Central University of Haryana

Jant-Pali, Mahendergarh

01285-249401

**TENDER No: CUH/2017/ InfoBulletin-01**

***BID DOCUMENT***

**Tender for Printing of Prospectus-2017-18**

**(Visit us at** [**www.cuh.ac.in**](http://www.cuh.ac.in)[**)**](http://www.dot.gov.in/)

**Not transferable**

**PRICE OF BID DOCUMENT- Rs. 200/-**

**TABLE OF CONTENTS**

**Title Page No.**

Notice Inviting Tender……………………………………………………………03

Details of items……… …………………………………………………………..04

Terms and Conditions …………………………………………………………...5-7

Qualifying Bid…………………………………………………………………….08 Price Schedule…………………………………………………………………….09 Check list……………………………………………………………………….....10

Format for Letter of Authorization for attending bid opening ………………...11

**Central University of Haryana**

**Jant-Pali, Mahendergarh, Haryana**

**Dated: 16-06-2017 TENDER NO. CUH/2017/InfoBulletin-01**

**NOTICE INVITING TENDER**

|  |  |  |
| --- | --- | --- |
| Office of Issue |  | Central University of Haryana,  Jant-Pali, Mahendergarh,  Haryana-123031 |
| Tender No. |  | CUH/2017/ InfoBulletin |
| Date of issue of bid document |  | From the date of tender advt. |
| Tender Forms Available From |  | Website: <http://www.cuh.ac.in> |
| Due period of Receipt |  | 16-06-2017 to 28-06-2017, Time: 14:00 pm (28-06-2017) |
| Date of opening of the bid |  | 28-06-2017 at 15:00 pm |
| Cost of Bid Document |  | Rs. 200/- (Non-refundable) |
| Earnest Money Deposit (EMD) |  | : Rs. 12,000/- |
| Total Estimated Cost |  | Approximately Rs. 6, 00,000/- |

On behalf of Central University of Haryana sealed limited tenders are invited from reputed & financially sound firms, having office in India based **Class ‘A’ Offset Printers** having their own composing, processing, printing, cutting, binding units etc. in their premises at one place for printing of Prospectus 2017-18 as per Annexure-‘A’. The bid should be sealed by the bidder and duly superscripted. Prices quoted should be inclusive of all levies and taxes and packing & forwarding charges up to delivery to the final destination i.e. Central University of Haryana.

Bidders shall have to deposit EMD / Bid security of Rs. 12,000/- (Rs. Twelve thousand only) in the form Demand Draft on any scheduled bank at Mahendergarh in favour of “Central University of Haryana payable at Mahendergarh along with the bid.

Intending eligible bidders may obtain a copy of the bid document from Central University of Haryana either on payment of Rs. 200/- (Rs. Two Hundred only) (non-refundable in the form of crossed Demand Draft from any scheduled Bank drawn in favor of "Central University of Haryana, Jant-Pali, Mahendergarh pay able at Mahendergarh".

In case, firm has downloaded the tender documents from the website i.e. [www.cuh.ac.in](http://www.cuh.ac.in), they must ensure that requisite tender fee/ cost of Rs. 200/- is enclosed in the form of Account Payee Demand Draft from any commercial bank in favour of “Central University of Haryana” with their tender, failing which the tender will be treated as incomplete and will be ignored.

# Annexure-A

**SPECIFICATION OF JOB**

1. Description : **Printing of Prospectus of Central University of Haryana**

**in English & Hindi, Separately, in four colour (Both cover &**

**Tex pages)**

1. Approximate No. of copies: **Bilingual(English& Hindi); 2000 copies**

1. Size : **27.5Cms X22 Cms.**
2. Type Area : **24 Cms X 17.5 Cms**
3. No of Pages : **Approx. 100 pages each in English & Hindi (Number of**

**pages can increase or decrease)**

1. Method of Production : **Offset printing in four colour**.
2. No. of colours to be used **Four colour job for both outside covers and inside pages**

