



Guru Gobind Singh Indraprastha University
Sector-16 C, Dwarka, New Delhi
Tel. No. : 011-25302170/171

Ref. No. GGSIPU/PRO/2018-2019/(1)

Dated: 7th December, 2018

NOTICE INVITING e-TENDER

Nature of the Work (Procurement of Services/Goods)	Printing & Supply of New Year Diaries, Table & Wall Calendars -2019
Details of Contact Person for clarifications/queries	Joint Registrar (PR) GGSIPU, Sector -16C, Dwarka, New Delhi
Cost of Tender Document (non-refundable)	Nil
Estimated Tender Price (Cost of items to be procured)	Rs. 3.00 Lakh (Approx.)
Earnest Money Deposit (EMD)	Rs.15,000/-
Publishing Date	07/12/2018
Website for downloading Tender Document, Corrigendum's, Addendums Etc.	www.ipu.ac.in or http://govtprocurement.delhi.gov.in
Bid Submission Start Date & Time	07/12/2018 at 03:00 PM
Bid Submission Closing Date & Time	17/12/2018 at 03:00 PM
Technical Bid Opening Date & Time	17/12/2018 at 03:30 PM
Address where the Tenders are to be submitted	Joint Registrar (PR), GGSIPU, Sector-16C, Dwarka, New Delhi
Venue for Technical Bid opening	-Do-
Date, Time and Venue of opening of Financial bids	Will be intimated later to the technically qualified bidders
Bid Validity	90 days from the closing date of bid submission

-Sd/-

Joint Registrar (PR)
Guru Gobind Singh Indraprastha University
Sector -16C, Dwarka, New Delhi



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Tender for Printing & Supply of New Year Diaries, Table Calendars and Wall Calendars-2019

To be submitted on or before 17/12/2018 by 03.00 PM
Opening of Technical Bids on 17/12/2018 at 03.30 PM

Online tenders for and on behalf of Guru Gobind Singh Indraprastha University are invited in two bid system (Eligibility & Price Bid) for printing and supply of 1000 nos. of New Year Diaries, 1000 nos. (each) of high quality Table & Wall Calendars through e-procurement portal of Govt. of NCT of Delhi.

1.0 Specifications of the items

1.1 For New Year Diaries (Code 01: Quantity – 1000 Nos.): (As per the University sample)

- a. The Approximate size of the page of diary should be as follows
09 Inch X 6 Inch on planner format
- b. 01 date a page diary with Saturday & Sunday on single page (printing formal two colour printing).
- c. Monthly planner on right side page before every month with month-cutting.
- d. The paper should be of 70 GSM of good quality.
- f. Each diary should be delivered in printed cardboard box.
- g. Diary cover should be imported PVC paper with foil printing.
- h. The University logo should be printed on the front cover of the diary as per sample and on cardboard cover containing the diary. The front page of the diary is to be designed as per our specification and specimen. The University logo should also be printed on front & back pages inside the cover.
- i. The University will provide its own profile, overview map and directory (preferably 10 - 15 pages), which is to be printed and bounded in the diary as per specimen.

1.2 For Table Calendars (Code 02: Quantity – 1000 Nos.): (As per the University sample)

- a. The Approximate size of the pages of the Table Calendar should be as follows:
8.0 Inch X 8.5 Inch
- b. A page for each month of the year i.e 24 pages for a year (12 sheets, both side printing) and one extra page having logo and address of the University on one side and some important telephone nos. of the University on the other side.
- c. The Table Calendars will contain photographs and usual information of GGSIPU Centres as per our sample.
- d. The government holidays are to be highlighted in each page/month of the Calendars.
- e. Multi-colour printing on both sides of the sheet and printing would be on 250 GSM Imported Art Card paper with wire binding (as per the University sample). Fabrication-making of stand & wire-O binding.
- f. Each table calendar should be delivered in printed envelope.

1.3 For Wall Calendars (Code 03: Quantity – 1000 Nos.): (As per the University sample)

- a. The approximate size of the pages of the Table Calendar should be as follows:
14.0 Inch X 22 Inch
- b. A page for each month of the year i.e 12 pages for a year (6 sheets, both side printing) and one extra page having logo and address of the University on one side and the information on the other side.
- c. The Wall Calendars will contain photographs and usual information of the University as per our sample.
- d. The government holidays are to be highlighted in each page/month of the Calendars.
- g. Multi-colour printing on both sides of the sheet and printing would be on 170 GSM Imported Art Paper with wire-O binding (as per the University sample).
- h. Each wall calendar should be delivered in printed envelope.

Note: The quantity of the above items are indicative; they may vary according to the actual requirement.

2.0 Eligibility Criteria : The specialized agencies that fulfil the following requirements shall be eligible to apply (Joint ventures are not accepted):

- 2.1 Should have valid PAN No.
- 2.2 Should have valid GST Registration No. issued by Government.
- 2.3 Should have not been blacklisted by any organization in last five years.

3.0 Information and instructions for bidders

- 3.1 The intending bidder must read the terms and conditions of the bid. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
- 3.2 The bid document consisting of the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website <http://govtprocurement.delhi.gov.in> or www.ipu.ac.in free of cost.
- 3.3 The samples of New Year Diary, Table & Wall Calendar can be inspected in PR office of the University from 2.00 P.M to 5.00 P.M, during the period 07/12/2018 to 17/12/2018.
- 3.4 On opening date, the bidder can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
- 3.5 The bidder can upload documents in the form of PDF format.
- 3.6 Contractor must ensure to quote rate of each item. Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).
- 3.7 Eligibility bid will be opened first on due date and time as mentioned above. Price bid of only those bidders shall be opened whose eligibility documents are found in order and approved by Competent Authority. Time and date of opening of price bid will be intimated to those bidders who are found eligible.
- 3.8 The bid of the firm uploading the incomplete or illegible documents will be summarily rejected.

