



KALINDI COLLEGE

☎: 011-25787604

(University of Delhi)

East Patel Nagar, New Delhi - 110008

KC/PUR/2017-18/Printing Works/

22th March, 2017

Sealed quotations (to be given in the format enclosed) are invited by the KALINDI COLLEGE from the reputed printers for different printing work as per specification detailed hereunder. The terms and conditions of the 'Quotations' are annexed herewith. The last date of receiving the sealed quotations is 05.04.2017 upto 04.00 pm.

Name of Work	Printing Work
Details of the Work	Enclosed
Estimated Cost	Rs.4.5 Lakh (Approximately)
Time Allowed for completing the supply	As per the requirement
Earnest Money	Rs.12, 000/-
Last Date for submission of the quotations	05.04.2017 Upto 4:00pm

*Note : - The College reserves the right either to alter the number/type of printing as required due to necessity and/or requirement, which shall be binding on the vendor.

PRINCIPAL

TENDER FOR PRINTING JOB IN KALINDI COLLEGE

FORMAT TO BE SUBMITTED BY THE VENDOR OF LETTER HEAD

S.No	Item	Quantity	Specifications	Quote (Rs.)
1.	Annual Report	200	<ul style="list-style-type: none"> ➤ Size: 8 ½" x 11, Cover Paper 300 GSM Art card, Four Colour Printing with Gloss/Mat lamination ➤ No. of Pages 200 ➤ Inside Pages 56 -Four Colour , 144 Pages -Two Colour- Paper 210 GSM Art ➤ Binding Perfect ➤ All headings should be in colour ➤ +/- Pages on pro rata basis 	<p>_____</p> <p><i>(Please indicate pro rata price of Four Colour as well as Two Colour pages also)</i></p>
2.	Pravah College Magazine	2000	<ul style="list-style-type: none"> ➤ Size: 8 ½" x 11 ", 300 GSM- Art card with Gloss/ Mat lamination ➤ Inside Colour pages-32, Paper – 170 GSM – Art paper ➤ Inside Pages single colour – approx 120, paper 100 GSM- Map Litho ➤ Binding- Perfect ➤ +/- Pages on pro rata basis 	<p>_____</p> <p><i>(Please indicate pro rata price of Four Colour as well as Two Colour pages also)</i></p>
3..	Academic Journal	200	<ul style="list-style-type: none"> ➤ Size: A 4, Number of pages – 100, ➤ Cover 300 gsm Art Card, Four Color Printing with Gloss/Mat Lamination ➤ Inside Paper: 170 gms , Single Color Printing, ➤ Binding Perfect ➤ +/- Pages on pro rata basis 	<p>_____</p> <p><i>(Please indicate pro rata price of Four Colour as well as Two Colour pages also)</i></p>
4	Proceeding of NSSC-2017	150	<ul style="list-style-type: none"> ➤ Size: A 4, Number of pages – 120, ➤ Cover 300 gsm Art Card, Four Color Printing with Gloss/Mat Lamination ➤ Inside Paper: 170 gms , glossy paper, Single Color Printing, ➤ Binding Perfect ➤ +/- Pages on pro rata basis 	<p>_____</p> <p><i>(Please indicate pro rata price of Four Colour as well as Two Colour pages also)</i></p>
5	Proceedings of National Seminar- Deptt. of Mathematics	50	<ul style="list-style-type: none"> ➤ Size: A 4, Number of pages – 100, ➤ Cover 300 gsm Art Card, Four Color Printing with Gloss/Mat Lamination ➤ Inside Paper: 170 gms , Glossy Paper, Single Color Printing, ➤ Binding Perfect ➤ +/- Pages on pro rata basis 	<p>_____</p> <p><i>(Please indicate pro rata price of Four Colour as well as Two Colour pages also)</i></p>
5	Certificates	2000*	<ul style="list-style-type: none"> ➤ Size : 8 ½" x 9 ½" 300 GSM –Art Card Four Colour 	<p>_____</p> <p><i>(Please indicate pro rata price of Four Colour as well as Two Colour pages also) (Please indicate pro rata price of Four Colour)</i></p>

