# Madhav Institute of Technology & Science, Gwalior

(An autonomous institute affiliated with RGPV, Bhopal)

**TENDER NOTICE FOR DESIGNING, PRINTING & SUPPLY OF "INSTITUTE PROSPECTUS" & "NEWS LETTER"**

Sealed tenders are invited from the reputed printing houses/ printers for Designing, Printing & Supply of "Institute Prospectus" and "News letter". The tender form can be obtained from the office of the undersigned, on or before **28/05/2015** upto **15:00 Hrs** by depositing the cost of tender form in cash **Rs 500/-** (non-refundable) or downloaded from institute website. The last date for the submission of completed tender form is **29/05/2015** upto **13:00 Hrs** and tenders will be opened on **29/05/2015** at **15:00 Hrs** in the presence of the bidders or their representative. Visit the web-site www.mitsgwalior.in for more information.

**(Dr. Sanjeev Jain)**
**Director**

**Serial Number: …….** **Tender Cost: Rs. 500/-**

# MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR- 474005

***TENDER DOCUMENT***

***For***

# DESIGNING, PRINTING AND SUPPLY OF "INSTITUTE PROSPECTUS" AND "NEWS LETTER"

**May, 2015**

(2015-2016)

# EMD is Rs. 5,000/-

**The Tender document Contains 08 Pages excluding cover page & Tender notice**

# MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR- 474005

(An autonomous institute affiliated with RGPV, Bhopal)

## NOTICE INVITING TENDER

Date: 14/05/2015

MITS Gwalior invites properly sealed (Packing PVC Tape/ Sealing Wax) tenders in Two- Bid System (Technical and Financial) from eligible and willing printing houses/ printers for designing, printing & supply of "Institute Prospectus" & "News Letter".

| 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| **S. No.** | **Name of Work** | **Approximate Quantity** | **EMD** | **Cost of Tender Form** |
| 1. | Designing, Printing and Supply of "Institute Prospectus" for Madhav Institute of Technology & Science Campus, Gwalior | 1000 Nos. | Rs 5000/- | Rs 500/- **(Non Refundable)** |
| 2. | Designing, Printing and Supply of "News letter" for Madhav Institute of Technology & Science Campus, Gwalior | 4000 Nos. (Each Issue) | | |

06. **Period of Contract** : At least 12 months from the date of approval of tender/ As per Work order.

07. **Mode of Payment** : Tender document could be purchased by paying the cost of bid document in cash from Account section of Madhav Institute of Technology & Science, Race Course Road, Pin- 474005, Gwalior, Madhya Pradesh, between 10.00 Hrs. to 17.00 Hrs. except on Sundays and Holidays. Alternatively it can be downloaded and DD of the cost of tender be enclosed with bid.

08. **Security Deposit** : The Earnest Money Deposit (EMD) of the successful bidder shall be adjusted towards Security deposit, if the offer is accepted by the competent Authority. No interest shall be paid by the institute on Earnest Money or Security Deposit. The Security deposit shall be refunded after satisfactory completion of supply.

09. **Sale of tender document** (On working days) : Up to 15:00 Hrs on 28/05/2015

10. **Time & Last date of submission of bid** : Up to 13:00 Hrs on 29/05/2015

11. **Time of Bid Opening** : at 15:00 Hrs on 29/05/2015

**(Dr. Sanjeev Jain)**
**Director**

**Seal & Sign of Firm/Agency/ Company with Date**

# MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR- 474005

(An autonomous institute affiliated with RGPV, Bhopal)

## Tender Terms & Condition - (Section - I)

1. **ELIGIBILITY CRITERIA:**

The bidder should have the following qualifications for bidding:

(i) VAT Registration/ Sales Tax and Commercial Tax registration for the similar work.

(ii) PAN Number/ TIN Number of the Company.

(iii) Latest Income Tax clearance certificate.

(iv) Proof of past satisfactory assignment during last two years of the same nature of work done in the reputed departments.

2. **WORK PROFILE:**

The bidder shall be fully responsible for Designing, Printing and Supply of "Institute Prospectus" & "News letter" for Madhav Institute of Technology & Science Campus, Gwalior.

**(a) Specifications:**

(i) Designing:

Complete Institute Prospectus and News Letter (for each issue) is to be designed by successful bidders (highly experienced designer/ design agency) and design must be approved by Institute/ Director, MITS/ its nominee/ committee.