**containing Photographs, Charts & Graphs etc (No. of pages**

**may increase or decrease).**

1. Art work and Design :**i) to be prepared by the Printer under guidance of this office.**

**ii) Artwork for various charts and graphs willbe prepared by the Printer.**

1. Size of body type, style of : **8 to 10 points or as per instructions**
2. Printing and general layout **on manuscripts.**
3. Style of binding : **As per sample.**
4. **Paper and its quality** :
5. For inside colour pages : **Art paper of 130 GSM**
6. For front & back covers : **Imported Art Card of 300 GSM with lamination**

**Special Instructions**: -

1. Printed copies are required to be delivered within **7-10 days** or earlier after the date of receipt of corrected proof pages.
2. Very high quality of printing is required. The work done in slipshod manner will not be accepted.
3. The report is required to be printed as per the specimen to be provided by this University providing adequate space/scope for box-tables, diagrams etc.
4. CD in MS-Word in PDF format (both in English & Hindi) of the full report capable of being uploaded in our Website are to be provided, **without any extra cost, along with the printed copies for putting the Report on the Website of the University. Any delay in providing the CD would attract penalty @ Rs.500/-(Rupees five hundred only) per day of delay.**

**SECTION-II**

# TERMS AND CONDITIONS

**A. Qualifying Criteria for participating in the tender.**

1. Experience of at least two years in the relevant field for printing in the Govt. Ministries/Department/Govt. organizations/PSUs Corporate Sector etc.
2. The total annual turnover of the bidder must be Rs. 10.00 lakhs for the last two financial years.
3. While submitting the tender, the intending tenderer shall have to furnish to this University, the proof of pre-qualification (experience/financial standing/ turnover etc.) as specified.
4. Tenders must be accompanied with earnest money as specified.
5. Tender document(s), in original, duly filled in and signed by the tenderer or his authorised representative along with seal on each page.

**B. Settlement of Disputes**

In the matter of any disputes, between the parties regarding the terms and conditions, quality of the printed copies of Prospectus 2017-18 and execution thereof, the matter shall be amicably resolved through mutual consultation within 21 days. If the same could not be resolved within 21 days than the matter would be referred to an Arbitrator(s) as may be decided by Higher Authority for arbitration under the Arbitration & conciliation Act, 1996. The firm shall not question the decision of the arbitrator(s) on the ground that the Arbitrator(s) is/are Government servant(s). The decision of the Arbitrator(s) shall be final and binding on the parties.

**D. Brief terms and conditions:**

* + 1. Earnest money of Rs. 12,000/- (Rupees twelve thousand only) through a demand draft on any scheduled bank drawn in favour of Central University of Haryana, Jant-Pali, Mahendergarh must accompany the quotation. Quotation received without earnest money will not be considered.
    2. The EMD is valid for a period of 45 days beyond the final tender validity period.
    3. The EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender.
    4. If the successful tenderer fails to furnish the required performance security within the specified period, its EMD will be forfeited.
    5. EMD of all the unsuccessful tendreres will be returned to them without interest whatsoever, at the earliest after expiry of the final tender validity period but not later than 30 days after conclusion of the contract.
    6. EMD of the successful ternderer would be returned without any interest after the receipt of performance security.
    7. The rate must be quoted on comprehensive basis of all items.
    8. TDS and other taxes as applicable will be deducted from each bill.
    9. Any deviation will be considered as breach of contract and will be dealt accordingly. Any delay in execution of the contract will entail a penalty to be decided by Head of Office. The decision of Head of Office will be final in such cases.
  1. The University has all right to reject/accept any/all the tender(s) without assigning any reason.
  2. Applications received without complete documents/information shall not be considered.
  3. No negotiation will be undertaken with any tenderer.
  4. The Performance security deposit @ 5% of the value of work order has to be deposited by the successful bidder within 7 days of the award of the tender. The Performance security may be furnished in the form of an Account payee, Demand Draft, Fixed Deposit Receipt from a Commercial bank or a Bank Guarantee from a Commercial bank. The said security deposit will be refundable after the successful completion of the contract.
  5. Performance security shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the supplier. A model format of Bank Guarantee from is provided at Annexure- V.
  6. Performance security would be forfeited and credited to the University in the event of a breach of contract by the supplier, in terms of the relevant contract.
  7. Performance security would be refunded without any interest, after the completion of contract in all respects.
  8. The printed copies of Prospectus-2017-18 if found defective will be replaced/ redone by the supplier on free of cost basis.
  9. Failure by the contractor/firm to comply with any statutory requirements and terms of agreement during the period of contract shall result in termination of the contract and subsequent disqualification for participation in any further tender in the Ministry. The security deposit will also be forfeited.
  10. The bill shall be raised on in the name of Central University of Haryana.

