



गुजरात केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF GUJARAT

(Established by an Act of Parliament of India, No 25 of 2009)

Sector - 29, Gandhinagar - 382 030,
Ph. No.079 23977407, Fax: 079 23260076
e-mail: registrar@cug.ac.in, website: www.cug.ac.in

SHORT NOTICE INVITING TENDER FOR PRINTING OF ANNUAL REPORT

Advt. No. 16/2015-16

29th August, 2016

Sealed Tenders in “Two Bids System” are invited for printing the Annual Report 2015-16 (Bi-lingual-Hindi version is followed by English version, separately). Interested bidders, who have experience in designing cover/content layout/printing/perfect binding of Annual Report of the University/Educational/Scientific Institutions may submit their bids in two part system viz. Technical and financial in separate sealed covers and both kept in a sealed outer cover.

Tender documents and details of the tender notice, terms and conditions and other details etc. are available on website www.cug.ac.in. The tender documents may be downloaded from the website up to 09th September 2016. by 1.00 P.M.

REGISTRAR



ગુજરાત કેન્દ્રીય વિશ્વવિદ્યાલય

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Sl.No.	Details		Qty.	EMD Cost & Tender Fee
1	Size	215 mm x 276 mm	Hindi-200 copies	EMD
2	Title	300 GSM Art Paper with multicolour printing and Matt Lamination front and back cover in four colour	English-200 copies	Rs.20,000/-
3	Text	85 GSM Maplitho Paper		Tender Fee
4	Pages	200-225 (Approx.)		Rs. 500/-
5	Printing	Text all in 2 colours		
6	Binding	Perfect with Thread sewing		
7	Photographs	pages contained photographs on 130 GSM Matt Art Paper		
Total all-inclusive FOR delivery at Central University of Gujarat, Gandhinagar				

The Demand Draft of Rs.200/- drawn in favor of Central University of Gujarat, Gandhinagar towards tender document cost should be enclosed in the Technical Bid in case of downloaded documents.

Last date for submission of Tender Documents : 09.09.2016 till 1:00 PM

Date of opening of Technical Bids : 09.09.2016 at 3:00 PM

REGISTRAR

General Terms & Conditions for printing Annual Report

- 1) The offer shall be submitted in two parts viz:
 - (a) Technical Bid and
 - (b) Financial Bid
 - a) **Technical Bid** shall be made in the form as per Annexure-A. The technical bid should not have any financial details. It should accompany earnest money in the form of Bank draft. Bids without EMD would be rejected outright. The technical bid shall be kept in a sealed cover superscripting tender no. 16/2016-17 (**Technical Bid - Annual Report 2015-16**).
 - b) **Financial Bid** shall be made in the form as per Annexure-B. The financial bid shall be kept in a sealed cover superscripting tender no. 16/2016-17 (**Financial Bid-Annual Report 2015-16**).
- 2) Both the sealed covers shall be put in another sealed cover superscripting tender no. 16/2016-17 (Tender for Printing of Annual Report 2015-16) & due date and addressed to “ The Registrar, Central University of Gujarat”, Sector-29, Near Jalaram Temple, Gandhinagar.
- 3) **The sealed covers may be dropped in the Tender Box which will be available at Room No. 10, Administrative Block, Central University of Gujarat, Gandhinagar till 1:00 PM by 09.09.2016**
- 4) The sealed cover containing technical bids will be opened **on 09.09.2016 at 3:00 PM**. Interested bidders may be present or depute their representative (only one) along with their details on company’s letter head, at the time of opening of bids.
- 5) Technical scrutiny will be done based on the samples provided by the bidder along with the bids. Financial bids of technically suitable bidders will only be opened. Separate intimation to the technically qualified bidders will be given before opening of financial bid.
- 6) The firm/printer should clearly indicate its financial status i.e. annual turnover (**at least Rs. 25 lakh**) and must submit all necessary documents in support of such claim pertaining to last three financial years including for the year 2015-16.
- 7) The firm/printer should have executed similar printing order of such scale during the immediately preceding three years and must submit all necessary documents in support of such claim.
- 8) Contract for printing of Annual Report shall be awarded on the technically suitable lowest bidder in the normal course. (Please read with term no. 16)
- 9) Successful bidder will be required to deposit 7% of the total Cost as ‘Performance Security’ in the form of Demand Draft/Pay Order drawn in favour of Central University of Gujarat. The ‘Performance Security’ should be valid for a period of sixty days beyond the date of completion of all contractual obligations. However, EMD would be refunded to the successful bidder on receipt of the ‘Performance Security’.