(ii) Outer and Inner Page :

| | |
|---|---|
| Outer/Cover Pages<br>(Only for Institute Prospectus) | 300 GSM, Mat Finish art paper and UV |
| Inner/Text Pages<br>(For Institute Prospectus) | 170 GSM, Mat Finish art paper |
| Outer/Cover Pages/ Inner/Text Pages<br>(For News Letter) | 170 GSM, Glossary Finish |

(iii) Binding : Perfect and good quality paste Binding

(iv) Booklet Size/ Page Size : A4

(v) Cover page Colour : Multicolor both side printing

(vi) Inner Pages : Multicolor both side printing, Diagrams/ Charts / Graphs etc.

(vii) No. of Pages (Text) : As per mentioned in supply order. The quoted numbers of pages are tentative and may increase/decrease. Hence, charges for printing of each additional page are to be mentioned in financial bid.

**(b) Pre-Press Job:** Text of Institute Prospectus and news letter will be provided by MITS Gwalior in electronic format (PDF/ Word Document).

**(c) Samples for Submission:**

Samples of paper (Cover and Inner) as per our specifications mentioned at Para 2(a) above be supplied along with the quotation.

**(d) Schedule of Work:**

The work should be completed in all respects and material should be delivered within stipulated days from the date of placement of supply order as mentioned below:

**(i) Submission of 1st draft proof** : Within 10 days of award of contract for institute prospectus and 07 days for News Letter (for its each issue).

**(ii) Submission of final proof** : Within 2 days of receipt of corrected version of draft Proof.

**(iii) Supply of printed material** : Within 3 days of receipt of approval of Final Proof.

**3. QUOTATION:**

(i) The rate quoted should be inclusive of all materials, paper, designing, creative options, plate layout design, proof reading and final printed sample of prospectus and news letter (for its each issue), printing, binding, labour charges, all relevant taxes etc. and supply of both items.

(ii) Vendor/contractor should be able to execute all the required jobs together, part quotation will not be entertained (in case of institute prospectus).

(iii) The rates should be F. O. R. at site (Institute Premises) & no extra charges on this account (for octroi, sales tax, and surcharge etc.) shall be payable to the suppliers.

**4. PENALTY:**

In case of default in maintaining time schedule, the MITS Gwalior will impose a penalty of amount equivalent to 5% of the total tender cost or total supply order cost per day subject a maximum of 10 days. Delay beyond the scheduled time in excess of 10 days will be deemed to have the Printing Order cancelled. MITS Gwalior will in no way be held responsible for the loss, whatsoever, attributed due to the delay in printing of Reports etc. Logical delay of few days may be condone / wave off by director MITS Gwalior.

***Note: The vendor/contractor must ensure safe custody and maintain confidentiality in the printing material supplied by MITS Gwalior.***

**5. TECHNICAL BID (First Envelope):**

(i) Tender document could be purchased by paying the cost of tender document in cash Rs 500/- (Non Refundable) from Account section of Madhav Institute of Technology & Science, Race Course Road, Pin- 474005, Gwalior, Madhya Pradesh, between 10:00Hrs to 17:00Hrs except on Sundays and Holidays. Alternative, it can be downloaded and Demand Draft of the cost of tender be enclosed with bid.

(ii) The bidder (s) will submit the duly filled Tender form for "Designing, Printing and Supply of Institute Prospectus and News Letter" in institute along with Earnest Money Deposit (EMD) amount of Rs. 5,000/- (Rupees Five Thousand Only) to be paid in the form of Bank Draft in favour of "Director, MITS, Gwalior" payable at Gwalior. Cheques and /or cash will not be accepted in any case. Tender without Earnest money deposit shall be summarily rejected.

(iii) The Earnest Money Deposit (EMD) of the successful bidder shall be adjusted towards Security deposit, if the offer is accepted by the competent Authority. The Security deposit will be an amount of Rs 5,000/- (Rupees Five Thousand only). No interest shall be paid by the institute on Earnest Money or Security Deposit. The Security deposit shall be refunded after satisfactory completion of supply.

(iv) The bidder (s) should submit the Tender Form along with the following documents:

- Earnest money deposit Rs 5,000/- (Rupees Five Thousand only).
- Original notice Inviting Tender duly signed by the authorized signatory along with the seal of the firm/Company/Agency.
- Original terms and conditions of tender document duly signed by the authorized signatory on each page along with the seal of the firm.
- Demand Draft/Pay Order of Rs 500/- as cost of Tender form and Processing Fee (Non-refundable) should be enclosed in case the Tender Form has been downloaded from website. In case the Tender form has been purchased from the institute, the original cash receipt should be enclosed.

