

# **UNIVERSITY OF KASHMIR, SRINAGAR**

**Subject:- Short Term Tender Notice for Printing/supply for Books, Journals, Magzines, News letters etc.**

For and on behalf of the University of Kashmir, sealed tenders affixed with revenue stamp worth Rs. 6/- are invited from reputed and registered Offset printers having GST Registration certificate and multi-colour offset printing facility and also sufficient experience in printing and supply of tendered printing items as shown in Annexure-B of the tender document. Rates are to be quoted for the year 2018-19 under two bid systems viz. **“Technical Bid”** and **“Financial Bid”**.

The detailed/brief tender document containing specifications, terms and conditions can be had from the Printing and Stationery Section during office hours on any working day and also can be downloaded from the university website [www.kashmiruniversity.net](http://www.kashmiruniversity.net) against Non-refundable tender fee of Rs. 500/= in the shape of Bank Draft favouring to the Registrar, University of Kashmir, Srinagar or to be deposited in the University Chest obtaining the receipt thereof. Tenders dully complete in all respects should be addressed to the Registrar, University of Kashmir, Srinagar and should reach to his office up to 3.00 p.m. by or before 30<sup>th</sup> October 2018. However, CDR of Rs. 50,000/= towards earnest money be enclosed with the tender documents at the time of submission of tender.

Sd/  
Deputy Registrar  
(Printing & Stationery)

No:F (General Printing) P&S/KU/18  
Dated: October 23 , 2018

# UNIVERSITY OF KASHMIR

## HAZRATBAL, SRINAGAR

### Brief Short Tender Notice for Books, Journals, Magazines, Newsletters etc.

Sealed tenders affixed with revenue stamp worth Rs. 6/- are invited from registered Offset Printers/suppliers with proven credibility and experience having GST Registration for printing and supply of Books, Journals, Books, Magazines, Newsletters etc. as given in the Annexure-II(A-G) for the year 2018-19 under two bid system viz. **“Technical Bid” (Annexure-I)** and **“Financial Bid” (Annexure-II)**.

#### INSTRUCTIONS TO BIDDERS

- 1. Submission of Tender:** The sealed tenders for printing items be submitted under two bid systems, viz. Technical Bid [Annexure-I] duly signed and stamped, consisting all technical details, commercial terms & conditions, EMD, relevant documents/samples and University Receipt/DD of Rs. 500/- (non-refundable) and Financial Bid [indicating item wise price for each items as 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 as **“Tender for General Printing and Supply”**.
- 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 as well as in words secured with transparent tapes to avoid any tempering/correction. Signature with seal should be affixed on all pages of the tender documents. In case of any discrepancy tender document will be rejected.
- 3. Opening of Bids:** Initially the technical bids will be opened and scrutinized. The firm who meets the all basic requirement as per documents furnished along-with the samples will be accepted only. 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 firm/s only who qualifies 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/=(Non-refundable) towards tender fee through University receipt favouring Registrar, University of Kashmir, Hazratbal, Srinagar during working hours. The tender form can also be downloaded from university website [www.kashmiruniversity.net](http://www.kashmiruniversity.net) and to submit along with the cost of tender fee of Rs. 500/= and earnest money of **Rs. 50,000/= (Rs. Fifty Thousand Only)** in the shape of CDR that too favoring Registrar, University of Kashmir, Srinagar. The downloaded tender form without cost of tender fee will not be accepted. Last date to submit the tender is 30<sup>th</sup> October, 2018 upto 3.00 pm. The filled in tender form can be dropped in tender box that will be available at the office of the Registrar or can be sent through post which should any how reach within the prescribed date and time. The tender received after due date/time will not be entertained in any case.

5. **Selection of Firm:** The firm will be selected among the technically qualified firms only and the rates will be considered on lowest quoted rates. 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.
6. **Samples:** The firm/s are required to attach the sample of each item, copy of the tendered printing items to be attached with technical bid failing which tender/s shall stand automatically cancelled.
7. **Alter in the Bid:** Tender document once received shall not be returned. Documents are non-transferable.
8. **Rate:** The rate per item should be quoted inclusive of all allied expenses alongwith all Taxes (whatsoever is applicable) and supply should be F.O.R. Printing & Stationery Stores, University of Kashmir.
9. **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 whichever is earlier.

