



Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi-110078

Notice Inviting e-Tender

Guru Gobind Singh Indraprastha University invites sealed tenders under two-bid system (Technical and Financial) from eligible agencies for printing, designing, artistic conceptualization, packaging, binding, proof reading and supply of Coffee Table Book (Year Book 2018-19) for the University including high resolution photography for the purpose.

Tender document along with terms and conditions can be downloaded from e-tender website: www.govtprocurement.delhi.gov.in or www.ipu.ac.in

The Technical and Financial bid should be submitted on the e-tender website: www.govtprocurement.delhi.gov.in.

Original EMD should be dropped in the tender box in the office of Public Relations Officer, GGSIP University latest by 3.30 PM_____ on_07/11/2019_____. The technical bids shall be opened online on the aforementioned Govt. website. Any conditional offers will not be accepted and summarily rejected.

Sd/-

Registrar

Tendering Schedule and instructions for tenderers

Name of work	Printing, Designing, Artistic Conceptualization, Packaging, Binding, Proof Reading and Supply of Coffee Table Book (Year Book 2018-19) for the University including High Resolution Photography for the purpose.
Estimate Cost	Rs. 7.40 Lacs.
Earnest Money Deposited (EMD) (2% of estimated cost)	Rs. 14800/- (Rs. Fourteen Thousand Eight Hundred Only). EMD may be paid in the shape of FDR/BG of any Nationalized/scheduled bank or Online in favour of Registrar, Guru Gobind Singh Indraprastha University, payable at Delhi. In no case, cheque and/or cash will be accepted. "Micro & Small Enterprises are exempted from depositing EMD, on submission of attested copy of valid registration certificate as MSE from authority defined in the MSME Act."
Last Date, time and venue of submission of EMD and Technical bids documents	The Technical & Financial Bid Should be submitted on the e-tender website: www.govtprocurement.delhi.gov.in . Original EMD in a sealed envelope should be dropped in the tender box in the office of Public Relations Officer, Guru Gobind Singh Indraprastha University, Sector -16-C, Dwarka, New Delhi-110078. Latest by __07/11/2019__ upto _3.30 PM__
Date, Time & Venue for Opening of Technical bid in presence of the authorized representatives of bidders, if any.	__07/11/2019__ at 4.00 PM__ in the office of Director, Development, GGSIPU at Dwarka Campus.
Date of opening of Financial bid	Financial bid of eligible bidders shall be opened on e-tender website: www.govtprocurement.delhi.gov.in . The date and time will be announced later.

Terms & Conditions

1. Information and instruction for bidders will part of NIT.
2. The University will adopt a two - stage selection process in evaluating the e-proposals comprising in two covers (technical and financial bids) online through the Public Procurement Portal Website: <http://govtprocurement.delhi.gov.in>
3. The quoted price should include all taxes & duties, labour, transportation, dispatch etc.
4. The tenders must be accompanied with an Earnest Money Deposit (valid for a period of 165 days) amounting to Rs. 14,800/- (Rs. Fourteen Thousand Eight Hundred Only). EMD may be paid in the shape of FDR/BG of any Nationalized/scheduled bank or Online in favour of Registrar, Guru Gobind Singh Indraprastha University, payable at Delhi. Details of online payment are as under:

Beneficiary Name: Registrar, GGSIPU

Bank Name : Indian Bank

Account no. : 927860555

IFSC Code : IDIB000G082

In no case, cheque and/or cash will be accepted. Micro & Small Enterprises are exempted from depositing EMD, on submission of attested copy of valid registration certificate as MSE from authority defined in the MSME Act.