(v) The intending tenderer should also give the following documents along with the Tender Form. All the documents pertaining to the Firm/Company submitted by the tenderer should bear the same name and Address, as recorded in the Tender Form. In case of any variation, it should be specifically clarified, as to whether the changes have been duly notified to the respective Authority and proof of acceptance by the Authority must be attached with the respective document submitted by the tenderer.

- VAT Registration/ Sales Tax and Commercial Tax registration for the similar work (attach attested copy of the Certificate)
- PAN Number/ TIN Number of the Company (attach attested copy of the Certificate).
- Latest Income Tax clearance certificate (attach attested copy of the Certificate).
- Proof of past satisfactory assignment during last two years of the same nature of work done in the reputed departments (attach attested copy of the Certificate).

(vi) The documents submitted should have the stamp of the firm or company and every document/paper in the Envelope-I should be signed by the authorized signatory of the tenderer (including the performance certificate issued by tenderer's clients).

(vii) The envelope -I containing tender form & Technical Bid shall be super scribed as "Tender form & Technical Bid for "Designing, Printing and Supply of Institute Prospectus & News Letter" at MITS, Gwalior and it should be well sealed.

**6. VALIDITY OF OFFER:**

The quoted rate/price should remain valid for at least 12 months from the date of approval / As per Work order. Another period for supply of News Letter may be extended the next contract on same term & conditions for another two year on year to year basis.

**7. JURISDICTION:**

(i) All questions, disputes or differences arising under, out of or in connection with contract/supply shall be subject to the exclusive jurisdiction of Court within the local limits of Gwalior.

(ii) Tenderers should carefully read the above terms and conditions and a copy of similar terms and conditions should be returned to the undersigned duly signed with stamp. Any doubt to the implication or any part of these General terms & conditions or of the specifications may be got clarified from this office before submission of tender.

**8. ARBITRATION:**

(i) This has been mutually agreed between the Institute and successful bidders that any dispute arising out of this agreement/ contract/ tender/ work order/ supply order shall be referred for "Arbitration" to the Director, MITS, Gwalior and his decision shall be binding on the Agencies/ suppliers. The Agency/ supplier shall not raise any question of competence of the Director MITS, Gwalior, to act as sole arbitrator.

(ii) During the pendency of the arbitration proceeding and currency of contract, the Contractor shall not be entitled to suspend the work / service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Gwalior only.

(iii) The arbitration would be conducted and governed by and under the provisions of Arbitration Act. 1996. Any legal dispute will be subject to jurisdiction of Gwalior (MP) Courts and no other Court shall have the jurisdiction.

**9. OTHER TERMS & CONDITIONS:**

(i) Telegraphic Fax and conditional tenders shall not be accepted.

(ii) Any amount due or becoming due for the tenders shall be recovered from their bills or security deposit.

(iii) The competent authority reserves the right to increase or decrease the quantity of any item of supply, during the currency of contract/ work order. The tenderers will be bound to comply with the order of the competent authority without any claim and compensation.

(iv) The competent authority to dispose off the tenders, will have the right of rejecting all or any part of the tender without assigning any reason; ***even the lowest tender does not necessarily qualify for the order.***

(v) The rates should be competitive and workable.

(vi) The Income Tax and Commercial Tax shall be deducted from the bills as per the rules.

(vii) The whole supply should be satisfactorily executed within stipulated time from the date of issue of order. Time extension will not be permitted.

(viii) The tenderers shall execute the work as per specifications mentioned in the supply order/ tender.

(ix) The selected Firm(s) will be required to supply one sample each of the material being printed for the approval of competent authority. No final printing should be resorted to unless otherwise specifically asked for by the MITS Gwalior. The selected Firm shall ensure the delivery of the items in the respective office of the institute. No separate charges shall be paid for delivery of goods. In the event of different bidders quoting lowest rate for different work, the job will be awarded to the lowest bidders for the respective items of work.

(x) MITS Gwalior will have the rights to check the samples before supply; otherwise the supply may not be approved.

(xi) The tenderer should satisfy himself regarding the magnitude of the supply & no claim on this account shall be entertained.

(xii) A duly constituted committee of the Institute may inspect the supply made by the tenderer at other places.

(xiii) The vendor/contractor may be asked to print additional copies in multiple of 10 copies at a time. Charges for the additional number of copies will be determined as per the quoted rates.

(xiv) The Institute, however, reserves the right to conduct performance review at any time during the contract period and deficiencies, if any, noticed will be required to be rectified and compliance reported. If the tenderer fails to rectify the deficiencies or fails to comply with other directions/ instructions of the Institute his contract is liable to be terminated. The Institute further reserves the right to suomoto terminates the contract at any point of time without giving any prior notice.

