



UNIVERSITY OF KASHMIR, SRINAGAR
BRIEF Tender Notice for Printed
Stationery

For and on behalf of University of Kashmir sealed tenders affixed with revenue stamps worth Rs. 6/- are invited from registered printers/suppliers having TIN, PAN and up-to date Tax Clearance Certificate for printing of various Printed Material, of Black & White/Multi-Colored Books, Journals, Magazines, Newsletters, Prospectus etc for the year 2017-18 as per details given in Annexures-under two bid system viz **Technical Bid (Annexure-I)** and **Financial Bid (Annexure-II)**

Tenders should be addressed to the Registrar, University of Kashmir, Srinagar and should reach his office upto **3 p.m** of **June 15, 2017**. The tender details alongwith the terms and conditions can be downloaded from University website at www.kashmiruniversity.net or can be collected from Printing & Stationery Section of the University during working hours against a University receipt of Rs. 500/-. Downloaded Tender Document should be accompanied with a receipt of Rs. 500/- in the shape of University Receipt/Bank Draft and fresh CDR for **Rs. 50,000/-** as earnest money.

Assistant Registrar
Printing & Stationery

No:F (NIT-Printed Stationery) P&S/KU/17
Dated: June 05 ,2017

University of Kashmir

Technical Bid for Printed Items

(To be filled by the firm / bidder)

S.No	Particulars	Details	No. Of Appendixes (attached with bid)
1	Name of the Firm / Agency:		
2	Status of the Firm / Agency(Proprietorship/ Partnership / joint Stock Co. Etc)		
3	Name of the Proprietor / Partner / Director		
4	Registration No.		
5	Address: a) Head office b) Office at Sgr		
6	a)Landline No:- (office /Residence) b)Cell No. c) E-mail address d) website details		
7	Residential Address		
8	Infrastructure available a) Type of Press b) Details of Machines installed	Please give detailed information on a separate page.	
9	Documentary Proofs of: a) Self attested copy of valid registration certificate b) Self attested copy of valid TIN / PAN No. c) Sales tax, clearance certificate for the period ending 31-03-2017 d) Proof of average annual turnover duly certified by chartered Accounts. e) Proof of experience supported by documents from concerned organization/s	Yes /No Yes /No Yes /No Yes /No	
10	Details of University Receipt No. for Rs. 500/=		
11	Earnest Money deposit details: a) Amount b) Name of the drawer and issuing bank c) No. and date of CDR		

Declaration :

I hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I understand that in case any deviation is found in the above statement at any stage, I / we will be blacklisted and will not have any dealing with the University in future.

Signature with date & seal of the agency : _____
 Name of the Applicant : _____
 Designation : _____

Instructions to bidders

1. **Submission of tender:** The sealed tenders for supply of **Printing** items be submitted under two bid systems. Viz. **Technical Bid** (filled in Annexure-1 duly signed and stamped, consisting all technical details, make of items along with commercial terms & conditions, EMD, relevant documents and University Receipt / DD of Rs. 500/- and **Financial Bid** (indicating item wise make & price for each item mentioned in Annexure-ii in two separate sealed envelopes and should be super scribed as technical and financial bids accordingly . Both the sealed envelopes should be kept in a third envelope which should be super scribed 'Tender for Printing'.

2. **Quotation of Printing:** The bidder is required to furnish the information as mentioned at Annexure -II and should agree to accept the part supply order as per the criteria of lowest quoted bid for each item. Unit prices are to be quoted both in figures and in words secured with transparent tape. Signature with seal should be affixed on all pages of tender documents. In case of a discrepancy, that quoted in words / least shall be taken as valid.

3. **Opening of bids :** Initially the technical bids will be opened and scrutinised. The firms who meet the basic requirement as per documents furnished, may have to present the samples before opening of financial bid. The committee of the University will inspect the samples of Printing items may visit the Press to ascertain the quality of the infrastructure available there. The financial bid will be opened for those firms who qualify technically and whose sample has been agreed up to the satisfaction level of the University. The decision of the University will be final in this regard.

4. **Availability and submission of tender form:** The tender documents can be obtained in person from Printing & Stationery Section on payment of Rs. 500/= through University receipt favouring 'Registrar University of Kashmir, Hazratbal Srinagar' during working hours. The tender form can also be downloaded from university website (www. Kashmir university. com) and to submit along with the cost of tender form of Rs. 500/= and earnest money of Rs. **50,000/= (Rs. fifty Thousand Only)** in the shape of CDR. The downloaded tender form without cost of tender form will not be accepted Last date to submit the tender is 15-06-2017 by 3.00 pm. The filled in tender form can be dropped in tender box at the office of the Registrar or can be sent through post.

5. **Selection of firm:** The firm will be selected among the technically qualified firms only and the rates will be considered on lowest quoted basis item wise. Further, if the committee found that the quality of lowest quoted firm is not satisfactory, the committee may recommend and consider the next lowest quoted firm. The decision of the committee will be final in this regard.

