



FIRST CALL

Limited Tender Document

Printing & Supply of Souvenir of 8th Convocation of Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya, Gwalior -2022

www.rvskvv.net

**Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya
Raja Panoram Singh Marg, Near Akashwani
Gwalior - 474002 (M.P.)**



**Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya
Raja Pancham Singh Marg, Near Akashwani
Gwalior - 474002 (M.P.)**

Tender No.: DFA/8th Con./RVSKVV/2022-23/770 Date 22/09/2022

Notice Inviting Limited Tender

RVSKVV, Gwalior invites sealed short tenders in **SINGLE STAGE, TWO ENVELOPE METHOD**, (Techno-Commercial in one envelope and Financial Bid in another envelope) on behalf of Convenor, Publication Committee, 8th Convocation of RVSKVV-2022, Gwalior for Printing of Souvenir (in English).

It is specified that the Bids are being invited on **Limited Tender basis** from reputed Printers. The Bidder should be located in Gwalior only, where the work should be carried out. The printer must have experience in similar type of work with Central/ State Government Undertaking or other reputed organizations in appropriate class. The tenders complete in all respect should be tendered by registered/ speed post so as to reach on or before September, 2022 at the following address the tender opening date will be 30th of September, 2022:

To

The Dean Faculty of Agriculture
Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya
Raja Pancham Singh Marg, Near Akashwani
Gwalior - 474002 (M.P.)



A	Name of Work	:	1. Multi-colour designing and printing of cover page (both sides) in 10.8x8.5 inches sized Art sheet of 300 GSM. 2. Multi-colour designing and printing of inner pages (both sides) in 10.8x8.5 inches sized Art sheet of 130 GSM. 3. Two colour designing, printing of inner pages in 10.8x8.5 inches sized Art sheet of 130 GSM. (complete bind 300 copies approximate each)
B	Earnest Money Deposit (EMD), <u>Tender fees</u>	:	Rs. 10,000/- (Rs. Ten thousand only) by Demand Draft in favour of " Comptroller, RVSKVV " payable at Gwalior . Rs.1000/- (Rs. One Thousand only) by Demand Draft in favour of " Comptroller, RVSKVV " payable at Gwalior .
C	Time for Completion of Work	:	Within seven days from the date of order.
D	Date & time of opening of Bids	:	05:00 PM on 30.09.2022

Dean Faculty of Agriculture
RVSKVV, Gwalior



TERMS&CONDITIONSOFCONTRACT

1. The sealed tender in Single stage, two envelope method shall be submitted in accordance with underlying instructions and any tender not conforming to these shall be liable to be rejected. These instructions of tender shall form part of the contract on award of work.
2. The tenders shall be submitted in two sealed covers separately i.e. "**Techno-Commercial Bid**" and "**Financial Bid**" superscribed with the name of work, due date of submission, in the following manner: -

a) Techno-commercial Bid(First sealed Envelope):

First sealed cover superscribed as "**Techno-commercial Bid for Printing of Souvenir of 8th Convocation, RVSKVV-2022**" containing the acceptance of Technical specifications of printing and documents as per check list enclosed herewith.

b) Financial Bid(Second Sealed Envelope):

Second sealed cover superscribed as "**Financial Bid for Printing of Souvenir of 8th Convocation, RVSKVV-2022**" containing offered rates (in words & figures both) inclusive of all taxes with details and documents as per check list enclosed herewith.

3. **QUALIFYINGREQUIREMENTS:**

The party should have successfully completed one printing work of Extended Summary/ Annual Report Printing, costing not less than Rs. 1.00 lakh. The tender should also contain the following:

- (a) Copy of Purchase or work order of Rs 1.0 lakh or above value,
- (b) Details about the organization,
- (c) Number of years of experience in the similar field, similar means Similar reports printing,
- (d) Infrastructure and other facilities available with Tenderer to ensure timely completion of the work.

The party should have requisite infrastructure available and shall employ suitable expert for the work on full time basis at Gwalior. If necessary, successful party have to ensure that suitable staff for this job shall also work on Saturdays / Sundays / Holidays as and when required by RVSKVV and all the charges are deemed to be included in the offered price.