**E. Tendering Process**

The tender is required to be submitted complete in all respects addressed to the Central University of Haryana, Jant-Pali, Mahendergarh and to be dropped in the tender box located in the office of Junior Engineer after the tender advertisement. Incomplete bid document will not be accepted. The qualifying bids will be scrutinized by the University to shortlist the eligible bidders. The rates of only the technically qualified bidders will be taken for consideration & further evaluation of the tender. Late submission of tenders will not be accepted. The University reserves the right to reject any or all the bids.

**Evaluation of Tenders**

Financial bids of technically acceptable offers will only be opened for further evaluation and processing for placement of contract.

1. If there is a discrepancy between unit price and total price the unit price shall prevails and total price will be corrected accordingly.
2. If there is a discrepancy between words and figures, the amount in words shall prevail.
3. The bid which has quoted lowest rate will be accepted.

**Note**

* 1. The tenderer should sign and stamp each page of this tender document as a token of having read and understood the terms and conditions contained therein and submit the same along with the bid. No photocopies of this tender document would be accepted. The tenderer would fill up the information in the Annexure I & II enclosed at the end of this document in clear and legible terms. Wherever the prices are to be quoted this should be written in figures and words as well. The quoted prices should also include the impact of all over-heads. Annexure will also have to be signed and stamped by the firm through its authorized signatory.
  2. All tender should be properly sealed with sealing wax and marked.
  3. The bidder should give a certificate that none of his/her near relative is working in the University. The Bidder or its authorized signatory should furnish certificate saying that none of the near relative of proprietor OR all partners of partnership OR all the Directors of the company excluding Government of India/ Financial institution nominees and independent non-Official part time Directors appointed by Govt. of India or the Governor of the state is working in the unit where the tender is being applied. Due to any breach of these conditions by the company or firm or any other person the tender will be cancelled and Bid Security will be forfeited at any stage whenever it is noticed and University will not pay any damage to the company or firm or the concerned person. The company or firm or the person will also be debarred for further participation in the concerned unit.

The near relatives for this purpose are defined as:-

1. Members of a Hindu undivided family (HUF).
2. Husband and Wife.
3. If one is related to the other in the manner as Father, Mother, Son(s) & Son’s wife (daughter-in-law), Daughter(s) and Daughter’s husband (son-in-law), Brother(s) and Brother’s wife, Sister(s) and Sister’s husband (brother-in-law).

The format of the certificate to be given is as follows:

“I…………..s/o…….……r/o……………..hereby certify that none of relative(s) as defined in the tender document (Tender No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) is/are employed in University as per details given in tender document. In case at any stage, it is found that the information given by me is false/ incorrect, University shall have the absolute right to take any action as deemed fit, without any prior intimation to me.”

* 1. The checklist at Annexure- IV must be completed and duly signed by the tenderer.

