

**Tender Notice for Empanelment of Printing Press for Printing work
of, Directorate of Distance & Continuing Education, Utkal University
Vani Vihar-7, Bhubaneswar.**

Last Date for submission 07/05/18(till 5 PM)
Opening date (Technical Bid)-08/05/18 at 3.30 pm

Sealed tenders in Two-Bids (Technical & Financial) ,for Print work are invited by DDCE,Utkal University The tender should reach the office of Director, DDCE,Utkal University, Vanivihar ,Bhubaneswar on 07/05/18(till 5 Pm) which will be opened(Technical bid) 8/05/18 at 3.30 p.m. in the presence of tenderers, if present. Enclose a Demand Draft for Rs. 6000/- drawn in favour of the Director, DDCE, Utkal University payable at Bhubaneswar towards the cost of Tender Paper. This is non-refundable.The tender should be accompanied by relevant documents and a FDR duly pledged worth Rs.50,000/- on account of Earnest Money in favour of Director, DDCE,Utkal University, Vanivihar payable at Bhubaneswar. The list of the programmes, pre-qualifications criteria and other terms and conditions etc. can be downloaded from the Website :www.ddceutkal.ac.in.

No:Advt-.....
Dated:.....

Sd/-
Director

PRE-QUALIFICATIONS CRITERIA

1. The bidder should be a Indian Company /firm engaged in printing work for five or more than five years of experience in printing of books & booklet for two Universities. Proof of earlier experience with the UGC recognized Universities should be attached.
2. The annual turnover of the bidders should not be less than 50 lakhs for the year ended 31.03.2018.
3. GST Number to be provided.
4. The bidders should be an Income Tax payer with PAN issued by Income Tax Department. Other tax clearances should be able to produce. Copy of the last three years IT return should be enclosed.
5. Interested and qualified bidders are requested to submit details of pre-qualification criteria listed above (1-4) with documents in support of their claim and enclose the same along with technical bid.

TERMS AND CONDITIONS FOR THE SUBMISSION OF TENDERS FOR THE EMPANELMENT OF PRINTING PRESS FOR PRINTING WORK OF DDCE,UTKAL UNIVERSITY

Execution of Work:-The Printing and supply of all the books/materials have to be completed within the time specified by the Competent Authority in each case depending upon the nature and magnitude of work involved and the said work has to be completed by all means within the time specified from the date of issue of orders by the Director.

1. DDCE reserves the right to call the tenderers for negotiations based on the rates Quoted in tenders, if deemed necessary.
2. DDCE reserves the right to distribute the printing/publishing work among various Firms, depending on the need. The University is free to empanel more than one firm and distribute the printing work among them depending on the work load and time taken to complete the work.
3. The successful bidder cannot further delegate the printing/ publishing work other than assigned by the University.
4. The firm should have its own printing unit with four coloured offset printing machine, other equipments and technical supports for early execution of printing work.
5. Keeping all the specifications and terms and conditions in view, the firm is required to quote the rate in the format given in the tender schedule for the printing of books. Since the number of pages in different books may vary from 100-300, competitive rates are to be quoted in paisa/rupees per page (i.e. page as a unit) as an all inclusive rate. **The rates quoted should include the cost of paper and other materials, cost of single colour cover and back page, designing, cost of printing cost and delivery charges to University warehouse with all types of taxes payable.**
6. The tendered has to quote the rate of **binding (per book) and DTP cost (per page wise) separately.**
7. The valid of the contract is for three years (which is further extendable up to 2 year ,on the same approved rate only on the approval of higher authority if work is satisfactory)
8. Freight charges to the University warehouse will be paid by the bidder.
9. The specimen paper and cover page board duly signed and stamped by the Printer must be enclosed to the tender form besides, audited statements of turnover, receipts for Commercial tax paid and income tax paid and income tax returns for the last three years as well as a list of major clients during the last three years must also be enclosed with the tender.
10. The tendered should furnish the following information along with tender, failing which the tender is liable to be rejected.
 - a. Name and full address of the firm.
 - b. CST No. along with attested copy of registration certificate.
 - c. Income tax clearance certificate/PAN No.
 - d. GST number & certificate.