4. The job of printing includes frequent proof-reading of Souvenir cum Extended Summary, cover processing, including planning and plate making, text printing complete with photo-composing, processing, checking of dummies with final proofs, printing & supply of Souvenir, etc. The printer would have to accept total responsibility for perfect execution of the job within the stipulated period.
5. The technical offer will be accompanied by Earnest Money Deposit of Rs. 10,000/- (Rs. Ten thousand only) by way of Demand Draft in favour of "**Comptroller, RVSKVV.**" payable at **Gwalior.**
6. The Earnest Money of Rs. 10,000/- (Rs. Ten thousand only) deposited by successful party will be converted as part of Security Deposit for performance of the contract after award of the tender. The earnest money will be refunded to all unsuccessful parties. The Earnest Money will not carry any interest.

All tenders which are received without earnest money will be rejected.

7. Successful party will have to deposit additional amount of Rs.2,500/- (Rs. Two thousand five Hundred only) totaling Rs. 12,500/- (refer clause 5) towards security deposit which will not carry any interest
8. Security Deposit of Rs. 12,500/- (Rs. Twelve thousand five Hundred only) will be refunded to the successful Bidder after satisfactory completion of job.
9. The tender along with its supporting documents shall be in English and / or Hindi language only.
10. The tender shall remain valid for One Year from the date of opening of tender
 - a) Only technically qualified tenders will be eligible to be considered for Financial Bid opening.
 - b) Telegraphic or Tele fax tender(s) or by hand will not be accepted. If delivered by Registered post, it should reach on or before the due date of opening of Bid, RVSKVV shall not be responsible for any loss or delay in transit.
 - c) Before submitting the tender, the party may visit the Dean Faculty Office so as to acquaint themselves with the nature of the work and other necessary information which may affect this offer.
 - d) Prices should be inclusive of all prevailing taxes and the same is required to be mentioned in percentage and value.
 - e) In the event of discrepancy in the rates written in words and the figures, the rates quoted in words will be considered final.

11. If the party fails to comply with the tender conditions, the work shall be got done by RVSKVV at the risk and cost of successful Bidder and its

Signature of Bidder with Stamp

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- responsibility will be fully with the Bidder. In such case, the expenses incurred will be deducted from the payment due to successful Bidder.
12. i) Successful party has to submit 5 (Five) cover designs of Souvenir for approval in case of award of tender.
ii) Successful party has to submit 5 (Five) designs of graphs for Souvenir cum Extended Summary for approval in case of award of tender.
 13. Successful party shall have to submit a draft copy of the printed Souvenir to the RVSKVV, before starting the Print job. The printing will start only after obtaining written approval from this office.
 14. **LIQUIDATED DAMAGES:** The time is the essence of this work, so as to complete in a specified period. The total time allowed for completion of work is 15 days {for total Three Hundred (300) copies} from the date of award of contract. If the party fails to deliver any or all the printing material to the satisfaction of RVSKVV or fails to perform the services within the specified period in the contract, RVSKVV shall, without prejudice to its other remedies available under the offer letter, deduct from the Contract Price, as liquidated damages, an amount at the rate of Rs.250/- per day for the period of delay from the due delivery date to a maximum of 10percent. In addition to this, the Corporation shall also have the right to get the work completed from other sources at the cost, risk and responsibility of the party if the Souvenir are not printed and delivered to this office within the specified delivery schedule.
 15. Successful party shall have to deliver all copies to Office of the Dean Faculty of Agriculture, Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya, Gwalior and the prices shall be deemed to be included with the offer price.
 16. **Payment terms:** Full & final payment shall be made within 30 days of satisfactory completion and delivery of work order after deducting TDS/ WCT wherever applicable.
 17. The Competent Authority reserves the right to reject all or any tender(s), wholly or partly, without assigning any reason whatsoever.
 18. The party should have printing facility in **Gwalior** only where the work should be carried out.
 19. The Tender offer should be submitted as per the checklist for both, Techno-Commercial and Financial Bid.
 20. The rates are to be quoted for 250pages approximately for one souvenir cum Extended Summary. For increased number of pages over and above this 250 pages, rates per page are to be separately quoted in Price Bid and for pages increasing above 250pages shall be additionally paid as per quoted rate.
 21. All the pages of the Tender shall be signed and submitted with offer except the Financial Bid, which shall be separately submitted in second sealed envelope.



