

Gujarat Technological University

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

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાતઅધિનિયમ ક્રમાંક: 20/2007 દ્વારા સ્થાપિત)

Tender Notice No.13/2016-17

(Including Technical & Financial Bid)



“Tender for Printing of Invitation Card, Convocation booklet,
Annual Report and other items as per tender requirement”

Nr.Vishwakarma Government Engineering College,
Nr.Visat Three Roads,Visat - Gandhinagar Highway, Chandkheda,
Ahmedabad – 382424 - Gujarat
Phone: 079-23267500 Fax : 079-2326 7580

Email : registrar@gtu.ac.in

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



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The Gujarat Technological University invites **sealed tenders from the eligible and experienced agencies for Printing of Invitation Card, Convocation booklet, Annual Report, Coupons and other items as per tender requirement. The details of the Printing Item required to be supplied are given in Annexure – I. The intending suppliers should quote details of the rate for Printing Item along with terms and conditions clearly and without ambiguity with designing charges** under two bid systems. Interested parties/firms who wish to participate in tender can submit filled in tender in all respected i.e. EMD, Tender Fee, and other essential documents for each quoted service on or before **06:00 P.M. of 15.12.2016** to The Registrar, Gujarat Technological University, Chandkheda Ahmedabad.

A tender fee Rs.1500/- (Rupees Fifteen Hundred Only) and **EMD Rs.5,000/- (Rupees Five thousand only)** in form of DD in favour of Gujarat Technological University payable at Ahmedabad only, should be attached along with the tender document.

Last Date of Submission of Tender **15/12/2016 (06:00 PM)**

Date of Opening of Tender (Technical Bid only) **16/12/2016 (12:00 NOON)**

Date of Opening of Commercial Bid **16/12/2016 (12.30 NOON)**

Tender shall be valid up to : 60 Days

I have read and understood all terms and conditions and impactions thereon of the tender document

Signature & Seal of Bidder

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I/C Registrar



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MEMORANDUM OF CONDITIONS:

- 1) Sealed Tenders are invited by Gujarat Technological University, Ahmadabad hereinafter referred to as "GTU" from experienced agencies for Printing of Invitation Card, Convocation booklet, Annual Report and other items as per tender requirement and must reach, by name of Gujarat Technological University on or before last date and time of the tender. Tenders received thereafter will not be considered. Tenders will be opened at per above schedule in C1 conference room of the University
- 2) The details of the Printing Item required to be supplied are given in Annexure – I.
- 3) Tender document can be downloaded from our website www.gtu.ac.in from tender section.
- 4) The Tender is invited following Two Bids System i.e. Technical and Financial Bids. The first envelope should contain the 'Technical Bid' consisting of technical parameters and super scribed as such. The second envelope should be super-scribed as "Financial Bid" containing the financial aspects such as the rates to be charged and other financial terms and conditions. The both Bids contained in separate two sealed envelopes should be submitted in one sealed cover super-scribed as "TENDER FOR Printing of Invitation Card, Convocation booklet, Annual Report".
- 5) At the time and date indicated in this closed tender for opening of tender, only technical bids shall be opened. Only technically qualified service provider's commercial/financial bids shall be open.
- 6) Tenders not complying with the above conditions are liable to be rejected at the sole discretion of the University without any further reference.
- 7) Rate: The rate quoted must be exclusive of Excise Duty, Packing & Forwarding charges, Sales Tax, Freight charges and Insurance charges with cost of delivery at GTU, Chandkheda. All the charges like Excise Duty, Packing & Forwarding, sales Tax, Freight, Insurance, Handling charges etc. if applicable must be shown separately. The stores are required to be delivered at the Institute under the suppliers own arrangement, free of additional charges. The risk of damage or loss in transit if any will be the suppliers.
- 8) This tender is not transferable.
- 9) No tender receipt or submitted after the due time and date will be accepted and same will be rejected without any reason.
- 10) The Office is not bound to accept the lowest Tender or any Tender or to assign any reason for rejection of any or all the Tenders. It reserves to itself the right for accepting the whole or any part of the Tenders. The office's decision in the matter shall be final and binding.