4.0 List of Documents (Self Attested Copies) to be scanned and uploaded within the period of bid submission:-

- 4.1 EMD in favour of the Registrar, GGSIPU.
 - 4.2 Copy of valid PAN Card
 - 4.3 Copy of GST Registration No. issued by Government.
 - 4.4 An affidavit that the firm has not been black listed in last five year on Non-Judicial Stamp Paper of Rs.10/- duly attested by Notary / Magistrate.
- 5.0 Earnest Money Deposit amounting to Rs. 15,000/- (Rupees Fifteen Thousand Only) in the form of Demand Draft or Pay Order or Fixed Deposit Receipt in favour of Registrar GGSIPU, New Delhi shall be scanned and uploaded to the e-tendering website within the period of tender submission and original should be deposited in office of Joint Registrar (PR), GGSIPU, Sector-16C, Dwarka Campus, New Delhi-110078 along with the hard copies of all uploaded documents before or on due date of submission of bid.

6.0 Terms and Conditions

- 6.1 The delivery time will be 15 days from the date of placing firm orders. Late delivery charges @ 5% will be levied per week with a maximum of 10% for two weeks. After expiry of two weeks, the order will be cancelled and Diaries, Table & Wall Calendars will be procured from any other vendor forfeiting the EMD/Security Deposits.
- 6.2 The University will undertake a 100% Pre-delivery inspection of the Diaries, Table & Wall Calendars and Greeting Cards. The Diaries, Table & Wall Calendars not confirming to the specifications would be rejected out rightly & payment deducted proportionately. The University will not be liable for non-conformance to the specifications.
- 6.3 An EMD of Rs. 15,000/-(Rupees Fifteen thousand only) in the form of demand Draft in favour of the Registrar, GGSIPU, New Delhi, should be submitted along with the hard copies of bids submitted online, failing which the bid shall be rejected.
- 6.4 The tender shall be submitted online i.e. on e-procurement portal of GNCT of Delhi <http://govtprocurement.delhi.gov.in> and the hard copies of the documents alongwith EMD in sealed envelope should be submitted to PR Office of the University by due date and time of the tender.
- 6.5 Once the Technical Bids are accepted, the Financial Bids of the vendors (whose Diaries, Table & Wall Calendars are selected by the committee) shall be opened online, the date & time for which shall be communicated to the vendors through e-mail/phone. The Financial Bids will be evaluated by a duly constituted Committee. If any vendor so desires, it may depute its representative for Financial Bid opening event also.
- 6.6 The bidder whose tender is accepted shall be required to deposit an amount equal to 10% of the tendered value of the work as “performance security” within the period as specified in the bid document in the form of an irrevocable bank guarantee bond of any scheduled bank in accordance with the form prescribed, fixed deposit receipt or demand draft in favour of Registrar, GGSIPU. The security deposit shall be released after issue of completion certificate from the competent authority and issue of certificate from the Joint Registrar (PR).
- 6.7 The New Year Diaries, Table & Wall Calendars to be supplied should be at par with approved sample.

- 6.8 The safe delivery of the Diaries, Table & Wall Calendars in the premises of the University shall be the responsibility of the vendors. The Diaries, Table & Wall Calendars damaged during the transit will have to be replaced by the vendor within two working days.
- 6.9 Printed conditions mentioned in the tender bids will not be binding on the University. All the terms and conditions for the supply, testing and acceptance, payment terms, penalty etc. will be as those mentioned herein and no change in terms and conditions by the bidders will be acceptable. Alterations in the tender bids should be attested properly by the bidder failing, which the tender will be rejected.
- 6.10 The University will not be responsible for any delay on the part of the bidder in obtaining the terms and conditions of the tender notice or submission of the tender bids.
- 6.11 In the case of bidders whose tenders are not considered for placing order, the EMD will be refunded without any interest within one month of the decision. In the case of bidders whose tender is accepted for placing the order, EMD amount may be converted into Performance Security which will be refunded without interest after satisfactory execution of the order.
- 6.12 The bills (pre-receipt) shall be submitted in duplicate in the name of the Registrar, GGSIPU after the delivery of the items along with a copy of the duly receipted delivery challan. The full payment of the bills will be made after complete delivery and acceptance of the items by the University.
- 6.13 The University reserves the right to enhance the quantity of the items for which quotations are being invited.
- 6.14 The bidders will have to quote for the items i.e Diaries, Table & Wall Calendars. The lowest bidder will be selected on the basis of overall lowest total cost.
- 6.15 The University reserves the right to reject any/all bids without assigning any reasons.

-Sd/-

Joint Registrar (PR)
Guru Gobind Singh Indraprastha University
Sector -16C, Dwarka, New Delhi

Annexure-I

PROFORMA FOR FINANCIAL BID

(Please go through the terms and conditions stipulated in Tender Document before filling up this Performa)

1. Name of the Organization :
2. Address of the Organization :

3. Email ID :
4. Phone no. :
5. Rates offered :

Sl. No.	Name of the Item (A)	Item Code (B)	Unit Price in Rs. (inclusive of all taxes & other charges) (C)	Number of Units (D)	Total Price in Rs. (E)= (C) X (D)
1.	Diary	01		1000 Nos.	
2.	Table Calendar	02		1000 Nos.	
3.	Wall Calendar	03		1000 Nos.	
Total					

Signature and Seal of the Bidder