TERMS AND CONDITIONS OF THE QUOTATION FOR PRINTING WORK:-

1. **Rates & Printing:** The above specifications are not to scale. The vendor is expected to personally visit and examine the size and material of the item, (sample available in the College on any working day) between 10.00 am to 04.00 pm, before quoting the rate. The rates should be quoted in the format(as above, inclusive of typing work in English &/or Hindi & /or Sanskrit and also mathematical equations , symbols etc.) and should be on the letter head of the vendor/company. In case of any clarification, the vendor may visit the office. The vendor must quote +/- Pages on pro rata basis as the number of pages mentioned in the tender may change as per the requirement of the college. The number of copies as mentioned above may also increase or decrease based on the need of the college. Also some of the items mentioned above may not be got printed if no requirement arises.
2. **Validity of the Quote:** The vendor should quote the rate that shall be valid for one year from the date of opening of the quotations. No increase in the rates shall be allowed before the period of validity (one year or so, as the case may be). However, in case the selected vendor desires to continue the same rate for further period (for the same product for which he has been awarded the work order), the same would be intimated by the vendor to the college in advance. As per the need and requirement of the college, the accepted rate of the quotation may be continued up-to six months (each time) after approval. However, the College is authorized to reject such a request and call fresh quotes.
3. **Eligibility criteria: -**
 - Vendor must be a registered company in India
 - Vendor should have experience of at-least one year in the similar printing work, preferably in an academic institution.
4. **Documentation**

The vendor shall furnish, as part of its tender offer, documents establishing the vendor's eligibility to participate in the tender and its qualifications/experience to perform the Contract. The documentary evidence of the vendor's qualifications to perform the Contract shall be on Kalindi College's satisfaction that the vendor is eligible as per the criteria outlined in the Eligibility Criteria mentioned above.
5. **Duration of Work:-** The college, as far as possible, would intimate the time when the desired printing material is required. It is expected from the vendor to complete the work as per the requirement of the college, including emergent works arising out on account of urgent needs/requirement of the college.
6. **Method of Scrutiny of the Quotations:** The eligible quotations received, shall be compared item wise, and the vendor who fulfills the eligibility criteria along with the specifications having rates approved by the purchase committee, shall be awarded the work.

7. Earnest Money:-

The demand draft drawn in favour of “The Principal, Kalindi College” for Rs 12,000/- (Twelve Thousand Only) towards earnest money may be submitted along with quoted rates in an envelope. ***Any offer received without earnest money will summarily be rejected.***

8. Security Deposit:-

The successful bidder will have to submit a security deposit valuing 5% of contract value by way of DD in favour of “Principal, Kalindi College” within 01 week of receipt of notification of award. ***The formal contract (work order) will be awarded after receipt of security Deposit.*** In case the successful bidder doesn't deposit the Security Deposit within the specified time period the earnest money deposited will be forfeited and no work order shall be issued.

The security deposit of the vendor, who has successfully completed the work, will be released after work is over.

9. Offer validity Period

- The offer should hold good for a period of one year from the closing date of the tender. Any offer falling short of the validity period is liable for rejection.

10. Costs

Cost of the work should be inclusive of all taxes and Statutory levies.

11. Clarification of Offers

- To assist in the scrutiny, evaluation and comparison of offers, Kalindi College may, at its discretion, ask some or all vendors for clarification of their offer. The request for such clarifications and the response will necessarily be in writing. If deemed necessary, the vendor may be required to give presentation also.

12. Verification

- The Kalindi College reserves the right to verify any or all statements made by the vendor in the tender document and to inspect the vendor's facilities, if necessary, to establish to its satisfaction about the vendor's capacity to perform the job.

13. No Commitment to Accept Lowest or Any Tender

- Kalindi College shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason what so ever. Kalindi College Reserves the right to make any changes in the terms and conditions. Kalindi College will not be obliged to meet and have discussions with any vendor, and or to listen to any representations
- If there is a discrepancy between words and figures, the amount indicated in words will prevail.

14. Completeness of the contract

- The contract will be deemed as incomplete until the printing work is done as per the demand and satisfaction of the user. The bills shall be entertained only after the work has

been found satisfactory and the **ENTIRE SOFT COPY OF THE MATERIAL IS PROVIDED TO THE COLLEGE.**

15. Order Cancellation

- Kalindi College also reserves the right to cancel the order in the event of one or more of the following circumstances:
- Delay in initiation of the work beyond one week from the date of issue of the work order or non-completion of work before the desired time.
- Serious discrepancy in the work being performed which is noticed during inspection by our experts.
- Breach by the vendor of any of the terms and conditions of the tender.
- Any action by the vendor which is in breach of law or un- accepted practices in the commercial transactions.
- If the Vendor goes into liquidation voluntarily or otherwise.

16. Resolution of Disputes

- Kalindi College and the vendor shall make every effort to resolve amicably, by direct informal negotiations, any disagreement or dispute arising between them under or in connection with the contract. If after thirty days from the commencement of such informal negotiations, Kalindi College and the Vendor have been unable to resolve amicably a contract dispute; either party may require that the dispute be referred for resolution by formal arbitration. The Vice Chancellor, University Of Delhi, shall appoint a sole Arbitrator of the settlement of dispute, who will not be related to the contract and whose decision shall be final and binding.

17. Jurisdiction

- The jurisdiction of the courts shall be Delhi

18. Income Tax may be deducted at source as per rules



Principal