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- 11) Any failure on the part of Tenderer to observe the prescribed procedure and any attempt to canvass for the work will prejudice his/her Tender. The Tender/rates quoted in other than the prescribed proforma are liable to be rejected.
- 12) The D.D. in favor of "Gujarat Technological University" payable at Ahmedabad of **Rs. 5,000/-(Five thousand only)** must accompany each tender as earnest money which will be refunded if the tender is not accepted. The successful Tenderer/Bidder will be required to submit a D.D value of 10 % of total cost of tender as security deposit within 2 days of issue of the purchase order failing which EMD will be liable to be forfeited. EMD can also be forfeited if any of the conditions of the Tenderer/Bidder is not fulfilled. EMD will be refunded after submission of Security Deposit.
- 13) The successful Tenderer will have to furnish his latest Income Tax Clearance Certificate from the Income Tax Department in the prescribed form within a week from the date of acceptance of the job. Failure to comply with this may lead to termination of the agreement.
- 14) The sample of the papers in accordance with the prescribed specification should accompany the quotation duly signed on behalf of a firm with detailed specification i.e. name of the paper, GSM and Ream weight etc. In case paper samples, duly signed are not attached with the quotation, the same will be rejected. GTU will test the GSM of the papers used for Annual Report & Convocation Booklet before final payment to supplier. The cost of testing will be borne by the supplier.
- 15) No extra charge will be paid for the proofs. The proof should be made available not beyond 5 days from the date of handing over the draft report.
- 16) The tenderer shall be required to make the layout of Front Cover and back cover of the report as well as internal designs of all pages No extra charges will be paid for designing of first cover page and last back page as well as internal design of inside pages including colored pages of annual report. Tenderer is suggested to visit office & see the draft report as well as previous year's reports before quoting the rates. No additional charges will be paid after awarding the work.
- 17) The printed copies will be/to be supplied duly tied up in suitable sizes/bundles, or equal numbers at GTU, Chankdheda, Ahmedabad
- 18) The entire job is liable to be rejected if the same has not been carried out in accordance with the specifications.
- 19) The report is required to be printed as per the specimen to be provided by this office providing adequate space/scope for box-tables, diagrams etc.
- 20) The bidder can submit more than one designs and sample and for each design and sample submitted he has to submit financial bid in separate sealed envelope. on each seal envelop of financial bid/commercial bid Name of Bidder, Sample Number should be invariable mentioned failing with the bid is liable to be rejected.
- 21) On each Design and sample supplied by the bidder firm name and design and sample number should be invariable clearly mentioned with Permanent Marker pen failing which bid is liable to

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be rejected. If the bidder supplies more than one sample bidder should number the Design and samples as Design and Sample No 1, Design and Sample No 2

- 22) Rejection of offers: The Institute reserves the right to accept or reject any or all the offer including the lowest without assigning any reason. The Institute does not bind itself to accept the lowest offer. The price and quality of the material will be analysed by the Purchase Committee of GTU and based upon the recommendation of the purchase committee Honourable Vice Chancellor, GTU is authorised to finalised the purchase order.
- 23) GTU will only open Financial bid of only those whose samples are been approved by GTU.
- 24) GTU can issue different job to different bidder and can also split to more than one bidders/firms.
- 25) The University shall have the right to cancel the purchase order at any time before the in case the Tendered/Bidder commits a breach of the terms of the conditions or in the event of the performance of the successful Tenderer/Bidder on its part of the contract being found to be unsatisfactory by the Registrar of the University who shall be the sole and final decision making authority.
- 26) The Tenderer/Bidder should quotes his income tax no. (PAN) & Value Added Tax (VAT) No. (Attach last three years Income Tax Returns). Photo copy of these entire documents should be attached with tender. Tender without such document is liable to be rejected.
- 27) Any dispute of difference arising under / out of or in connections with the Tender/Contract shall be subject to the jurisdiction of Ahmedabad.
- 28) Tenderer has any quarry regarding tender has to contact university before submitting tender.
- 29) Delivery period: The stores are required to be delivered within 05 days of issue of purchase order.
- 30) Charges for printing of invitation card, convocation booklet, annual report and other items as per the orders of GTU shall be paid on submission of bills as agreed rates.
- 31) The payment towards printing bills of GTU office shall be released within a 15 days after scrutiny of authorization of supply and the prices claimed by tenderer. Any supply of printing items without proper authorization by the designated authority of GTU shall not be paid for.
- 32) Income tax, Service Tax etc., as per prevalent laws shall be deducted at source while making payment of Tenderer's bills.
- 33) 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 of competent authority.

Place: Ahmedabad

I/C Registrar
Date: 22/11/2016.

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Details of Bidder

1. Name of the Vendor :
2. Registered Office :
3. Working Place of the Firm :
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: (O) : (R) :
(M) : E-mail address :

7. Total Annual Turnover for Last Three Years (Enclose Certified Copies):

Fin. Year	Rs. In figures	Rs. In words
2013-14	Rs.	Rs.
2014-15	Rs.	Rs.
2015-16	Rs.	Rs.

