



Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.) (A Central University)

Website: www.ggu.ac.in, Phone: 07752- 260381 FAX: 07752-260154, 260148

Ref No.:40/Store/GGV /LTE/Print Work/2019

Dated: 01-08-2019

LIMITED TENDER ENQUIRY

(Under Rule 162 of GFR 2017)

Subject:-For Printing of Annual Report, News Letter & Magazine for Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.)

Sealed quotations are invited from the Firms dealing with printing work having valid Vendor Registration with Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.). The competitive rates for the printing work of one Annual Report, GGV News Letters and Udan Magazines detailed ahead in Schedule-I, are to be quoted Bidder must carefully peruse the general terms and conditions of the tender published on the CPP portal www.epublish.gov.in and university website www.ggu.ac.in.

Mode of Submission will be Offline Under **Two Bid System** as under:

- A. **Technical Bid**-(Signed copy of this tender document, All documents in support of the information furnished , filled in formats as per the tender and **EMD of Rs 20,000** (in form of DD, refundable after execution of the work)
- B. **Financial Bid** -Only Price in the format as per Annexure-II

The sealed offers/tender as per the desired specifications and offer price (in two separate sealed envelopes put in an outer cover envelope) addressed to “Assistant Registrar (Store), Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur-495009”, must reach on or before **22.08.2019 upto 4 PM**, only through speed /registered post/courier. The tender will be opened on same day at **4.30 PM**. GGV reserves all the right to accept/reject any or all tender and to award any part of the work or no work, without assigning any reason in favour of the University.

Registrar (Acting)



Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.) (A Central University)

Website: www.ggu.ac.in, Phone: 07752- 260381 FAX: 07752-260154, 260148

Ref No.:40/Store/GGV /LTE/PrintWork/2019

Dated: 01-08-2019

LIMITED TENDER ENQUIRY (LTE)

We intend to print Annual Report, GGV News Letters and Udan Magazine at Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.) through Limited Tender Enquiry and invites tenders from the registered vendors in accordance with the terms & conditions detailed in this bid documents. If you are interested, kindly send your offer for the supply with complete terms within the time mentioned as under along with **EMD of Rs 20,000** (in form of DD, refundable after execution of the work)

Salient Date

Event	Dates	Time
Last date for submission of sealed tender	22.08.2019	upto 4.00 PM
Tender Opening	22.08.2019	at 4.30 PM

Please send your sealed bid only by Registered/Speed Post/Courier service to the following address.

Assistant Registrar (Store)

Guru Ghasidas Vishwavidyalaya, Koni,
Bilaspur (C.G.)- 4950019

GENERAL TERMS & CONDITIONS OF THE LTE

1. The sealed quotation superscripted on the envelope as "**Quotation for Printing Work Of GGV under LTE-2019**" should reach to the Store Section of GGV on or before 22/08/2019 at 4 PM. along with **EMD of Rs 20,000** (in form of DD, refundable after execution of the work)
2. **Price/rate:** The Vendor are required to quote the rate against the items mentioned in the table under the financial bid (Annexure-II) along with the GST etc levied on the product. The bidder need not quote the rate in the cell where "**Nil**" is mentioned. Rates in the remaining empty cells must be compulsorily entered by the bidder otherwise the bid may be rejected.
3. **Excise duty/Tax exemption:** The University is exempted from Custom/Excise Duty by DSIR, Govt. of India and entitled for GST rebate for scientific equipment purchases. The exemption certificate of the same shall be issued by the University on demand, at the time of supply. Bidder must clearly mention if any basic custom duty/ excise duty etc. is chargeable, in spite of the GGV is exempted by DSIR certificate.
4. **FOR GGV:** The rate should be quoted on "FOR University campus, Koni, Bilaspur" basis. For the packing/ forwarding, unloading, transit insurance of the items to be supplied no charges will be paid extra in any manner to the bidder by the University. All such charges are to be borne by the supplier/bidder only.
5. The Bidders are required to put the seal and signature of the firm in each and every page of this LTE document and submit along with the Technical bid.
6. The bidders must not alter /add/delete any alphabet/word/sentence mentioned in this document, otherwise the same will be treated as tampering of the document and the bid may be rejected/cancelled at any stage of bidding/ supply.
7. University has all the rights reserved to alter the quantity mentioned in this EoI as per the requirement of the University. The quantity may increase or decrease and also the items may be added or deleted for which the rates shall be governed by the rate quoted in the financial bid by the bidder, subject to the justification of rates.

8. Validity of the offered Rate: The quoted rate should be valid for a minimum period of 90 days from the date of opening of the financial bid of the tender.

