

# ENGINEERING COLLEGE, AJMER

## TENDER DOCUMENT



Name of work/Supply : - Printing of Various Formats  
Tender Cost : - Rs. 500/-  
Estimated Value of Tender : - Rs. 7.00 Lac  
Earnest Money : - 2% of tender cost (Rs. 14,000/-)

### Schedule for invitation of tender:

a.	Tender Document Uploading on website	:	02 <sup>th</sup> December, 2019
b.	Last date and time for receipt of bids	:	16 <sup>th</sup> December, 2019 at 12:30 PM
c.	Technical Bid Opening Date and time	:	16 <sup>st</sup> December, 2019 at 03:00 PM
d.	Financial Bid Opening Data and time	:	After selected technical Bid

Name & Address of Bidder : - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Period of Completion : - Rate contract for the printing & supply year 2019- 20 & 2020-21

N. I.T. No. : - ECA/ /

PAN No. of Bidder :-

GST No. of Bidder :-

Shop License No. & Valid date :-

**Seal & Signature of Bidder with date**

# ENGINEERING COLLEGE, AJMER

NH-8, Barliya Circle, Ajmer (Rajasthan) Pin code: Tel:+91-0145-2971024,23

E-Mail:[principal@ecajmer.ac.in](mailto:principal@ecajmer.ac.in), principal.eca@rajasthan.gov.in

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## **Notice Inviting E-Tender**

Competitive e-tenders in the prescribed form are invited from authorized suppliers/manufacturers for the “**Printing of Various Formats**” so as to submit through State Public Procurement Portal (SPPP) on or before 16/12/2019 at 12.30 PM. The tender will be opened at 16.12.2019 at 03.00 PM.

**The E.M.D. may be deposited by DD favour of The Principal, Govt. Engineering College, Ajmer payable at Ajmer, without which no tender shall be considered. Cheques are not accepted as earnest money. No interest is payable on the earnest money. The College authority reserves the right of not to accept the lowest or any tender without assigning any reason thereof. The tender details & schedule can be collect from the office of the undersigned on all working days or it can be down loaded from the College website.[www.ecajmer.ac.in](http://www.ecajmer.ac.in). One copy of the Tender document and Addendum, if any, thereto with each page signed and stamped shall be annexed to acknowledge the acceptance of the same upload.**

**The Vendor shall deposit Bid Security (Earnest Money Deposit) for an amount of Rupees Fourteen thousands only in the form of an Account Payee Demand Draft from a commercial bank, in favor of “Principal, Govt. Engineering College, Ajmer”, payable at Ajmer along with the Tender document.**

**The Bid document shall be download and upload on website <http://www.eproc.rajasthan.gov.in> and after uploaded, original copy of tender documents addressed to The Principal, Engineering College, Ajmer, Badliya Chouraha, Near Nareli Jain Temple, N.H. 8, Ajmer, Rajasthan-305025 and sent by speed post along with Tender fee Rs. 500/- and e-procurement fee Rs. 500/- in the name of M.D. R.I.S.L. Jaipur so as to reach the office before the date and time as mentioned above.**

## **DETAILED TERMS & CONDITIONS TO NOTICE INVITED TENDER**

1. The **Printing of Various Formats** Procurement will follow the two bid system through e-procurement.

(A) Must have documents as mentioned below.

- a. Required earnest money.
- b. Original or Duly attested copy of GST certificate (up to last quarter of date of opening tender)
- c. Duly attested copy of GST registration certificate.
- d. Declaration regarding bonafide manufacturer / whole seller / sales distributor / authorized dealer / sole selling agent.
- e. In case the firm does not support its offer with adequate documents or only states "as per tender specifications". This will not be sufficient for the purpose and such offers may be rejected and the financial bid of such tenderers will not be opened in any case and the tender submitted by the firm will be treated as rejected.
- f. Firm offering standard make must also submit copy of certificate from manufacturer / distributor of being an authorized dealer or agent.
- g. Shop Registrations Certificate.

### **PLEASE NOTE:**

- Without earnest money in proper form and documents as mentioned at serial number (a) to (g) as above your offer will not be opened.

### **B. Financial Bid (BoQ):**

- (a) The rates should be quoted in prescribed Performa in Indian National Rupee (INR) only. The same must be signed & sealed.
- (b) All commercial / trade terms and conditions should be mentioned clearly.