8. Total Building Area
(With Press, Office and Storage space)
(Proof of ownership/lease agreement to be attached)
9. Permanent Account No.(Income Tax) (Enclose Certified PAN CARD) :
10. VAT Registration No. (Enclose Certified copy of RegistrationLetter) :
11. Central Sales Tax Registration No. :
12. Service Tax Registration No. :

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13. Information for EMD Rs. **5,000/- (Rupees Five thousand only)** Demand Draft No. :

Name of the Bank and branch :

Date of D. D. :

14. Information for **Tender Fees Rs.1500/- (Rupees Fifteen Hundred Only)** Demand Draft No. :

Name of the Bank and branch :

Date of D. D. :

Place:

SIGNATURE OF TENDERER
WITH RUBBERSTAMP

Date:

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Annexure – A

DETAILED SPECIFICATION OF JOB NO 1 – Annual Report

1.	Description	Printing of Annual Report for GTU 6th Convocation in multicolour in English.
2.	Approximate Number	About 700 copies.
3.	Size of Publication	8.5"X11"
4.	No. Pages of the Manuscript	The number of pages in the reports will be around 150 to 200 in English language. The quotations may be given for 150 pages. If number of pages increases or decrease additional amount in the multiple of 4 Pages may be charges extra/deducted.
5.	Method of Printing	Offset Printing(as per sample).
6.	No. of colours to be used	At least Four colour job for outside Covers and inner text pages (English) containing Charts Graphs. The inside text pages are to be printed with 'GTU' logo water mark.
7.	Art work and layout of cover pages	To be prepared by the Printer With this quotation and. No extra cost for designing the layout and art work shall be paid
9.	Style of binding	Good binding should be provided
10.	Paper and its quality i) For text pages ii) For front and back covers.	i) 90 to 100 GSM, Art Paper glossy ii) 300 GSM, Art Card gloss laminated for cover pages.

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DETAILED SPECIFICATION OF JOB NO 2 – Convocation Booklet

1.	Description	Printing of Convocation Booklet for GTU 6 th Convocation in multicolour cover with black and white inside pages printing in English.
2.	Approximate Number	About 500 copies.
3.	Size of Publication	8.5”X11”
4.	No. Pages of the Manuscript	The number of pages in the reports will be around 80 to 100 in English language. The quotations may be given for 80 pages. If number of pages increases or decrease additional amount in the multiple of 4 Pages may be charges extra/deducted.
5.	Method of Printing	Offset Printing(as per sample).
6.	No. of colours to be used	At least Four colour job for outside Covers and inner text pages (Black and White) containing Charts Graphs. The inside text pages are to be printed with 'GTU' logo water mark.
7.	Art work and layout of cover pages	To be prepared by the Printer With this quotation and. No extra cost for designing the layout and art work shall be paid
9.	Style of binding	Good binding should be provided
10.	Paper and its quality i) For text pages ii) For front and back covers.	i) 90 to 100 GSM good quality paper ii) 300 GSM, Art Card gloss laminated for cover pages.

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DETAILED SPECIFICATION OF JOB NO 3 – Invitation Card

1.	Description	Printing of Invitation card for GTU 6th Convocation in multicolour cover printing in English along with Cover.
2.	Approximate Number	About 1500 copies.
3.	Size of Publication	17 cm X 17 cm
4	Paper and its quality i) For card ii) For cover.	i) 300 GSM silver finish paper ii) 200 GSM, Art Card gloss laminated paper

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DETAILED SPECIFICATION OF JOB NO 4 – Parking Coupons

1.	Description	Printing of Parking coupons for GTU 6th Convocation in multicolour cover printing in English
2.	Approximate Number	500 Parking coupons
3.	Size of Publication	8 cm (H) X 17 cm (W)
4.	Paper and its quality	i) 150 GSM, Art Card

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Commercial Bid for Printing of Invitation Card, Convocation booklet, Annual Report and other items as per tender requirement

(Commercial Bid should be sealed in the separate envelop if bidder has submitted more than one sample for each sample separate commercial bid should be submitted in separate sealed envelope along with name of the bidder and sample number clearly Witten on the envelop)

Commercial Bid for Printing of Annual Report JOB NO 1

Sr. No.	Description	RATES PER Piece (In Rs.)
1	Printing of Annual Report As per Job Number 1.	
	Details of other Charges a. b. c.	
	Total Cost (inclusive of all as per tender) In Rupees	

I have read and understood all terms and conditions and impactions thereon of the tender document



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Commercial Bid for Printing of Convocation Booklet JOB NO 2

Sr. No.	Description	RATES PER Piece (In Rs.)
2	Printing of Convocation Booklet As per Job Number 2.	
	Details of other Charges a. b. c.	
	Total Cost (inclusive of all as per tender) In Rupees	

Commercial Bid for Printing of Invitation Card JOB NO 3

Sr. No.	Description	RATES PER Piece (In Rs.)
3	Printing of Invitation card As per Job Number 3.	
	Details of other Charges a. b. c.	
	Total Cost (inclusive of all as per tender) In Rupees	

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Commercial Bid for Printing of Parking Coupons JOB NO 4

Sr. No.	Description	RATES PER Piece (In Rs.)
4	Printing of Parking Coupons As per Job Number 5	
	Details of other Charges a. b. c.	
	Total Cost (inclusive of all as per tender) In Rupees	

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Signature & Seal of Bidder

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