22. **EVALUATION CRITERIA:** Bidder quoting the lowest amount for total 500copies of Annual Report shall be awarded the work order.

23. **ARBITRATION CLAUSE:**

All disputes, differences and questions arising out of or in any way relating to or concerning with this tender or subject matter thereof or the representative rights, duties or liabilities of the parties shall be referred to the sole arbitration of the arbitrator appointed by the Competent Authority of RVSKVV or any person nominated by him. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996 (or as amended from time to time). The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the tender shall be suspended on the ground of pending arbitration proceedings. The Arbitration proceedings shall be held in Gwalior.

This tender shall be governed by and interpreted in accordance with the laws of India and subject to jurisdiction of Courts in Gwalior.

For and on behalf of RVSKVV.



TECHNICAL SPECIFICATIONS

- Name of Work** : **Souvenir of 8th Convocation of RVSKVV-2022**
- Number of Copies** : **300 copies**
- Number of pages** : **Text Pages 250(approx.)**
Size of Publication : **"10.8 x 8.5 inches"**
- Paper** :
i. **For Cover**
Multi-colour designing and printing of cover page (both sides) in Art sheet of 300 GSM

ii. **Multi-color Inner Pages**

Multi-colour designing and printing of inner pages (both sides) in Art sheet of 130 GSM
- Printing of Cover** : **4 pages in Multi colour** (Designing of the Cover shall be the sole responsibility of the Printer)
- No of Pages** : **100+52 (Approximately) pages in Multi colour**
- Graph processing (4 colours)** : **4 ±1** (Designing of the Graphs shall be the sole responsibility of the Printer)
- Lamination** : **Thermal Gloss (Front/Back Cover only)**



Special Conditions of Contract:

1. Printer shall have to quote the rates inclusive of typing (if required), composing, plate making, colour text printing, four colours cover design, graphs, scanning cost per photographs for colour, cropping the photo & graph / editing in photo (if required) / finishing / creating the photo (if required), colour dummy both (English version & Hindi version) before Ferro dummy, CD (PDF file and open file of the Annual Report both English & Hindi), binding / stitching, lamination, etc. and any other related aspect of Printing of Souvenir of 8th Convocation of RVSKVV-2022.
2. Printer can visit the office for any clarification before quoting the rates or also through written application at indicated address/email.
3. Tenders (Techno-commercial Bid) not accompanied with samples of Text Paper and Cover sheet, to be used with work order shall be rejected.
4. An incomplete tenders and/or late tender are liable to be rejected. **The party must submit Paper samples of Text Paper and Cover sheet to be used with specifications thereof.**
5. All the valid certificates (as indicated in checklist) should be submitted along with the Techno-commercial Bid, otherwise the tender shall be out rightly rejected.
6. Quality and Style (as approved by RVSKVV) of Text/Letters, should be maintained throughout in all copies of this summery.
7. The RVSKVV will give text material for printing in the form of hard copy, CD (wherever available), photographs, etc. and the same will have to be returned to RVSKVV as per instructions.
8. The RVSKVV reserves the right to decrease or increase the number of pages and /or copies of the Souvenir. The rates, however, for all the items of the work shall remain unaltered.
9. The Competent Authority reserves the right to reject all or any of the tender(s), wholly or partly, without assigning any reason whatsoever.
10. No advance payment shall be given.
11. **Code of Ethics:**

The contract can be cancelled if: Tenderer enters into a contract with the RVSKVV in connection with which commission has been paid to any person(s) or agreed to be paid by him or to his knowledge, unless the particulars of any such commission and the term of payment have previously been disclosed in writing to the Accepting Authority;

or

Offers or gives or agrees to give to any person in service of RVSKVV or to any other person on his behalf any gift or consideration of any kind as an inducement or reward for doing or for bearing to do or having done any act in relation to the abstention or execution of this or any other Contract for the University (RVSKVV);

or

Obtains a Contract with the University (RVSKVV) as a result of ring tendering or other non-bonafide methods of competitive tendering;

Signature
with stamp

Signature of Bidder with Stamp

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Form of Tender

Tender No. DFA/8th Con./RVSKVV/2022-23/.....