3. Each page of terms and conditions of tender should be signed with seal by the bidder.

4. Conditional tender will not be accepted.

5. The supply will be accepted only on College working days in College working hours.

6. College will not be responsible for any postal delay.

7. THE RATES QUOTED SHOULD BE F.O.R EC, AJMER inclusive of all charges e.g. packing, forwarding local taxes, railway freight, transit insurance, for outside firms and free delivery at college stores in the case of local firms.

8. The goods should be supplied & work must be completed within 15 days.

9. Incomplete tenders are liable to rejection, the undersigned reserves the right to reject and accept any or all tenders in part or full without assigning any reason thereof.

10. In case the due date is declared holiday, the tender will be received and opened on the next working day.

11. Detailed specifications and "make-model" of each item should be clearly given supported by the illustrated pamphlets/literature wherever necessary. Quotations without specifying the make & model and other specification may be rejected. The payment will be made after the goods have been received, opened, checked, installed and found to be in order up to our entire satisfaction. The accessories include/required in the equipment should also be clearly mentioned.

12. Loss or damage in transit will be borne by the supplier. The supplier may, if he so desires get the goods insured at his own cost or may include such charges as part of cost of item/equipment.

13. The payment for the ordered items will be made after the articles have been received and found in order. Normally payment shall be made through a crossed cheque of the receipt, installation & testing etc. of all items.

14. Your rates should be valid at least for Three Month from the last date of receipt of quotations / tender.
15. In case of any legal dispute arise, the area of jurisdiction shall be Ajmer only, (not elsewhere) for all legal proceedings for either of party-The college or contractor/supplier.
16. The rates must be quoted items-wise in the Performa given partial tender will not be considered.
17. The Quotations should preferably be sent duly typed.
18. (a) The Penalty Clause is as under:-

Should the tenderer fails to deliver the goods within the period specified in the tender/ purchase order. A Penalty equal to the percentage of the value of stores which the tenderer has failed to supply for period of delay as stated below shall be recovered from the supplier:-

i. Delay up to one fourth period of prescribed delivery	2.5%
ii. Delay exceeding one fourth but not exceeding half of the prescribed delivery period	5%
iii. Delay exceeding half but not exceeding three fourth of the prescribed period	7.5%
iv. Delay exceeding three fourth of the prescribed delivery period	10%

The Purchase officer reserves the right to allow an extension in supply time of goods at his own discretion.
- (b) In case of failure to supply the goods within the prescribed time and in accordance with the specifications given in the Quotations/Tenders, the college shall be free to cancel the order and make purchase from the next higher tenders or from the open market as the case may be. In that case the loss sustained by the college, same shall be recover from the earnest money/or any other pending claim of the supplier without prejudice to its general right to affect recovery from the supplier.

**19 ONLY ONE RATE SHOULD BE QUOTED FOR EACH ITEM, OTHERWISE YOUR TENDER WILL NOT BE CONSIDERED FOR THAT SPECIFIED ITEM AND WILL BE REJECTED.**

Equipments List with Details Specification, technical bid and financial bid in BoQ upload.

- 20 The tender/quotation received after the expiry of the specified date as mentioned will not be entertained.
- 21 Safety and security shall be the responsibility of the supplier/contractor/ firm. The college shall not be Liable for any loss in term of money or life.
- 22 After receipt of full supply in good serviceable condition and replacement/fitting work completed and receipt of bill, the payment will be arranged on bill basis within 15 days.
- 23 Stores required as FOR destination and installation/replacement/fitting works at site i.e. Principal, Engineering College, Ajmer as per specification mentioned.
- 24 The sample of items/equipments will be approved by the college authority failing which order will be cancelled.
- 25 Pre dispatch inspection (PDI) will be carried out by college authority and the expenses for PDI will be bourned by supplier/firm/contractor failing which order will be cancelled.
- 26 Successful bidder will have to confirm the acceptance of order and agreement as per purchase order within 10 days from the issue of this order.
- 27 The Contractual rate of the tender will be valid for two years.
- 28 The number of material is based on an estimated two years which can be either less or more.
- 29 If any terms & conditions not mentioned above tender follow as per GF&AR, SPPP and RPPR rules of Govt. of Rajasthan.