(xv) Supply order, after due compliance of all formalities, will be placed on the selected supplier(s) to effect the supply.

(xvi) Supply should normally be made during the office hours on any working day. The Institute will have the authority to place order for supply of items beyond office hours and on holidays, for which, no additional payment will be made.

(xvii) Order for items will be placed on requirement basis. No advance payment will be made by the Institute. Payment will be released only after it is ensured that the items are in order and the quality of items supplied is to the entire satisfaction of the Institute.

(xviii) The Institute will have the authority to cancel any order, if the required items are not supplied on time or do not meet the specifications of the Institute.

(xix) Any enquiry after submission of the tender will not be entertained.

(xx) MITS Gwalior reserves the rights to accept/reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof. Any offer containing incorrect and incomplete information shall be liable for rejection.

## 10. TENDERING SCHEDULE

(i) Issue of Tender Documents:-

This tender document will be available on non-refundable payment of Rs 500/- (Non-refundable Processing Fee) in the form of cash or in form of DD / pay order in favour of "Director, MITS, Gwalior" or the same can also be downloaded from Institute website viz www.mitsgwalior.in. In case the downloaded tender form (including tender document) is used, the tender document charge of Rs. 500/- (non refundable) should be enclosed with the filled in Tender Form in the form of Demand Draft/Pay Order drawn in favour of "Director MITS, Gwalior" payable at Gwalior.

(ii) Sale of tender document with effect from 15/05/2015 to 28/05/2015 between 10:00 Hrs to15:00 Hrs on all working days from Account Section, MITS, Gola Ka Mandir, Residency Road, Gwalior-474005.

(iii) Completed tender document in sealed envelope should be submitted to the office of Director/ Account section latest by or before 29/05/2015 up to 13.00 Hrs.

(iv) Time, date and place of opening of tender box at 15:00 Hrs on 29/05/2015 at Meeting Room, MITS, Gwalior.

(v) The technical bids will be opened first as scheduled above and all the documents shall be checked by the Tender Technical Evaluation Committee. Only those tenderers who have submitted the required document as prescribed in the tender document and are technically qualified for envelope-I will be considered for opening of envelope-II (Financial Bid).

**11. DEPOSITING OF TENDER**

(i) Ensure paging of all enclosures before putting them into envelops.

(ii) Envelope-I (sealed) containing Technical bid as per mention in serial no. 06 on page number 03.

(iii) Envelope-II (sealed) containing the Financial Bid.

(iv) Both Envelope-I & II shall be placed in a single large envelope super scribed as tender for "Designing, Printing and Supply of Institute Prospectus & News Letter" at MITS Gwalior and it should also be sealed. Outer cover of the tender shall be addressed to the Director, MITS, Gola Ka Mandir, Residency Road, Gwalior (M.P.)- 474005) & submitted latest by 29.05.2015 upto 13:00 Hrs and no tender shall be accepted after 13:00 Hrs. Late tenders including postal/courier delays will not be considered at the discretion of this office.

**12. OPENING OF TENDER:**

Tenders shall be opened as specified in the tender notice. Tenderers/ Bidders or their representatives duly authorized may be present at the time of opening of the tenders. If the date of opening of the tender is declared as Holiday the same will be opened on the next working day of the Schedule date of opening of the tender.

**13. REJECTION OF TENDER**

(i) The entire column and rows in the tender form (including tender form and Financial Bid) should be filled up. Tender incomplete by any mean maybe rejected without assigning any reason.

(ii) Director, MITS, Gwalior, reserves the rights to accept or reject any or all tenders without assigning any reason thereof.

(iii) Any effort by a supplier to influence MITS Gwalior's Director, tender evaluation, tender comparison or contract/order award decisions may result in the rejection of the supplier's tender and forfeiture of the bidder's EMD.