5. EMD of the unsuccessful bidders shall be returned to them after expiry of the final bid validity or before the 30th day after the award of the contract, whichever is earlier.
6. TDS, if applicable, will be deducted as per Income Tax Rules.
7. The bidder should have the proven ability to deliver in a time bound manner. In case of delay by the printer, 0.5% of the total value will be recovered for every single day's delay subject to a maximum of 10% of the total cost. Further, the successful bidder is expected to deliver a publication of extremely high quality. Delivery of any kind of substandard work will attract penalty of upto 20% of the total amount of the bill.
8. The University reserves the right to cancel any/all the tender(s) without assigning any reason.
9. The work is required to be done with artistic and having high quality photography, visual impact, publishing and packaging.
10. The Bid should remain valid for a period of 120 days.
11. The University's decision in any of the matter(s) is final and binding on each other.
12. The successful bidder would be required to submit a Security Deposit (i.e. 5% of the estimated cost) in the shape of irrevocable bank guarantee of Rs. 37000/- (Thirty Seven Thousand) from a nationalized/scheduled bank pledged in favour of Registrar, Guru Gobind Singh Indraprastha University, which shall remain valid for a period of 60 days beyond the delivery period prescribed for supply of Coffee Table Book.
13. The Earnest Money Deposit of the successful bidder shall be refunded on receipt of Security Deposit.
14. If any information furnished by the tenderer is found to be incorrect/false/misleading at any time, the tender is liable to be terminated and the Security Deposit will be forfeited by the University.

(I) Technical Eligibility Criteria

The bidders shall upload scanned copies of all the attested documents listed/detailed in the technical bid (Annexure A) including the said bid on the www.govtprocurement.delhi.gov.in website.

The bidder submitting all the aforesaid requisite documents shall qualify for opening of financial bid.

(II) Financial Bid

- a) The tenderer should quote the amount tendered in financial bid in the format attached as Annexure 'B' and it should be uploaded on e-tender website: www.govtprocurement.delhi.gov.in .

(III) Opening of Financial bid and evaluation:

The University will open the 'Financial Bids' of technically qualified bidders, on e-tender website, at notified time, date and place in the presence of the qualified bidders or their representatives, if any.

(IV) Scope of Work

The company/firm/agency would work under the instructions and overall supervision of the Director – Development of the University. Quotation is invited for designing & printing of the Coffee Table Book, as per following requirements.

The scope of the work is designing, printing and packaging in readily deliverable form of the Coffee Table Book for the University by 28th November 2019 and shall include the following –

- 1 - Design and layout of each pages of the Coffee Table Book, artistic conceptualization of the assignment
- 2 - Taking high resolution photography and processing for the purpose
- 3 - Text editing and organisation of content
- 4 – Text, photography, color combination, concept and layout designing for eacg page to create visual impact
- 5 – Type setting, printing and binding
- 6 – Packaging and readily deliverable form
- 7 - Safe delivery to the University

Specifications:

1. Kinds : Coffee Table Book
2. Size : 12.5” and 12.5” (Closed) English

3. Quantity: 800 Copies
4. Pages : 130-150 Pages+ End Leaf Metallic+Cover pastel 170 GSM Matt
5. Illustration : 150-250 Colour Illustration and Designing by the press
6. Paper : 130 GSM Texture Paper Mont Blank Paper with Aqus Quality
7. Printing : Offset multi Colour on all the pages
8. Binding : Cut Size with Hard Bound as per sample with kappa with Board with Metal Transfer, High Breed UV fine quality s per sample with Velvet Lamination on Cover. All the books should be packed in indivisual 300GSM S. B.S printed box with laminated and fabricated.
9. Design: Designing of the Coffee Table book by Press under the Guru Gobind Singh Indraprastha University supervision.
10. Delivery: Within five days 1st proof & final delivery within (10) days from the date of final approval order.
11. Proofing and designing: 1-2 Design and Final colour proofs required before final printing.

(VI) Arbitration

Any disputes arising out of and in relation to this agreement shall be resolved through Arbitration in terms of Arbitration & Conciliation Act,1996. Any party may approach the Hon'ble Vice Chancellor in writing with copy to other party for appointment of Sole Arbitrator. The Hon'ble Vice Chancellor may appoint any person as Sole Arbitrator and refer the dispute(s) for Arbitration. It shall be NO OBJECTION that Arbitrator is employee of the University. The decision of the Sole Arbitrator, so appointed shall be final and binding upon the parties.