6. **Sample:** The firm is required to attach the sample of various items (such as paper, envelopes etc) along with technical bid.

Note:- For binding job of Newspaper / Magazines/Books in Library/ other Departments the printers may contact Librarian Allama Iqbal Library for specification of job to be undertaken before offering rates and submission of Financial Bids. Later no excuses whatsoever will be accepted.

7. **Alter in the bid:** The bidder will not be permitted to alter or modify their bids after receipt by the University: however, the firm can withdraw the bid before the closing date and time of the tender.

8. **Registration:** The firm should be registered with the competent authority and required to enclose self attested copies of the following documents:

- (a) Certificate of registration from competent authority
- (b) Valid registration with sales tax and service tax authority
- (c) A copy of TIN/PAN
- (d) Sales tax, clearance certificate for the period ending 31-03-2017
- (e) Experience certificate if any

9. **Cost:** The rates quoted should be inclusive of all taxes, and FOR University of Kashmir Campus Stationery Section

10. **Supply:** This is a tender cum rate contract and registration of firms shall be initially for a period of one year from the date of issue of Rate contract or till the fresh tenders are floated and rates approved which ever is earlier.

11. **Validity of Quotation:** The tenders should be typed / computerized on printed valid letter heads of the firm All entries in the tender form should be legible and filled clearly. Tender document with overwriting or cutting shall be rejected.

Terms and Conditions

1. In case the firm fails to supply the desired Printing material as per terms and conditions, the University reserves the right to place the order to the next higher bidder or outside agency and the difference of price will be recovered from the defaulter agency who has been awarded the initial order and this will be binding on the bidder.

2. The University does not pledge himself to accept the lowest quoted or any tender and reserve the right to accept the whole or any part of the tender.

3. **Rejection of tender:** The conditional tender, incomplete in any form, unfilled / unsigned and bids without required documents, EMD and cost of tender form shall not be accepted and on such bids any query / intimation will not be entertained. The tender documents are non transferable.

4. **Experience:** Bidder should be original manufacturer/ authorized dealer/ reputed firm and should have minimum one year of experience in printing of such items. A certified copy of the same should be attached with the technical bid.

5. **Rights of the University:** The University reserves all the rights to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice in part or full without assigning any reason thereof.

6. **Acceptance of terms and conditions:** The bidder would fill up the information in the Annexures enclosed at the end of this document in clear and legible terms. The bidder shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the bid.

7. The University reserves the right to further negotiate on the approved rates with the bidders.

8.Termination of contract: if supply is not found satisfactory, the purchase order will be cancelled by the University at any stage.

9. **Penalty clause;** in case the approved Printer causes unnecessary delay in making the supply or fails to deliver the Printing items as per the supply order, a penalty depending on merits of each case shall be imposed on the dealer which may include forfeiture of Earnest Money or cancellation of the supply order and the University shall be at liberty to take any other action as warranted under rules and no payment will be made if not found as per the supply order.

10. **Settlement of dispute:** In case of any dispute, the decision of the Vice-chancellor University of Kashmir shall be final and binding on the parties.

11. The right to appeal will be within the jurisdiction of Srinagar courts only.

12. The printer may also provide sample in other paper of good quality in that case the name of the paper to be used has to be mentioned

13. The printer/printers empanelled has to give an undertaking to the effect that he/they will print all the material locally and will not act as commission agents of outside printers. They /he shall be blacklisted and his/their CDR's be forfeited if found indulged in such type of practice.

Assistant Registrar
Printing & Stationery

Declaration:

I declare that I have read all the instructions as well as terms & conditions reproduced above and I confirm that these are acceptable to me.

Bidder / Firms

Name

Address

Stamp



Annexure-II

University of Kashmir
Financial Bid for Printing Items

RATE FOR THE YEAR 2017-2018

(A)

Black & White Single Side/Double Side/Offset Printing for Forms, Registers and Pads etc (Rate per leaf) including Paper, Composing, Calligraphy, Designing, Page Setting etc as shown against each.

Size		RATE												
		Royal Executive Bond /Star Bond				White/Off White Paper				Carbon less paper	Ledger Paper			
		80 GSM		90 GSM		70 GSM		80 GSM		60 GSM	80 GSM		90 GSM	
		SS	DS	SS	DS	SS	DS	SS	DS	SS	SS	DS	SS	DS
20x30	20x26	Full												
17x27	18x22	Half												
20x30	20x26	1/3												
17x27	18x22	1/4												
20x30	20x26	1/5&6												
17x27	18x22	1/7&8												
20x30	20x26	1/10&12												
17x27	18x22	1/16&32												
20x30	20x26													
17x27	18x22													

Seal & Signature of Printer

(B)

Printing of Single side/Double side 400 GSM Invitation/Greeting Card with card, Envelops, Composing, Calligraphy, Designing, Setting etc., as shown against each.

