



DR. BHIM RAO AMBEDKAR COLLEGE

(University of Delhi)

Main Wazirabad Road, Delhi-110094

Phones: 22814126, Telefax: 22814747

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Ref. No.: BRAC/Diary/2016-17/ 1198

Date: 24.12.2016

Sub: - Quotation for Designing & Printing the College Diary

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 agencies/ service providers/Printers empaneled with appropriate agencies for printing of College Diary (500,1000, 1500 copies which may vary) as per the following specification:

(i) Size of the Diary: 6"x8.5"; (ii) No. of inner pages: 136, Silky Mart paper 70 GSM; (iii) No. of Colored pages: 140, 70 GSM; (iv) Cover Page (Jacket): 04, Gloss 300 GSM

- Agency should not have been blacklisted by any agency etc. Its Rates/Prices should be valid for at least one year after the date of awarding the tender. Service Tax/VAT etc. as applicable should be mentioned separately. Any effort by the bidder to influence the college 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.
- Please ensure: (A) Quotations including for additional page and copy; (B) Demand Draft; (C) Firm/ Proprietor's Profile are also enclosed. Any Prospective bidder requiring any clarification on the bid should contact through e-mail at the mailing address info@bramedkarcollege.org. and may see samples kept with AO However, the quotations which are not complete in all respects shall be ignored and no correspondence or enquiry will be entertained.
- Your quotations must enclose: (i) supporting documents as required in Annexure I (ii) list of clients for work done during the last three years (iii) demand draft for the earnest money deposit (EMD) of Rs. 5,000/- should be drawn in favour of Principal, Dr. Bhim Rao Ambedkar College, payable at New Delhi. A bid received without Bid Security (EMD) shall be rejected. The same will be kept as performance security of the successful bidder and the draft of the unsuccessful bidders will be returned.
- 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 (highlighting Technical or Financial) for College Diary**' and should reach the college by 16.01.2017 upto 1:00 p.m. Bids received after the specified date and time shall not be considered. Technical Bids will be opened on 16.01.2017 at 4:00 p.m. in the presence of the bidders or their representatives, who may wish to be present. The financial bid will be opened only of those bidders, who are qualified in Technical Bid and the date will be notified on the college website.
- The work should be completed within specified days as mentioned in the tender after issue of work order. A penalty per day averaged amount of total consideration will be imposed.
- 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 the purpose (iii) to accept or reject a particular tender and is not bound to accept the highest bidder. The College will not be responsible in any manner for the delayed delivery of deposits of EMDs. (iv) to exclude the party not 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 action as warranted from time to time if not satisfied with the work and delivery of services and penalty per day averaged amount of total consideration will be imposed if service/supply is time-barred and/or not up to the mark; (vi) to amend/modify discontinue/terminate the current process at any stage without being liable to any one and assigning any reason; (vii) Change the quantity/ number of items depending upon the situation if circumstances so warrant and; (viii) 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. You are advised to see the College website for all such matters/changes in Terms and Conditions.
- The decision of the Competent Authority will be final and binding and shall be put up on the college website and public notice board accordingly.


Principal


A.O.


Consultant


S.O. (A/cs)

Technical Bid

Please Note: Organization has to Furnish Information/Attach all self-attested documents (with in complete information and documents, Tender will be rejected)/Clarification, may be sought in writing through Email: info@brambedkarcollege.org	
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.	Details of the bankers: Name of the A/c Holder:.....; Bank Name:.....; Account No..... IFSC Code:.....; MICR No.....; Branch Name..... Address..... (Attach a copy of cancelled cheque)
9.	Copies of last three IT returns:.....
10.	No. of days to be taken in completing work:.....
11.	We have examined Terms and Conditions of Tender and have understood the contents. We accept all terms and further undertake to abide by those. I/We further promise to provide services as required and will supply items as per the samples examined (in terms of quality, colour, shade, size,/dimension and weight etc. by us. Our firm is not blacklisted/ banned /suspended from business for dealing with any institution/agency. The information provided above is true authentic, correct and is self-attested and further confirm it.

(Signature)..... Full Name Full Name of the firm

Firm's Address..... Organization's & Stamp.....

 

Financial Bid

For Designing & Printing the College Diary in Dr. Bhim Rao Ambedkar College (University of Delhi), Yamuna Vihar Delhi-94

1) Name of tendering Company/Firm/Agency _____

2) Details of Earnest Deposit: Rs. 5000/-
DD/PO No. & Date.....
.....
Name of the Bank & Branch.....
.....

Sr. No.	Description	Rs.
1.	Size of the Diary: Length 8.5 inch, Width 6 inch Total No. of Colored pages: 140 No. of inner pages: 136, Silky Mart paper 70 GSM; Cover Page (Jacket): 04, Gloss 300 GSM	
2.	Work will be completed within days, while accepting all the Terms and Conditions.	

Note:- The work should be completed within specified days as mentioned in the tender after issue of work order. A penalty per day averaged amount of total consideration will be imposed.

(Signature)..... Full Name Full Name of the firm

Firm's Address..... Organization's & Stamp.....