(VII) Force Majeure

If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. Which may prevent either party to discharge his obligations, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any or seven days, whichever is more, either party may as its option terminate the contract.

To,

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY,
SECTOR 16-C, DWARKA, NEW DELHI – 110 078

Affix duly
attested P.P. size
photograph of
the tenderer/-
authorized
signatory

**Technical Bid/Tender form for printing, designing, packaging and supply of Coffee
Table Book (Year Book 2018-19) for the University.**

S.No.	Particulars	To be filled by the tenderer
1.	Name of the Agency	
2.	Date of establishment of the Agency	
3.	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and the names of the Contact persons (The firm should have an office in Delhi NCR)	
4.	Whether computerised formatting, printing, binding and other facilities are available at one address. If not, give addresses for them separately.	
5.	Whether registered with all concerned Government Authorities (attested copies of all Licenses/Registrations to be enclosed)	
6.	Submission of EMD in original for Rs. 14800/- (Fourteen Thousand Eight Hundred Only) or attested copy of valid registration certificate issued as MSE from authority defined in the MSME Act.	
7.	An Undertaking by the bidder on a non judicial stamp paper of Rs. 100/- to the effect that: i) It has not been involved in any unfair trade practices. ii) It has not been blacklisted and/or debarred by any Govt. agency in the last three financial years (i.e. 2016-17, 2017-18 & 2018-19). iii) It has not been convicted by any court of law for any of the offences under any Indian Laws.	
8.	Should have minimum average annual turnover of Rs. 30 Lacs for the preceding three financial years (2016-17, 2017-18, 2018-19).	

	Note:- Copy of Annual Turnover to be submitted duly certified by Chartered Accountant.	
9.	Valid Registration no. of the Firm/company (attach attested copy of the Certificate).	
10.	Valid PAN No. of the Company/firm (Attach attested copy of the PANcard).	
11.	Valid GST Registration no. (Attach attested copy of the certificate).	
12.	Valid work orders awarded by the Govt., PSU, Autonomous, Private, University etc organisations to the intending bidders with respect to similar work, in the last five years along with successful completion certificate from the respective clients: - At least one similar work of completed value of Rs. 5.92 Lacs each OR - At least Two similar work of completed value of Rs. 3.70 Lacs each OR - At least three similar work of completed value of Rs. 2.96 Lacs each	
13.	Income Tax returns for the last three financial years (Attach attested copies).	
14.	The bidder shall sign on all the statement, documents, certificates uploaded by him, owning responsibility for their correctness/authenticity.	

I/We the undersigned being the tenderer as mentioned above, hereby apply to the University for printing, designing, packaging and supply of Coffee Table Book (Year Book 2018-19) as described above in accordance with the terms and conditions of the tender. I/We have read and understood the terms and conditions of the tender and hereby unequivocally accept the same.

The terms and conditions of the tender and the Notice Inviting e-Tender are also signed and being submitted with the tender Form

(Signature of the Authorized Signatory)
with Name and Seal)

Place:.....

Date:.....

- Any correction in the application form should be fully signed by the authorized signatory of the tenderer.

- All pages of the tender application form should be fully signed by the authorized signatory of the tenderer.
- Strikeout item whichever is not applicable

Financial Bid (Annexure B)

S.No.	Item Description	Quantity (in numbers)	Total Amount (including all taxes and duties) (to be quoted by the bidder)
1.	Printing, designing, artistic conceptualization, packaging, binding, proof reading and supply of Coffee Table Book (Year Book 2018-19) for the University including high resolution photography for the purpose (detailed scope of work may be seen at clause (iv) of the tender document).	800 (Eight Hundred)	

(Signature of the Authorized Signatory)
with Name and Seal)

Place:.....

Date:.....