**(Dr. Sanjeev Jain)**
**Director**

**MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR-05**
(An autonomous institution affiliated with RGPV, Bhopal)

# TENDER FORM - (Bidder Profile)

**(Designing, Printing and Supply of Institute Prospectus & News Letter)**

**Affix Duly Signed Passport Size Photograph**

| | | |
|---|---|---|
| **1.** | Name of the Tenderer/ Firm/ Agency/ Company (in block letters) | **:** |
| **2.** | Status of the Agency/ Firm/ Company (Sole proprietor or Partnership firm or a Private Company or a Government. Department or a Public Sector Organization) **(attested copy should be attached)** | **:** |
| **3.** | Name of proprietor/ Director of Firm/ Agency/ Company/ Partners | **:** |
| **4.** | Registration No. of Organization/ Agency. If so, mention Number and Date (attested photocopy of registration should be attached) | **(a)** |
| | | **(b)** |
| **5.** | Date of Establishment/ Incorporation of the Security Firm/Agency/ Company | **:** |
| **6.** | Address and Telephone No.; Mobile No.; Fax No.; Email ID of proprietor/ Director/ of Firm/Agency/ Company/ Partners | **:** |
| **7.** | Name of the Authorized Person for submission of tender and other related formalities | **:** |
| **8.** | Name of Father/ Husband of the authorized signatory of the tenderer | **:** |
| **9.** | Full Residential Address of the authorized signatory with Mobile, Tel. No. & Email | |
| **10.** | Service Tax Registration No. (TIN) (Attach attested copy) | **:** |
| **11.** | PAN Number (Attach attested copy) | **:** |
| **12.** | Detail of Earnest Money Deposit of Amount | **: Rs. 5,000/-** |
| | Demand Draft/ Pay Order No. | **:** Date of issue: |
| | Name of issuing Bank | **:** |
| **13.** | Additional information (If any) (Attach separate sheet if space provided is insufficient) | **:** |

## DECLARATION

I, _____ Son / Daughter / of Shri _____ Proprietor/ Partner/ Director/ authorized signatory of firm/company, mentioned above, am competent to sign this declaration and execute this tender document. I have carefully read the tender document and have understood all the terms and conditions of the tender and undertake to abide by them. The information / documents furnished along with this tender form are true and authentic to the best of my knowledge and belief. I/ We have no objection to Institute verifying any or all the information furnished in this document with the concerned authorities, if necessary. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

**Date:** **Signature of the authorized person**
**Place:** **Name:**
**Note:**

(i) Any correction in the application form should be fully signed by the authorised signatory.
(ii) Strike out item whichever is not applicable.

# MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR- 474005

(An autonomous institute affiliated with RGPV, Bhopal)

# FINANCIAL BID (SECTION- II)

## 14.FINANCIAL BID (Second Envelope)

(i) The Financial Bid should be submitted on the Format/Performa given in the tender Document. Financial bid not in institute format will be rejected.

(ii) The Financial Bid should have the signature of tenderer and stamp of the firm or company or his authorized signatory on every page.

(iii) The envelope containing the Financial Bid shall be super-scribed as "Financial Bids (Envelope-II)" and it should be well sealed.

(iv) The Tenderer should quote the amount tendered in Financial Bid in the following Financial Bid format and it should be given on the letterhead of the Tenderer.

**Format for Financial bid for "Designing, Printing and Supply of Institute Prospectus & News Letter"**

(Financial bid will be accepted in the following format only)

**1.** Name of Service Provider/ Firm/ Agency/ Company **:**

**2.** Address of Firm/Agency/ Company with Telephone No.; Mobile No.; Fax No.; Email ID with PIN Code **:**

**3.** Rate inclusive of all statutory liabilities, taxes, levies, cess etc:

| S. No. | Description | Rate (in Rupees) | |
|---|---|---|---|
| | | In figure | In Word |
| (i) | Rate of Institute Prospectus:<br>Providing composing/designing/Graphics and Art work designing with paste binding and both side multicolour offset printing 300 GSM cover page (4 pages i.e. 2 leafs), with Mat Finish art paper and UV on outer side of the cover page. Inner page (32 pages i.e. 16 leafs) both side multicolour printing 170 GSM, Mat Finish art paper with book mark including tag printing, fixing etc | | |
| (ii) | Rate of additional inner page for institute prospectus (04 pages i.e. 02 leafs) both side multicolour offset printing 170 GSM, Mat Finish art paper. | | |
| (iii) | Rate per page of UV printing on inner pages for institute prospectus multicolour offset printing 170 GSM, Mat Finish art paper. | | |
| (iv) | Rate of News Letter:<br>Providing composing/designing/Graphics and Art work designing with paste binding and both side multi-colour offset printing (08 pages i.e. 04 leafs) 170 GSM, Glossary Finish paper. | | |

**Note:** Rates are to be quoted both in figures and words. If any dispute or cutting exists in rates, written in words shall be prevailed (treated as final). **For the Approval: Multicolor designing proofs are required**

Date:
Place:

Signature of the authorized person
Name & Seal:

**(Dr. Sanjeev Jain)**
**Director**