



# DR. BHIM RAO AMBEDKAR COLLEGE

(University of Delhi)

Main Wazirabad Road, Delhi-110094

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Ref. No.: BRAC/Tender/2019-20/169.1 to 169.36

Date: 22/05/2019

------(List Enclosed)-----  
------(College Website)-----  
------(Pub. Notice Board)-----

## Sub:- Quotation for Printing and Typing of College Prospectus- 2019-20.

Sir/Madam,

Sealed quotations (Technical & Financial to be put in 2 sealed envelopes separately) addressed to the Principal as applicable are invited from experienced and established firms empaneled preferably with appropriate agencies of Delhi/ Central Government for Printing and Typing of 2500 copies of College Prospectus- 2019-20 as under:-

Size of the Prospectus	:	8.5 inches X 10.75 Inches
No. of inner pages	:	80 pages (B&W), Silky Mart paper 80 GSM
No. of Coloured pages	:	4 pages, having text below, Silky Mar Art Paper 170 GSM
Cover Page (Jacket)	:	4 pages; imported Art Card 270 GSM with Mat/Gloss Lamination)
Admission forms	:	6 pages; Bilingual A-3 size, both side printing, 90 GSM, having serial no.
Provision for extra Admission forms	:	500; Bilingual A-3 size, both side printing, 90 GSM, separately bound 100 leaves each, having serial no. different from prospectus.

The quotation must include price per extra page for all page categories beyond the above mentioned number.

1. Firms should not have been blacklisted by any Ministries/institution/agency etc. Rates/Prices should be valid for at least one year after the date of opening tender. Service Tax/VAT etc. as applicable should be mentioned separately. Any effort by the bidder to influence the purchaser in the process of examination, clarification, evaluation and comparison of bids and decision concerning award of contract may result in rejection of the bidder's bid.
2. Please ensure (A) Quotations; (B) Agency/ Proprietor's Profile are also enclosed. Any Prospective bidder requiring any clarification on the bid should notify through e-mail at the mailing address info@drbramedkarcollege.ac.in. The quotations which are not complete in all respects shall be ignored and no correspondence or enquiry will be entertained.
3. Your quotations must enclose: (i) supporting documents as required in Annexure I (ii) list of clients for work done during the last three years. (ii) list of clients for work done during the last three years; and (iii) demand draft for the earnest money deposit (EMD) @ 2% of the bid value but rounded off to Rs.5,000/- should be drawn in favour of "Principal, Dr. Bhim Rao Ambedkar College". A bid received without Bid Security (EMD) shall be rejected.
4. Both the Technical (Annexure I) and Financial (Annexure II) bids are to be separately sealed and put in a duly sealed bigger envelope with a mark 'Quotation for Printing and Typing of College Prospectus 2019-20' and should reach the college by 30.05.2019 up-to 3:00 p.m. Bids received after the specified date and time shall not be considered. Technical Bids will be opened on 31.05.2019 at 11:30 a.m. in the presence of the bidders or their representatives, who may wish to be present. The financial bid will be opened on 31.05.2019 at 02:30 p.m. only of those bidders, who are qualified in Technical Bid.
5. Please note: The College reserves the right (i) to shortlist parties after examining the product for their technical specifications/ product supplies feedback/ standardization etc. (ii) to select more than one firm for supply of product. (iii) to accept or reject of a particular tender and not bound to accept the highest bidder. The College will be responsible in any manner for the delayed delivery of deposits of EMDs. (iv) to exclude the party from consideration if the documents/information is not provided as required or incomplete or hypothetical or lacking in any form; or the college had come to know that such a vendor/ proprietor/ person is canvassing in any manner or can go against the college interests at any stage; (v) to take the appropriate steps/action as warranted from time to time if not satisfied with the work and delivery of services as per the rules in the interest of the college and penalty as deemed fit will be imposed if supply is time-barred; (vi) to amend/modify discontinue/terminate the current process at any stage without being liable to any one and assigning any reason; and change the quantity/ number of items depending upon the situation if circumstances so warrant (vii) to amend/ withdraw/relax/modify any of the terms and conditions contained in the Tender Documents or reject any or all bids without giving any notice or assigning any reason thereof.
6. The decision of the Competent Authority whatsoever will be final and binding and shall be put up on the college website and public notice board accordingly.

Convenor, Prospectus Committee

A.O./Consultant

S.O.(A/cs)

S.O.Admn.

Dealing Hand

Principal

✓

Handwritten signature and date 29/5/19

Handwritten signature

Handwritten signature

Handwritten initials o/c

## Technical Bid

Please Note: Firm has to Furnish Information/Attach all documents (without complete information and documents, Tender will be rejected). Clarification, may be sought through Email: info@drbrambedkarcollege.ac.in

1.	(1) Name of the Proprietor:..... (2) Mobile No. (i) .....; (ii).....; Email..... (3) Address.....
2.	Name of the responsible Person/Manager of the office:..... Telephone No.: (Office).....; (Residential):.....
3.	Office Address of the Firm:..... Telephone No:.....; Email:..... Empanelment with GNCTD No:..... Empanelment with Central Govt. No:.....
4.	Number of Clients served during the last 2 years:..... Telephone No of Clients 1:.....; Client 2.....; Client 3..... Client Address for which presently working:.....
5.	PAN No. Registration Certificate:..... (Attach all copies)
6.	CST/VAT/ Excise Duty/TIN/Sales Tax/ Service Tax Registration No:..... (Attach a copy)
7.	Audited accounts statements for last three years are attached: Yes.....; No.....
8.	Detail of Demand Draft (EMD):- D.D. No.:.....; Date:.....; Amount:..... Name of the Bank.....; Branch:.....
9.	Details of the bankers: Name of the A/c Holder:.....; Bank Name:.....; Account No..... IFSC Code:.....; MICR No.....; Branch Name..... Address.....
10.	Copies of last three IT returns:.....
11.	Copies of latest Service Tax/VAT paid:.....
12.	We have examined Terms and Conditions and understood the contents of Tender. We further undertake to abide by those. I/We further promise to supply the items as per the samples examined (in terms of quality, colour, shade, size,/dimension and weight etc. by us and our firm is not blacklisted/ banned /suspended from business dealing with any institution/agency (Government or non-government)

Full Name & Signature.....

Address.....

Full Name of the firm with stamp.....

## Financial Bid

S.No.	Particulars	Qty* (2500 Nos.)	Rate/Prospectus	Amount
1	<p><b>Size of the Prospectus:</b> 8.5 inches X 10.75 Inches</p> <p><b>No. of inner pages:</b> 80 pages (B&amp;W), Silky Mart paper 80 GSM</p> <p><b>No. of Coloured pages:</b> 4 pages, having text below, Silky Mar Art Paper 170 GSM</p> <p><b>Cover Page (Jacket):</b> 4 pages; imported Art Card 270 GSM with Mat/Gloss Lamination)</p> <p><b>Admission forms :</b> 6 pages; Bilingual A-3 size, both side printing, 90 GSM, having serial no.</p> <p><b>Provision for extra Admission forms:</b> 500; Bilingual, A-3 size, both side printing, 90 GSM, separately bound 100 leaves each, having serial no. different from prospectus.</p> <p><b>Price Charged per extra page for:</b></p> <p>I. Inner Page II. Colour Page III. Cover Page</p>			
	GST @ .....			

\*Nos may be increased or decreased as per requirement.

Full Name & Signature.....

Address.....