9. Delivery period: The printing work orders will have to be honored and executed within 30 days from the issue of the work Order by GGV. In case of any delay in execution of work from the duration specified in work order, approval for extension for same has to be taken from Consent authorities of the University three (03) days prior from last date of execution of work specified in purchase order otherwise fine may be imposed as per clause 14 of this LTE Document. It will be the sole right of GGV either to grant or not grant the extension, if the reason for delay is not justified or is not acceptable to GGV.

10. The final printing as per the specifications and quantity shall be carried out by the bidder only after the final proof check by the store section. The bidder has to submit a Ferro-copy (as print) coloured copy before printing. The printing work has to be completed and delivered to GGV within 7 days from the final consent (after proof check & Ferro Copy) sent by Assistant Registrar (Store) through e-mail as final print order.

11. Firm/bidder has to submit the invoice in triplicate along with the soft copy (in CD) “as print condition” of the printed material.

12. Mode of Submission: Offline under Two Bid System;

A. **Technical Bid-**(Signed copy of this tender document, All documents in support of the information furnished , filled in formats as per the tender and EMD of Rs 20,000 (in form of DD, refundable after execution of the work)

B. **Financial Bid -**Only Price in the format as per Annexure-II

13. The tender document can be downloaded from the websites www.ggu.ac.in or www.epublish.gov.in “Corrigendum, if any, would appear only on the above web sites and not be published anywhere else”.

14. Liquidated Damages (LD): Any delay in supplying the ordered equipment/instrument from the stipulated date of delivery will attract LD, which will be applicable at the rate of 0.5% per week and limited to 10% maximum. The authority reserves the right to cancel the work order when LD accumulates to 10%.

13. Payment: Bidder should not ask for advance or part payment prior to supply .Payment to the firm shall be made, only after the complete supply in good condition, to the satisfaction of the user at GGV.

14. GST etc: GST & Other charges must be clearly mentioned along with the quoted offer, whether to be paid extra or not. GGV shall pay the same as per prevailing government rules, if mentioned in the price bid. No taxes shall be paid if not mentioned in the bid and any correspondence in this regard shall be not entertained after the price bids are opened.

15. Unsealed quotations: Bids must be sealed properly. Unsealed envelopes/ offers are liable to be rejected by GGV.

16. Offer after due date: GGV shall not be responsible for late postal delivery and any offer received after the due date shall be summarily rejected by GGV. Your Sealed offer must reach on or before the scheduled due date only by the speed/registered/ courier post.

17. The selection of vendor(s) will be on L1 basis for relevant item category as detailed in Annexure-II (financial bid format).

18. GGV has all the rights reserved to accept / reject any /all the bids and not to award any/all the work of Printing, without assigning any reason(s) thereof in favour of the University.

19. The proprietary rights for all the printing work will be of the GGV and in no case the bidder should copy, publicize, retain any of the soft/hard copy for personal use or will disclose the same to any other person. If at any stage it is found that the bidder has done it otherwise and not followed the university condition then the GGV has all the rights reserved to take appropriate action against the bidder/ firm.

20. Bidders with valid vendor registration with GGV shall be considered for participation. However if the firm is not registered with GGV and wish to participate in this tender, then the same firm should get registered under the relevant category as **GGV Vendor** before the last date of submission of the bid (merely sending the vendor registration form to GGV shall not make the bidder eligible, if the vendor could not get registered before the opening date of the bid). Any bid received from the firm who is not having a valid /live registration with GGV in the relevant clause, will be auto rejected and no correspondence in this regard shall be entertained by the University. For detail of the vender registration process, kindly visit to the university portal- www.ggu.ac.in or contact Assistant Registrar (Store) for any related information. E-Mail:arstore@ggu.ac.in PhoneNo.07752- 260381

21. Arbitration: Any dispute arising out of this agreement shall be settled through mutual

discussion and consultations among the parties. In case the parties would not come under fruitful conclusion on the disputes, the matter shall be referred to the Sole Arbitrator by either party. The Sole Arbitrator shall be the representative nominated by the Vice Chancellor of Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.). The decision of the sole arbitrator shall be final and binding upon the parties to the disputes.

22. In case of any ambiguity /anything not contained in this document, GGV reserves the right to take discretionary decision without assigning any reason thereof and it will be binding on concerned/all bidders. The University also reserves the right to cancel/reject any bid due to any reason including human error in calculation incurred during process. The GGV shall be free to cancel the whole or part of tender without assigning any reason.