- e. Work order of Government Organizations for printing of Books with minimum five copies of books printed by the firm. The firm should also enclose a list of major clients during the past three years
 - f. List of equipments, machineries and technical support to be provided in a separate sheet
 - g. The Publisher has to submit audited balance sheet, VAT returns and Income Tax returns for the last three years.
11. Enclose a Demand Draft for Rs. 6000/- drawn in favour of the Director, DDCE, Utkal University payable at Bhubaneswar towards the cost of Tender Paper. This is non-refundable.

The tender should be accompanied by relevant documents and a FDR duly pledged worth Rs.50,000/- on account of Earnest Money in favour of Director, DDCE, Utkal University, Vanivihar payable at Bhubaneswar which will be returned after completion of the term. The FDR of the unsuccessful bidders will be returned within a week after opening the sealed tenders. The University will not accept any responsibility for postal delay in obtaining tender schedules from the University.

12. Performance Security Deposit-**On empanelment the publisher would be required to provide a bank guaranty of Rs.5,00,000/- .**
13. The tendered should send the duly filled in tender form in a sealed outer cover (1) Technical Bid (2) Financial Bid separately in sealed envelope along with cost of Tender Paper.
14. Tenders will be received up to 5 p.m. on 07/05/18 through Registered post /dropped in the box. It will be opened at 3.30 P.M. on 08/05/18 in the presence of the tendered or their authorized representatives if present at the time.
15. The University reserves the right either to accept or reject the tenders without assigning any reason. The decision taken by the University in this regard shall be final and binding.
16. The University will not accept/entertain any tender if there is over writing/corrections
17. The successful tendered is required to enter into an agreement with the University with all terms and conditions on Rs.100/- Non Judicial stamp paper.
18. The bid should contain the following documents in two packets:-
- **Packet –I (Technical specifications)**
As per the above, all the documents are to be provided along with a self attestation that the information's provided are valid and genuine. A team may also inspect the firm for verifications before the opening of financial bid. If found any discrepancies the tender paper of such bidder will be rejected.
 - **Packet-II (Financial Bid)**
The Financial Bid should be in a separate envelope super scribed "Financial Bid for Empanelment of Printing Press for Printing work of DDCE, Utkal University" and the outer cover should carry due date for submission along with the name, address, Telephone/mobile No. and e-mail address of the Agency/Firm. The outer cover containing the Bid should be addressed to the Director, DDCE, Utkal University, Vanivihar, Bhubaneswar-751007, Odisha . The format is attached.
19. Any form of canvassing or lobbying shall be seriously viewed. No personal contact is required .No clarification be sought.

Other Terms and conditions for printing of Books and study materials of DDCE

- 20.** The books/ study materials should be printed exactly as per the specifications. The University is entitled to arrange for inspection during the printing work and if the work is not in accordance with the agreed terms & conditions and quality the printing order can be cancelled without further notice and no payment will be made.
- 21.** The firm has to make arrangements for sending the final draft for verification to the DDCE,Utkal University and for collection of the final draft through his/her messenger/post at his/her cost.
- 22.** The printing work must be commenced only after obtaining approved proof from the University or his nominee.
- 23.** The bills will be settled normally within sixty days from the date of delivery of study material to the University. The bills shall be prepared in triplicate in favour of the Director, DDCE, Utkal University and submitted along with an advance stamped receipt for the amount of each bill inclusive of all taxes should be mentioned in each bill. All payment shall be through Bank Transfer only.
- 24.** In case of any doubt expressed by the University on the quality of the paper, the University may get the GSM tested by the recognized grammage testing agency.However, if the grammage is found satisfactory (i.e. according to the agreement), the University will bear the expenditure of testing charges otherwise the firm will bear the expenditure actually charged by the testing agency. If the grammage is found lower in quality, the University may reject the whole material and take any other action as deemed fit by the University.
- 25.** If the supply is not made within the stipulated period and the time is not extended, the supplier will be liable to pay compensation equal to one percent or such percentage of the total amount of contract as the Director may decide for every day that the quantity remains incomplete, provided that the entire amount of compensation shall not exceed 10 per cent of the total amount of contract.
- 26.** In case of any defect in the printing of the study material up to 25% of the amount will be deducted from the amount payable to the publisher as penalty. The University has within its right even to terminate the contract/agreement without assigning reasons during the currency of the said agreement/contract.
- 27.** In case of any dispute between parties regarding the interpretation of the terms and conditions of this tender notice or otherwise, Hon'ble Vice-Chancellor, Utkal University will be the sole arbitrator, who will adjudicate the matter under arbitration laws and whose decision shall be final and binding upon both the parties.
- 28.** The name of the firm may be printed on the books/ Study materials as per the specifications of the Director, DDCE, Utkal University. The firm cannot sale the books and study materials in any form at the time of delivery of the book/study material.
- 29.** For disputes, if any, the courts at Bhubaneswar shall have jurisdiction to try/settle the matter.
- 30.** All printing shall be subject approval of appropriate authority.