**Seal & Signature of Bidder with date**

# ENGINEERING COLLEGE, AJMER

## Name of E-Tender for Printing of Various Formats

### TECHNICAL BID

1. Earnest Money deposited by DD No. ...., Bank Name ..... Amount ...../- in favor of Principal, Govt. Engineering College, Ajmer.
2. Sales Tax/GST clearance certificate, dated ..... (copy enclosed)
3. Declaration regarding bonafide manufacturer / whole seller / sales distributor / authorized dealer / sole selling agent (Copy Enlosed).
4. Registration certificate under shop act.
5. TIN No. of Firm .....
6. PAN No. ....
7. GST No. ....
8. Work Experience .....
9. Rate Quoted in only BoQ.
10. List of Printing of Various Formats :-

Sr. No.	Items Name	Quantity
1	Cobra file 31 Kg Triplex Including Printing & Lamination	200 Nos.
2	Certificate of Appreciation 17 x 27/4 100 GSM Green	1000 Nos.
3	DD/Cheque send letter (Two Copy) 17 x 27/4 White 80 GSM with Perforation & Numbering	2000 Nos.
4	Envelop window 9" x 4" Maplitho 80 GSM Printed	10000 Nos.
5	Envelop Size: 10 x 14 Cloth Pasted Printed	2000 Nos.
6	Envelop Size: 9" x 4" Maplitho 80 GSM Printed	2000 Nos.
7	Envelop 16 x 12 Cloth Pasted Printed	2000 Nos.
8	Envelop Size: 19 x 15 Cloth Pasted Printed	1000 Nos.
9	Envelop Size: 11" x 5" Maplitho 80 GSM Printed	1000 Nos.
10	Envelop Size: 11" x 5" Cloth Pasted Printed	1000 Nos.
11	Exam copy 12 Page Printed (Paper quality A Grade Mill 68 GSM Size: 9" x 11")	1.5 Lakh
12	Expenditure Estimate 17 x 27/4 80 GSM Both Side	1000 Nos.
13	Receipt Book N S/Society (1+1)	50 Nos.
14	Note sheet pad Ledger Paper 17 x 27/4 80 GSM	300 Pad
15	Office File Green 27.1 Kg. Printed	5000 Nos.
16	Student attendance register 10 x 15	400 Nos.
17	Admission Form	2000 Nos.
18	Document Receipt	2000 Nos.
19	Identity Card	2000 Nos.
20	Transfer Certificate	15 Pad (100 Pages)
21	Hostel Form	10 Booklets of 100 Pages each
22	Undertaking by the Parent	10 Booklets of 100 Pages each
23	Undertaking by the Hosteller	10 Booklets of 100 Pages each
24	Engineering College Ajmer Girls Hostel	10 Booklets of 100 Pages each
25	Single Side Print Paper A/4 70 GSM	Per Thousand
26	Both Side Print Paper A/4 70 GSM	Per Thousand
27	Single Side Print Paper FS 70 GSM	Per Thousand

28	Both Side Print Paper FS 70 GSM	Per Thousand
29	NEFT/Online Receipt Book	05 Nos.
30	Invitation Card 4" x 6" / 100 GSM	500 Nos. P Y
31	Visiting Card	1000 Nos.

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**Yours faithfully**

**Seal and Signature** \_\_\_\_\_

**Name of the enderer** \_\_\_\_\_

**M/s** \_\_\_\_\_

# ENGINEERING COLLEGE, AJMER

## Name of E-Tender for Printing of Various Formats

### FINANCIAL BID/BOQ

Note: Following is the indicative list of minimum items required for Supply of Printing Materials for Engineering College, Ajmer.

A) For: Engineering College Ajmer:

Sr. No.	Items Name	Quantity	GST	Rate with including GST
1	Cobra file 31 Kg Triplex Including Printing & Lamination	200 Nos.		
2	Certificate of Appreciation 17 x 27/4 100 GSM Green	1000 Nos.		
3	DD/Cheque send letter (Two Copy) 17 x 27/4 White 80 GSM with Perforation & Numbering	2000 Nos.		
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27	Single Side Print Paper FS 70 GSM	Per Thousand		
28	Both Side Print Paper FS 70 GSM	Per Thousand		
29	NEFT/Online Receipt Book	05 Nos.		
30	Invitation Card 4" x 6" / 100 GSM	500 Nos. P Y		
31	Visiting Card	1000 Nos.		

**Note:-**

- a) Quantity can be increased and decreased as per requirement.
- b) The price quoted must include 1 year Onsite warrantee/services.
- c) If required separate sheet should be used for more details.

I further affirm that I have read and fully understood the tender notice and agree to abide by all the terms and conditions laid therein, which are being signed in token of my acceptance. In case, I fail to abide-by the conditions or to carry on the contract to the entire satisfaction of the ECA, Ajmer and will be liable to the penalties mentioned in the terms and conditions.

Seal and Signature\_\_\_\_\_

Name of the Tenderers\_\_\_\_\_

M/s\_\_\_\_\_