23. Court Jurisdiction: The University shall not be bound to give justification for any aspect of the selection process and the decision of the university shall be final and binding on all without any right of appeal. Further, in case of any dispute, any suite or legal proceedings against the university, the jurisdiction shall be restricted to the courts at Bilaspur, Chhattisgarh.

Dated:.....

Signature of Tenderer.....

Name.....

Designation.....

Firm' seal.....

Schedule 1: Specifications**1. Annual Report**

Specification	Quantity required
Cover Page:250 GSM art Page 11"x 8.5" Inch, Multicolour printing with PVC Lamination(Four Pages) Hindi and English	500 Books (250 nos each for Hindi and English Versions)
Inner Text pages: 130 GSM art paper 11"X 8.5" Inch, Multicolour 390 pages Hindi & English	
Binding	
Designing For cover Hindi & English – 4 pages	
Composing For inner pages (Tentative 250 pages)	

2. GGV News Letter

Specification	Quantity required
Cover Page: 250 GSM art page multicolour printing with Lamination (Four Pages) Hindi and English	200 Books for two editions (100 nos each for Hindi and English Versions) and 400 Books for three editions (200 nos each for Hindi and English Versions)
Inner Pages: 130 GSM art paper Multicolour (16 pages) Hindi and English	
Designing For cover Hindi & English – 4 pages	
Composing For inner pages (Tentative 16 pages)	

3. Udaan Magazine

Specification	Quantity required
Cover Page: 250 with Gloss Lamination for cover page	6000 Books (Bilingual)
Inner Pages: 130 GSM art paper Multicolour	
Designing For cover– 4 pages	
Composing For inner pages (Tentative 112 pages)	
Finishing Size : 8.5"x 11"	

Dated:.....

Signature of Tenderer.....

Name.....

Designation.....

Firm' seal.....

TECHNICAL INFORMATION OF THE TENDERER**Annexure I**

S. No	Desired Details <i>Attach duly signed documents in support(as applicable)</i>	Furnish Details	Page No. in Tender Document
1.	Name of the Firm		
2.	Registered Office address Telephone No- Mobile No- E-mail id-		
3.	Address for Correspondence		
4.	Details of Contact person (Name, designation, address etc.) Telephone No/Mobile No Mobile No- E-mail		
5.	Bank Account Number- IFSC Code- Bank Name- Bank Address-		
6	CA Certified copy of the Income tax return for financial year 2018-19		

7	GST , TAN, PAN etc		
8	Whether the firm has been blacklisted, debarred from any organization or any case for faulty supply has been registered against the firm (Kindly give an undertaking as above)		

Dated:.....

Signature of Tenderer.....

Name.....

Designation.....

Firm' seal.....

FINANCIAL BID

Annexure II

To,
The Registrar,
Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.)

Sir,

I hereby submit my lowest rate for the Printing work as detailed in the tender documents. I have read all the terms & conditions of the LTE and are clear/ acceptable to me.

SN	Mention the Item Category* (Annual Report/GGV News Letters/Udan Magazine)	Rate Offered (in Rs) for the quantity				GST (in %)
		6000 Books	250 Books	200 Books	100 Books	
1	Cover Page:250 GSM, Art Paper, Page size 11"x 8.5", Multicolour printing with PVC Lamination(For 04 Pages)	Nil				
2	Cover Page:250 GSM, Art Paper, Size-11"x8.5", Multicolour printing with Gloss Lamination(For 04 Pages)		Nil	Nil	Nil	
3	Inner Pages:130 GSM, Art Paper, Size11"x8.5", Multicolour Printing(For4 Pages)					
5	Designing For cover Page (For 04 pages)					
6	Composing/Designing for inner pages (For 04 pages)					
7	Hard Binding			Nil	Nil	
8	Pin Binding	Nil	Nil			
Total Least Amount						

***NOTE:**

- i. Please quote rates as per detail specifications given in schedule-I of this tender, in the financial bid format as given above
- ii. Quoted rates should be inclusive of all as detailed in the terms and conditions of this tender.
- iii. The Cost of the Printing should be inclusive of all taxes and statutory levies. Labour installation charges, packing, forwarding, transit insurance, loading/unloading, freight etc. However, the details of the rates included are to be submitted in a separate sheet for purpose of clarification (if required).
- iv. Bidder has to quote the RATES and GST in the table above.
- v. The bidder who so ever quotes the total least amount in each column will be awarded the relevant work of printing.
- vi. The bidder need not quote the rate in the cell where Nil is mentioned
- vii. Rates in the remaining empty cells must be compulsorily entered by the bidder otherwise the bid may be rejected.

Signature of Bidder with Date:.....

Name.....

Designation.....

Firm' seal.....

Signature and Seal Of Bidder