Size	Screen Printing						Offset Printing					
	Single Colour per card		Multi Colour Per Card		Raising Charges per card		Single Colour per card		Multi Colour Per card		Raising/ embossing Charges per card	
	SS	DS	SS	DS	SS	DS	SS	DS	SS	DS	SS	DS
7x5												
8x5 ½												
Visiting Card												
Identity Card												

Seal & Signature of Printer

(C)

Table calendar with spiral binding	Off set printing 170 GSM	
SIZE	Single Colour	Multi colour
20X30/8 20X26/8		

Seal & Signature of Printer

(D)

OTHER ITEMS

RATE

1..	Numbering per hundred or part thereof	
2.	Perforation per hundred or part thereof	
3.	Lamination charges per cover	
4.	Pre-inked stamps per line including case	
5.	Rubber Stamp per line	
6.	Signature Stamp	

Seal & Signature of Printer

(E) I

Binding including Material

					Card Board		Ragzine		Cloth		Ordinary/ Spirial With one side 2 Lb card board	Perfect Binding for Books	Jacket for Books
					1Lb	2Lb	1Lb	2Lb	1Lb	2Lb			
20x30	17x27	18x22	20x26	Full									
20x30	17x27	18x22	20x26	Half									
20x30	17x27	18x22	20x26	1/3									
20x30	17x27	18x22	20x26	¼									
20x30	17x27	18x22	20x26	1/5&6									
20x30	17x27	18x22	20x26	1/7&8									
20x30	17x27	18x22	20x26	1/10&12									
20x30	17x27	18x22	20x26	1/16&32									

Seal & Signature

(E) II

Binding including Material for Books/Journals / Newspapers for Allama Iqbal Library and other Departments

S.No	Size of Binding	Half Leather with PVC and Gold Lettering	Half Leather with Ragzine and Gold Lettering	Full Ragzine with Gold Lettering
1	Up to and inclusive 25cmx18 cm			
2	From S.No. 1 and inclusive 30cmx25cm			
3	From S.No. 2 and inclusive 40cmx25cm			
4	From S.No. 3 and inclusive 48cmx30cm			
5	From S.No. 4 and inclusive 62cmx50cm			

Please Note:-

- 1) Tooling will be done horizontally and in exceptional cases lettering can be done along the spine length of the book however seeking prior permission from the Assistant Librarian Incharge Binding.
- 2) Tape to be of best unbleached linen, of close strong texture of the specified width of ½ “ should be used in the books as per following order i.e. 10-25 cm = 2 tapes, 25 to 30 cm = 3 tapes and 30 -40 cm =4 tapes.
- 3) A fine Buckram should be pasted on the spine of the Book. Pasting of old dhoti on the spine shall not be accepted at all.
- 4) Buckram cloth and sewing thread should be of White colour.
- 5) Lettering should be of appropriate size and easily readable.
- 6) If any printed matter is eliminated in cutting of binding, the binder shall have to replace the book or pay the cost of book as per our rules.
- 7) Card-board of 40 Oz, Glue of best quality mixed with copper sulphate to keep of insects should be used
- 8) Leather which has been tanned in sumac or bark or similar vegetable stuff or mixture of them, free from sulphuric or other deleterious acids, having been dyed with colours fast with respect to light as well as moisture should be used. The contractor must guarantee the same and produce whenever required guarantee from the supplier confirming the quality of leather.
- 9) Author, title should be printed on the spine of the book / Journal.

Seal & Signature

(F)

Black/Offset Printing for Books, Journals, Magazines, Newsletters, etc. (rate be quoted per page) including 300 GSM 4 Color Title & cost of Paper, Composing, Calligraphy, Designing, Page Setting etc. as shown against each size:

(Rate be quoted only upto 500 copies)

Size	Ballarpur TA/NS	Imported Maplitho Art Paper Natural / White Color				4- color Printing of Art Paper, (Magno Star)Mat Laminated with Sectional Binding						
		70 GSM	90 GSM	110 GSM	130GSM	80 GSM	90 GSM	110 GSM	130 GSM	170 GSM	250 GSM	300 GSM
18x22 1/2												
18x22/4												
18x22/8												
20x30/8												
20x26/8												

Seal & Signature of Printer

(G)

Black/Offset Printing for Books, Journals, Magazines, Newsletters, etc. (rate be quoted per page) including 300 GSM 4 Color Title & cost of Paper, Composing, Calligraphy, Designing, Page Setting etc. as shown against each size:

(Rate be quoted only Beyond 500 copies)

Size	Ballarpur TA / NS	Imported Maplitho Art Paper Natural / White Color			4 – Color Printing of Art Paper, (Magenostar) Mat Laminated with Sectional Binding							
		70 GSM	90 GSM	110 GSM	130 GSM	80 GSM	90 GSM	110 GSM	130 GSM	170 GSM	250 GSM	300 GSM
18x22 1/2												
18x22/4												
18x22/8												
20x30/8												
20x26/8												

Seal & Signature of Printer