

SHORT TENDER NOTICE

Notice inviting tenders for printing of 1000 copies of research journal 'Gandhi Samagra' of Jamshedpur Women's College, scheduled to be published on 2nd October 2020 on the occasion 150th birth anniversary of Mahatma Gandhi.

The sealed tenders should reach the following address not later than 3.00 PM on 21 -09-2020 and will be opened same day at 3.30PM.

The Principal, Jamshedpur Women's College, Bistupur, Jamshedpur, Jharkhand-831005.

Sealed Quotations are invited from the established Printers in two parts (i) Technical Bid and (ii) Financial Bid for following printing work of research journal 'Gandhi Samagra, of Jamshedpur Women College, Jamshedpur, Jharkhand . Technical Bid should contain all technical details/documents as mentioned in Annexure-I .

The L-1 will be decided on the basis of lower rate.

The Technical Bid and Financial Bid should be kept in two separate sealed envelopes. Both envelopes should be put in a third envelope addressed to *The Principal, Jamshedpur Women's College, Bistupur, Jamshedpur, Jharkhand-831005.*

Envelop should be duly sealed and super scribed "Tender for Printing of "Gandhi Samagra" and send to **The Principal, Jamshedpur Women's College, Bistupur, Jamshedpur, Jharkhand-831005.**, during the office hrs. from 10 AM. to 5.00 PM and until 21.09.2020. The rates quoted should be inclusive of all taxes.

Technical Bid : The documents/information required in Technical Bid is listed at Annexure I to this tender document. Technical Bid should be placed in a separate envelope and following should be boldly super scribed on the top of the envelope: "Technical Bid for Designing & printing work of 'Gandhi Samagra'

Financial Bid: The rate for the work will have be quoted on the basis of Annexure II and to be placed in the second sealed envelope and the following line in bold should be written on the top of it : "Financial Bid for Designing & printing work of 'Gandhi Samagra'".

Along with the tender for a demand draft of Rs. 5000/- (Rupees five thousand only) drawn in favour of 'Jamshedpur Women's Collage must be accompanied, otherwise the quotation will not be considered.

The general term and conditions are given in Annexure III.

In case the tender found to be submitted without the sample of the paper as well as the security deposit, the collage reserves the right to rejection any or all quotations without assigning any reasons thereof. The printed copies of the publictaion are to be positively delivered within 5 calander days (excluding the time taken by the the Collage for the final

approval of the final proof) of placing of the print order. If the printed copies are not delivered in time, penalty will be imposed as per annexure-IV.

Each page of Tender Form is to be duly completed, stamped and signed by the printer.

Jamshedpur Women's College reserves the right to accept or reject any quotations without assigning any reason on valid grounds. Tender received after due date/time will not be accepted.

Principal
Jamshedpur Women's College
Jamshedpur, Jharkhand

Annexure- I**Technical Bid**

I. Bidders are required to submit the Technical Bid in the format with documents as required:

- a. Name & address of the printing press. (i) Whether firm is Limited/Pvt. Ltd./ Proprietary
- b. Name, address, contact telephone number and email address of representative of the printing press.
- c. Details of Bank Account: (i) Name & address of the Bank (ii) Account No. (iii) IFSC Code (iv) Branch Code (v) (Photocopy of a cancelled cheque to be attached)
- d. Copies of documents relating to PAN / GST / TIN.
- e. Copies of Income Tax Returns for last two years.
- f. Copies of Balance Sheets of last three years 2016-17, 2017-18 & 2018-19 may be placed.
- g. Name of five organizations/PSUs/other reputed establishments or cultural institutions for which the agency is doing printing jobs, along with copy of work orders.
- h. Samples (at least one copy each) of similar printing jobs done by the firm for its clients. Similar nature of work shall mean printing of Magazine / House Journals / Periodicals / Annual Report / Books etc. Earnest money deposit (EMD) of Rs.5,000/- (Rupees five thousand only) shall be submitted along with the offer, in the envelope containing the "Technical Bid". The EMD shall be in the form of a crossed bank draft/pay order drawn in favour of Jansgedpur Women'S College , payable at Jamshedpur
- i. Any tender NOT accompanied by the EMD shall be summarily rejected.

II. Financial Bid will be opened only of those tenderer who has technical qualified.

Annexure II

Specifications of the Gandhi Samagra to be printed

1. **Discription:** Printing of Research Journal ‘Gandhi Samagra’
2. **Size:** 8.26”X11.69”
3. **Binding:** Side glue binding
4. **Quantity:**1000(One thousand)Copies
5. **No of pages :** Manuscript will be of 120 pages (back to back) The manuscript has to be rearranged by using Coral Draw/Page Makers. In the process total number of copies may increase or decrease. The manuscript contains coloured photos
6. **Additional Pages:** No additional pages will be paid upto 2(Two) pages beyond 120 pages and go no reductaion in charges will be made in the charges, if the number of pages are less than 2 pages.
 - ii)Beyond the above limits rebate for reduction in pages or charges for increase in pages will be calculated on pro data basis, while making payment to the printer.
7. **Style of printing :** Entire printing is to be done through off-set process. Printing should be of high quality and of international standerd.
8. **Delivery period:** The printed copies are to be positively delivered within 5 (five) calander days (excluding the time taken by the college in approval of final proof) of placing of the print order.
9. **Paper and colour scheme:** i) Cover page-Art card of 250 GSM of superior quality. Four pages of cover in multi-colours printing and laminated
 - ii) Introductory/Message pages- Art card of 130 GSM in multi colour printing. National emblem golden embossed on message pages. National emblem golden embossed on message pages.
 - iii) Text pages- Art card of 130 GSM in black and white printing. Prices: The lump sum price shall be inclusive of , interalia, entire materials, the opertaions involved, taxes etc.
10. **Penalty:** It the printed copies of the publication are not delivered in time, penalty will be imposed as per annexure III

I agree to abide by all the terms and conditions of the contract(As given in the Annexure II and penaly clauses(As given in Annexure III) if the contract is given to me /my firm. I have attached the bank draft of Rs. 5000/-(Rs five thousand only) towards earnest money as required by the Jamshedpur Women’s College, Jamshedpur, Jharkhand.