## **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 self to accept the lowest quoted or any tender and reserve the right to accept the whole or any part of the tender.
3. **Reject 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 certificate copy of the same should be attached with the technical bid.
5. **Right of the University:** The University reserves all the rights to reject or accept any tender without assigning any reason or cancels or withdraws 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 given 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 right to go for further negotiates on the approved rates with the bidders wherever it feels necessary or the quantity is more than that of prescribed one.
8. **Termination of Contract:** If supply is not found satisfactory, the supply order will be cancelled forthwith.
9. **Penalty Clause:** In case the approved printer causes unnecessary delay in making the supply or fails to deliver the printing material as per the supply order, a penalty depending on merit 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 make 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 competent authority, University of Kashmir shall be final and binding on the parties. Besides, for any legal dispute etc. jurisdiction shall be Srinagar courts only.
11. The printer may also provide sample of other paper of good quality (in addition to those of given in Annexures) and in that case name of the paper to be used has to be mentioned and affixed with seal and signature of the firm.

12. The printer/s empaneled has to give an undertaking to the effect that he/they shall 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 shall be forfeited if found indulged in such type of practice.
13. Correction in the rates must be avoided. Tempered mutilated / rates shall be liable for reject.
14. Tender documents once received shall not be returned. Documents are not transferable.
15. No tender whatsoever, will be accepted/entertained without following documents. Besides, samples shall be stamped by the authorized signatory of the firm be also enclosed:
- a. Earnest money in the shape of CDR pledged to the Registrar, University of Kashmir;
  - b. Bank draft/University fee receipt for Rs. 500/= on account of tender fee (nonrefundable);
  - c. Copy of the registration of the business unit by the competent authority;
  - d. GST Registration certificate;
  - e. Experience certificate in printing quality.

Sd/  
**Deputy Registrar**  
(Printing & Stationery)

**DECLARATION:**

I declare that I have read all the instructions as well as terms & conditions understand to the same to the best of my knowledge. Reproduced above and I confirm that these are acceptable to me.

Bidder / Firms Name\_\_\_\_\_

Address\_\_\_\_\_

Stamp\_\_\_\_\_



**University of Kashmir, Srinagar**  
**Technical Bid for Books, Journals, Magazines**  
**Newsletters etc.**

(To be filled by the firm / bidder)

S. No	P a r t i c u l a r s	Details (if yes, furnish certificate No.)	Appendix No. (attached in 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	Address: a) Head office b) Office at Srinagar		
5	Registration Certificate in the name of firm (Self-attested copy be enclosed)		
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 as a separate page	
9	Documentary Proofs of: a) Copy of GST Registration Certificate (Self attested) b) Proof of Annual average Annual turnover (IT return) Rs.50 Lacs for last three years i.e. 14-15, 15-16 & 16-17 certified by the chartered Accounts c) Proof of experience supported by documents from concerned organization (SSI)	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/we 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 : \_\_\_\_\_

## ANNEXURE-II

**Rates for Offset Printing of Books, Journals, Magazines, Newsletters, Prospectus, folder etc.(rate be quoted per leaf) including 300 GSM Multi-color Title & cost of paper, composing, calligraphy, designing, page setting etc. as shown against each size:**

SIZE	Rate be quoted upto	Black & White Printing on				Colour Printing on					Rate for		
		Ballarpur TA/NS	Imported Map litho/MAT/Art Paper			Art Paper/Magno Star/MAT paper					Lamination	perfect binding	Multi-Colour Title
			70 GSM	90 GSM	110 GSM	130GSM	90 GSM	110 GSM	130 GSM	170 GSM			
18X22/½	500 copies												
	1000 copies												
	Beyond 1000												
18x22/4	500 copies												
	1000 copies												
	Beyond 1000												
18x22/8	500 copies												
	1000 copies												
	Beyond 1000												
20x30/8	500 copies												
	1000 copies												
	Beyond 1000												
20x26/8	500 copies												
	1000 copies												
	Beyond 1000												

**NOTE:** Paper sample for all types as mentioned above with brand name be enclosed affixed with firm's seal.

Seal