Date _____

To

The Dean Faculty of Agriculture
Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya
Raja Pancham Singh Marg, Near Akashwani
Gwalior - 474002 (M.P.)

Sub: Printing of Souvenir of 8th Convocation of RVSKVV-2022

Sir

Having examined the terms & conditions, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver 300 copies of Souvenir of 8th Convocation of RVSKVV-2022 in conformity with the said tender for which the price inclusive of all applicable taxes is quoted in Financial Bid of this tender.

We undertake, if our tender is accepted, to deliver the above document in accordance with the delivery schedule specified in the terms & conditions.

If our tender is accepted, we will deposit additional sum of Rs. 2,500/- (Rs. Two thousand five hundred only) for the due performance of the Work, as specified in the terms & conditions.

We agree to abide by this tender for a period of One year from the date of opening of tender and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

This tender together with written acceptance thereof and notification of award shall constitute a binding Contract between us, with acceptance of all terms and conditions.

We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this.....day of 2022.

.....
(Signature)

.....
(In the capacity of)

Duly authorized to sign tender for and on behalf of

.....
(please specify here Name of the Bidder with complete address of Company and Phone no.)

Signature of Bidder with Stamp

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Check list for Techno-Commercial Bid:

The following documents are required to be submitted along with the Techno-commercial Bid (all self-attested copies):

1. Demand Draft of Rs. 1,000/- in favour of "**Comptroller, RVSKVV.**" payable at **Gwalior** as tender Fee.
2. Demand Draft / Pay order of Rs. 10,000/- in favour of "Comptroller, RVSKVV." payable at Gwalior as Earnest Money Deposit.
3. Copy of valid GST Regn. No./Certificate self-attested.
4. Copy of Permanent Account Number (PAN) self-attested.
5. Copy of Registration certificate of the organization *i.e.* proprietorship, partnership, company, etc. self-attested.
6. Signed sample of Cover page (A4 sized Art Sheet - 300gsm)
7. Signed sample of Text page (A4 sized Art Sheet - 130gsm)
8. Signed sample of Text page (A4 sized Art Sheet - 100gsm)
9. Copy of Reports printed previously along with its proof.
10. A brief note about the Organization.
11. Proof of TAN No. of Works Contract Tax/TAN Number.
12. Copy of one Invoice or work order or purchase order or any other proof as regard to Printing of such type Reports with value of minimum Rs. 1,00,000/- (One Lakh) or above.
13. All pages of this tender with signatures and stamp as acceptance to tender terms & conditions

Check list for Financial Bid:

1. Financial Bid should be duly signed & stamped indicating clear **firm price offer for 300 copies**. It should be inclusive of all applicable taxes and the amount of taxes also to be specified.

**FINANCIAL-BID/PRICE-BID**

S.No.	DESCRIPTION	Souvenir cum extended Summary of 11 th National Seed Congress-2022	
		Approximate pages in one copy	Rate per page (Rs.)
1	Multi-colour designing and printing of cover page (both sides) in "10.8 x 8.5 inches" sized Art sheet of 300 GSM.	4	
2	Multi-colour designing and printing of inner pages (both sides) in "10.8 x 8.5 inches" sized Art sheet of 130 GSM.	152	
A	TOTAL AMOUNT for ONE COPY (in Rs): (S.No. 1+2+3)		
B	TOTAL AMOUNT for 300 Copies (in Rs): for S. No. A		
C	GST (%age) and Amount (in Rs): for S.No. B		
D	GRAND TOTAL (in Rs) for S.No. B+C		

Note: Bidders to quote prices for per page will be applicable in case of extra pages. RVSKVV reserves the right to rationalize it at the time of award of contract and it will be applicable only when pages in one copy exceeds from 152 pages for making additional payment.

Signature & stamp of Bidder

Signature of Bidder with Stamp

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