(Signature and name of the printer)

(With seal, date, Registraion No. TIN /GST/Udhyog Aadhar No, Telephone No. and complete postal address)

Annexure III

GENERAL CONDITIONS OF THE CONTRACT Printing of Research Journal 'Gandhi Samagra'

1. Responsibility of the Printer for executing the Contract.

- i. Timely delivery is the essence of the contract.
- ii. The printer shall print and deliver the journal in clear and legible type, form and style and with other fit and proper materials in good and workman like manner, and by the process specified, and where a sample is supplied, in accordance therewith. If execution of the job is not in accordance with specifications and/or terms and conditions, inter alia, the leaflets supplied are liable to be rejected without any compensation and/or any penalty including forfeiting the security deposit and/or black listing of the printer and/or any other penalty as deemed fit by the Jamshedpur Women's College will be imposed on the printer. The decision of the Principal, Jamshedpur Women's Collage this regard shall be final and binding on the printer.

2. Subletting and assignment:

- I. The contractor/printer shall not sub-let, transfer or assign the contract or any part thereof or any interest therein or any benefit or advantage thereof in any manner.
- II. The contractor, 'printer shall, whenever called upon to do so, give full particulars and information with regard to any work in hand and shall also permit the authorized representative of Jamshedpur Women's Collage Implementation. or any other official deputed by the collage to inspect the printer's premises at all reasonable times to verify the statements. The printer shall give assistance and information as may be required by him /her in connection with any contract or contracts.
- III. The printer at his/her own cost will arrange all the equipments, materials and other things/services etc. necessary for printing, inter-alia. The Jamshedpur Women's Collage will provide only manuscript (both hard and soft copies).
- IV. Different colours of quality inks are to be used as per the layout supplied.
- V. The proof reading/checking will be done by the printer himself with a view to ensure 100% error free work. However, the final proof will be given for approval to the Collage. After getting such a proof for approval, if the collage finds that the press has not done proof checking properly so as to ensure error /deficiency free work, the press may be penalized to an extent and in a manner as deemed fit by the collage.
- VI. A soft copy having the printed copy in PDF /Page Maker formats will be supplied by the printer along with delivery of printed copies to the collage so that the publication can be soon put up on website of the Collage. No additional payment will be made to printer for such CD/pen-drive having the printed copy in pdf /page-maker/cds formats.
- VII. The printer shall be responsible for all loss, destruction, damage or deterioration of the printed materials for any cause whatsoever at any stage

- of printing or are in the course of transit from the printer to the consignee.
- VIII. The printer shall do the printing and deliver printed materials in accordance with the condition of the contract at the time and the place and in the manner as specified in the letter of acceptance of the tender. The printer shall comply with the instructions that the collage may issue from time to time.
- IX. The time specified for delivery of final proofs or completion of the order shall be strictly adhered to and time in this respect shall be deemed to be the essence of the contract. If the time schedule is not adhered to and the job is delayed during proofing, printing or dispatching , inter-alia the penalty will be imposed as per annexure-III, for reasons other than those beyond printer's control and/ if the quality of papers/cards etc. used and quality of printing etc. is not as per specifications agreed to, the Collage shall be entitled to exercise following options:-
- a) to cancel the order without any financial repercussion on the part of the purchased towards any expenses incurred by the tendrer in connection with the printing of the material/report and/or
 - b) to forfeit the Security deposit and/or
 - c) black list the primer and/or
 - d) to recover from the printers, liquidated damages by way of penalty as competent authority and/or
 - e) any other penalty as deemed fit by the college.
- X. The Principal , Jamshedpur Women's College shall have the power to determine the scale of deduction in such case and his/her decision shall be final and binding on the printer.
- XI. In the event of work being wholly rejected, the principal, Jamshedpur Women's Collage may at his/her own discretion either ;
- a. permit the primer to re do the same within such time as he may specify at printer's own cost which shall include the cost of paper and other materials, inter-alia and or
 - b. arrange to get the additional work done elsewhere and by any other person or from any other source than the printer, in which case, the amount of extra cost , of any, shall be paid by the printer.
- XII. After the work has been completed, the bill for the work in triplicate prepared on the basis of the accepted rates should be submitted to the Jamshedpur Women's Collage for payment together with receipted delivery vouchers for the supplies make.

Signature of the Printer

Name:

Address:

Telephone No:

e-mail address: Date and stamp of the firm

Registration No.

Annexure: IV

PENALTY CLAUSE

Printing of Research Journal 'Gandhi Samagra'

Period of Delay	Penaly
For 1-2 days	1% of the admitted amount of the bill
3-7 days	5 % of the admitted amount of the bill
More than 7days	10 % of the admitted amount of the bill

Signature of the Printer

Date:

Name:

Address:

Telephone No:

E-mail address

Stamp of the firm

Registration No.

TIN/GST/PAN.

Signature of the Accepting Authority

Along with date and stamp (on behalf of Jamshedpur Women's College, Jamshedpur)

Annexure- IV