date:

Place:

Seal and signature of bidder

BANK PERFORMANCE GUARANTEE

1. This guarantee made this _____ day of _____ 2017 by _____ Bank having its Registered Office at _____ and one of its branches at _____ (hereinafter referred to as "the Guarantor" which expression shall, unless it be repugnant to the subject, meaning or context thereof, be deemed to mean and include its successors and assigns) in favour of the Gujarat Technological University Ahmedabad, Gujarat represented by its Registrar, having his office at **Gujarat Technological University, GTU Campus, , Nr.Visat Three Roads, Chandkheda, Ahmedabad – 382424 – Gujarat, India.** hereinafter referred to as the "University" which expression shall include his successors in office for an amount not exceeding Rs. _____ (Rupees _____ only) at the request of M/s. _____ (more fully described hereunder)
2. Whereas the University has placed Supply Order No: GTU/ _____ dated _____ for _____ with M/s. _____ having its office at _____ and hereinafter referred to as the "Contractor/Supplier" which expression shall include their successors and assigns.
3. And whereas the Contractor/supplier has accepted and agreed to execute the work as per the work order as per undertaking / agreement dated _____ within the time stipulated and in the manner specified therein.
4. And whereas the University has called upon the Contractor/supplier to furnish Bank performance Guarantee for the sum of Rs. _____ (Rupees _____ only) for fulfillment of the said work as specified in the supply order and as agreed to by the Contractor/supplier.
5. And whereas the Contractor/supplier has requested the Guarantor herein to furnish an irrevocable and unconditional Bank performance Guarantee in favour of the University for an amount of Rs. _____ as guarantee towards execution of the work as agreed to by the contractor/supplier to the University.
6. Now, therefore, we _____ Bank, the Guarantor herein, do hereby irrevocably and unconditionally Guarantee the payment to the University the sum not exceeding Rs. _____ (Rupees _____ only) in the event of any breach, failure, neglect or inability on the part of the Contractor/supplier in the execution of the said work, on demand without reference of the matter to the Contractor and without any prior consent of the Contractor/supplier, at all times throughout the period of execution of the work, without demur, cavil or argument or delay.
7. The Guarantor agrees and undertakes that the decision of the University as to whether the contractor/supplier has committed any breach of the obligation with respect to the work to be executed, and the quantum of amount therefore payable by the Contractor/supplier to the University in that regard, shall be final, binding and conclusive as against the Guarantor and the Guarantor shall make payment accordingly, on demand by the University.

8. The Guarantor further agrees and undertakes to pay to the University the amount demanded by the University irrespective of and notwithstanding any dispute raised by the Contractor/supplier in any suit or proceeding before any judicial forum relating to the Contracted work and the Guarantor's liability under this Guarantee shall be absolute and unequivocal.
9. This Guarantee is issued subject to the condition that the liability of this Guarantor under this guarantee is limited to the maximum of Rs. _____ (Rupees _____ only) and the guarantee shall remain in full force up to _____ and cannot be invoked otherwise than by a written demand or claim by the University for the payment of the said amount by the Guarantor on or before _____ or any extended date as decided by the University.
10. This University shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the contracted work or to extend time for performance of the work by the Contractor. Any change to the contracted work shall not in any way release the Bank (Guarantor) from liability under this Guarantee and we waive notice of any such change. The University shall have full liberty to forbear or enforce any of the terms and conditions of the contracted work.
11. This Guarantee shall not be affected by any legal limitation, disability or other circumstances relating to the Contractor or the Guarantor.
12. This Guarantee shall be valid for the period upto _____ and shall extend further and beyond _____ for such period as determined by the University.
13. The Guarantor undertakes not to revoke this guarantee except with the previous consent of the University in writing.
14. Notwithstanding anything contained herein:
 - Our liability under this guarantee shall be limited to Rupees _____ only
 - This guarantee shall be valid up to _____ and for such other period as determined by the University for fulfillment of the contract.
 - We are liable to pay guaranteed amount or any part of thereof under this bank guarantee only and only if you serve upon us a written claim or demand on or before _____ or such extended period / date.

In witness whereof, this Guarantee has been executed by _____ for an on behalf of the Bank (Guarantor) on the day, month and year first above written.

SIGNATURE AND SEAL
NAME OF THE BANK
(GUARANTOR)

Turnover Certificate

This is to certify that M/s _____ (Pan no : _____) residing at _____ has achieved following turnover during the financial year 2014-15, 2015-16, 2016-17.

| Financial Year | Turnover |
|----------------|----------|
| 2014-2015 | |
| 2015-2016 | |
| 2016-2017 | |

This certificate has been issued on the basis of documents and records provided to us and information given to us and at the time of issuing certificate.

Place:-

Date:-

Seal And Signature of CA