- 10) EMD may be forfeited in case the technically lowest bidder has refused to accept the order.
- 11) Softcopy of English & Hindi report in MS Office format (MS Word/MS Excel/PDF) will be provided to the printer. Printer shall arrange the reformatting of the matter in the printing format.
- 12) Proofs: Successful tenderer should prepare a proof copy in bilingual form for verification purposes within five days of receipt of Work/Supply Order. Three proof readings including page layouts should be provided to the University for finalizing one among them. Central University of Gujarat, Gandhinagar reserves the right to change the layout, additions/deletions in the text/photographs before accepting for making final prints of reports.
- 13) Bulk printing should be made only after obtaining confirmation from the authorized personnel of Central University of Gujarat, Gandhinagar in the approved proof.
- 14) Bulk delivery should be made **within ten (10) days** from the date of final confirmation on the proof. Printer has also to submit the soft copy of the final report in printable/PDF format for institute's records purposes and uploading on institute's website.
- 15) Liquidated Damages: 0.5% liquidated damages per fortnight towards late delivery of printed Annual Reports subject to a maximum of 5% of the total order value.
- 16) The EMD of the successful bidder will be refunded only after successful completion of work.
- 17) Payment: 100% payment within 30 days from the date of supply and delivery of ordered quantity of Annual Reports at our end in good condition and certification of the concerned officer.
- 18) Central University of Gujarat, Gandhinagar reserves the right to accept or reject any bid without assigning any reason thereof.
- 19) All the copyright of the annual report will be with Central University of Gujarat, Gandhinagar. None of the contents should be revealed to any person not associated with the Report work, nor material in the report in any form, should be shared by the successful bidder with anybody.
- 20) The rates quoted should remain valid for three months from the date quoted.
- 21) In case the number of pages in the Report exceeds or falls short of 50 pages, the same to be calculated on prorata basis.
- 22) Samples of the paper (Cover and inside pages) are to be submitted with the bidder's signature and seal. The same quality should be used for bulk printing.
- 23) Copy of the previous year report of the institute will be kept available at Administration Department, Central University of Gujarat, Gandhinagar for reference purposes.

REGISTRAR

ANNEXURE – A TO TENDER No. CUG/16/2016-17 DATED 30.08.2016

PRINTING OF ANNUAL REPORT 2015-16

Technical Bid

1	Name and Address and Telephone number of the firm	
2	Type of firm (Propriety/Private/Private Ltd./Co-opearative/ Govt.Undertaking	:
3	Registration No./Licence/Permission/Authority for handling such printing activities.	
3	Service Tax Registration No.	:
4	PAN No.	:
5	TIN No.	:
4	Whether the agency/printer desirous of handling this job should be having advanced technology with complete set-up of composing, processing, printing, cutting, bidding units under one roof with the potential to carry out high class designing of layout, printing etc..	:
5	No. of Samples enclosed (Please submit at least two samples of jobs executed during each of the last three financial years. Each job should preferably from Govt. institutions)	:
6	Description and all Technical details of the bid	:
7	Whether samples of the Art card and Art paper enclosed	:
8	Whether Tender Fee & EMD in the form of DD (enclosed). If so its details	:
9	Delivery Period	:
10	Payment Terms	:

Date:

Signature of the Tenderer
(With stamp/seal of the firm)

ANNEXURE – B TO TENDER No. CUG/10/2015-16 DATED 13.10.2015

PRINTING OF ANNUAL REPORT 2014-15

Financial Bid

We offer to supply the goods/services required in your aforesaid Tender document in accordance with the specification in our Technical Bid at rate quoted in the price schedule as given below:-.

Sl.No.	Details		Qty.	Rate per copy
1	Size	215 mm x 276 mm	Hindi-200 copies	
2	Title	300 GSM Art Paper with multicolour printing and Matt Lamination front and back cover in four colour	English-200 copies	
3	Text	85 GSM Maplitho Paper		
4	Pages	200-225 (Approx.)		
5	Printing	Text all in 2 colours		
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Total all-inclusive FOR delivery at Central University of Gujarat, Gandhinagar				

We ----- declare that the rates quoted above are inclusive of all and the rates will be valid for 3 months from the date of this quotes.

Date:

Signature of the Tenderer
(With stamp/seal of the firm)

**CHECK LIST FOR INFORMATION/DOCUMENTS TO BE FURNISHED ALONG WITH THE
TECHNICAL BID**

S.No.	Details	Yes or No
1	Copies of the Annual Report printed by the firm during the last 3 yrs.	
2	Samples of 300 GSM Art Card paper with multi-colour printing and Matt Lamination front and back cover /Title and 85 GSM Maplitho paper for text pages	
3	EMD of Rs 20000/- and tender fees of Rs. 500/-	
4	List of Govt. clients/copies of work orders from such clients Documents regarding turnover for the last 3 years including 2015-16.	
5	Copies of IT Returns for the last 3 year including 2015-16.	
6	Copies of audited balance sheets for the last 3 years including 2015-16.	
7	Certificate that firm is not Blacklisted by any Govt. Agency	
8	A copy of Registration Certificate of NSIC etc., if any	
9	Certificate of acceptance of Terms & Conditions of the NIT	
10	Validity of the bid for acceptance	
11	Duly signed & Stamped Financial Bid in prescribed format (in separate sealed envelope)	
12	Details of colour printer processor available with the bidder	