31. General Condition For Printing(Books/Study Material/Letter/Prospectus etc)

- Font size for lesson heading is
 - English-14 points Times New Roman in capital letters.
 - Odia-20 points Akruṭi Sarala or Srilipi 602.
 - Hindi/Sanskrit-25 points Akruṭi Devpriya or Srilipi.
- Font size for first Sub-Headings
 - English-12 points Times New Roman bold
 - Odia-18 points Akruṭi Sarala or Srilipi 602.
 - Hindi/Sanskrit-23 points Akruṭi Devpriya or Srilipi.
- Font size for second Sub-Heading
 - English-11 points bold
 - Odia-17 points Akruṭi Sarala or Srilipi 602.
 - Hindi/Sanskrit-21 points Akruṭi Devpriya or Srilipi.
- Font size for third sub-heading
 - English-11 points bold and italic
 - Odia-16 points Akruṭi Sarala or Srilipi 602.
 - Hindi/Sanskrit-19 points Akruṭi Devpriya or Srilipi
- The Font size for running text matter
 - English-10 points Times New Roman in single space.
 - Odia-15 points Akruṭi Sarala or Srilipi 602.
 - Hindi/Sanskrit-17 points Akruṭi Devpriya or Srilipi
- Print Area: Height 27 cms including header; width 20 cms.
- Lead: Auto Lead
- After the preparation of the material in SLM format, the final draft, before printing, must be submitted to the Directorate for Approval. The suggestions, if any, provided by the Directorate or the nominee appointed by the Directorate must be incorporated before the final printing of the material. The firm has to submit a soft copy of the material after final drafting.

TENDER PAPER

FINANCIAL BID FORMAT

Name and full Address of the Firm :

Contact Persons Name:

Postal Address :

Mobile no:

Email id:

BOOK / BOOKLET PRINTING (OFFSET PRINT)

SN.	Type	Description	Cost per page upto 500 copies	Cost per page 501-1000 copies	Cost per more 1000 copies
1.	Black & White-Single side	220 gsm Art Paper (for ¼ Demi Book cover 4 pages)			
2.	Black & White-Single side	Inner pages 68 gsm(JK/Andhra/Seva) normal(for ¼ Demi 4 pages)			
3.	Bi-Colour Single side	220 gsm Art Paper (for ¼ Demi Book cover 4 pages.			
4.	Multi-colour Single side	220 gsm Art Paper (for ¼ Demi Book cover 4 pages.			
5.	Black & White-Both Side	Inner pages 68 gsm(JK/Andhra/Seva) normal(for ¼ Demi 4 pages)			
6.	Bi-Colour Both Side	Inner pages 68 gsm(JK/Andhra/Seva) normal(for ¼ Demi 4 pages)			
7.	Multi colour both side	Inner pages 68 gsm(JK/Andhra/Seva) normal(for ¼ Demi 4 pages)			
8.	Black & White-Both Side	Inner pages 78 gsm(JK/Andhra/Seva) normal(for ¼ Demi 4 pages)			
9.	Bi-Colour Both Side	Inner pages 78 gsm(JK/Andhra/Seva) normal(for ¼ Demi 4 pages)			
10.	Multi colour both side	Inner pages 78 gsm(JK/Andhra/Seva) normal(for ¼ Demi 4 pages)			
11.	Lamination	Matt Lamination for ¼ Demi Book Cover (Front & Back)			

(Provide one sample copy of above listed items)

Binding:

	Upto 120 pages per book	121-220 pages per book	More than 221 pages per book
Machine glue binding(perfect binding)			

DTP Charges (As per Sl no.33 mentioned above)

SN.	Type	Rate per A4 Page including first copy
1	Hindi/Sanskrit	
2	Odia	
3	English	

Date:

Seal:

Signature of the authorized signatory