# Annexure-I

**Central University of Haryana**

Qualifying Bid Document

|  |  |
| --- | --- |
| 1. Name of the Proprietor in case of  Proprietary Company/firm |  |
| 2. Address (with Tele No. & E-mail) |  |
| 3. Contact person |  |
| 4. The number of years of experience for Printing work in Govt. Departments (list of customers including Govt. organizations, NCT of Delhi etc.) |  |
| 5. Annual Turnover for the year 2015-16 & 16-17  (With proof). Along-with balance sheet for the Last year, if any. |  |

1. Address of work place with area of premises.
2. Whether owned/rented.
3. Name of the Banker
4. Details of EMD.
5. Whether the firm has any legal suit/criminal case pending against its proprietor or any of its Directors (in the case of Pvt. Ltd Co.) or having been earlier convicted on the ground of moral turpitude or for violation of PF/ESI/Minimum wages Act or any other laws? Give details.
6. Has the company been cleared by Income Tax/Service Tax for the last two years (proof to be enclosed).
7. The following certificates may be enclosed:-

Requisite certificate regarding proof of-

1. Experience
2. Financial standing turnover
3. Service Tax/Sales Tax
4. Income Tax
5. PAN No.
6. Any other

**Declaration:-**

I hereby certify that the information furnished above is full and correct to the best of our/my knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not be allowed to have any dealing with the Ministry in future.

**(Signature of authorized signatory)**

**Annexure-II**

# Financial Bid

Name of the Company

Address

Contact Tel. No.

**Price Schedule**

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Description** | **Rate (Rs.)** |
| 1. | Paper cost of colour text pages (Art paper of 130 GSM) (for 2000 copies). |  |
| 2. | Paper cost for front & back covers (Imported Art Card of 300 GSM with lamination (for 2000 copies). |  |
| 3. | Printing cost for text pages Approx. 160 pages for  2000 copies (in four colours) including photocomposing, processing, scanning, designing, plate making. |  |
| 4. | Printing cost for front & back covers (in four colour) for 2000 copies (Bilingual) inclusive of lamination charges  (including photocomposing, processing, scanning, designing, plate making). (No separate designing charges for Hindi version of Annual Report will be admissible). |  |
| 5. | Binding charges for 2000 Copies. |  |
| 6. | Local delivery charges (Copies of Annual Report in bundles of 50 copies each with thick brown wrapping paper at top & bottom & tied, are to be delivered to Central University of Haryana, Jant-Pali, Mahendergarh. |  |
| 7. | Sales Tax / VAT, if any, (on cost of paper only). |  |
| 8. | Total cost of entire work. |  |

Signature……………….

Date:

Company Name………..

Place:

Company Seal………….

**Annexure III**

**CHECK LIST and the order in which the documents are to be submitted for the tender.**

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Documents** | **PageNo.** |
| 1. | EMD |  |
| 2. | Turn over certificate for the last two financial years in form of balance sheet |  |
| 3. | Certificate regarding having the office in Delhi/ NCR |  |
| 4. | Certificates for proof of experience |  |
| 5. | Certificates for proof of financial standing |  |
| 6. | Certificates for proof of turnover |  |
| 7. | Certificates for proof of service tax/ sales tax |  |
| 8. | Certificates for proof of income tax |  |
| 9. | No relative certificate |  |
| 10. | Any other |  |
|  |  |  |
|  |  |  |

**Bidders to ensure:**

1. **That all pages have been stamped and signed by the authorised Person(s).**
2. **That all the pages have been numbered.**
3. **That all the documents are legible (Clearly readable).**

## Tender No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annexure IV**

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

Subject: Authorization for attending bid opening on ------------------- (date) in the tender of ----------------------------

Following persons are hereby authorised to attend the bid opening for the tender mentioned above on behalf of --------------------- (Bidder) in order of preference given below.

**Order of Preference Name Specimen signature**

I

II

Alternate Representative

Signatures of bidder

Or

Officer authorised to sign the bid

documents on behalf of the bidder.

**Note:** 1. Maximum of two representatives will be permitted to attend bid opening. In case where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representative are not able to attend.

2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.