

Rashtriya Sanskrit Sansthan (Deemed University)

Jaipur Campus, Triveni Nagar,
Gopalpura Bypass, Jaipur-302018

Ad.No.09/2018

Dated : 16-12-2018

Tender Document

Sub.: "Inviting Bids for Printing Work

Sir/Madam,

1. The Rashtriya Sanskrit Sansthan, Jaipur Campus Triveni Nagar Gopalpura Bypass, Jaipur-302018 is an autonomous body and a Society registered under Societies' Registration Act, 1860.
2. Running under Ministry of MHRD Govt. of India. The Campus is imparting Sanskrit Education and undertakes, aids, promotes and co-ordinates research in Sanskrit learning including teachers' training.

Sealed competitive Bids are invited by the Sansthan's, Jaipur Campus Jaipur from the reputed and registered Service Provider Firms for providing service.

Address/Location of the Building: Rashtriya Sanskrit Sansthan

(Deemed University)

Jaipur Campus Triveni Nagar

Gopalpura Bypass, Jaipur-302018

2. Printing items are Required:

S.No.	Name of the Items	Size	Approximate Quantity	Rate per pad/Book
1	Performa (Both size printing)	<u>17 x27</u> 2		
2	Performa (Both size printing)	<u>17 x27</u> 4		
3	Performa (One size printing)	<u>17 x27</u> 4		
4	Performa (One size printing)	<u>18 x22</u> 6		
5	Letter Head (Double Color Printing] Royal Executive	A-4 size		

	Bond paper)			
6	Jayanti Patrika (Cover Page Art Paper Multicolor) Cover page 300 GSM, Color page 130 GSM Inside black ink	<u>20 x22</u> 4	800 (Approx. 300-450 page)	
7	File Cover (With One piece tag & with printing Seerpur Mil 32 KG	<u>20 X 30</u> 8		

8	Invitation Card (Single Color) with Envelope		350 per Programme	
9	Invitation Card (Double Color) with Envelope		350 per Programme	
10	Invitation Card (Multi Color Color) with Envelope		350 per Programme	
11	Student Identity Card (with Plastic Cover and Card)		1000	
12	Certificate (Double Colour)	09 X 11 11	300	
13	Student Attendance Register	17 X 27 4	500 (with 24 page)	
14	Envelope (Double Colour)	11 x 5	1000	
15	Book Pocket Library		5000	
16	Card Pocket Library Plastic		1000	
17	Card Library(Small)		5000	
18	Book Slip for Library		5000	
19	Teaching, Non-Teaching Staff & Contractual/Guest Teaching Identity Card		Approx.80 Nos	
20	Parisar Sandesh		Approx. 350 Nos	
21	Shiksha Sandesh		Approx. 350 Nos	
22	Cash Receipt Book			

3. Quoted price:

(a) The Bidder shall deposit Rs.30000/- in the form of Bank Guarantee valid for 90 days after the date of submission of bids or DD/Pay order drawn in the favour of Principal, Rashtriya Sanskrit Sansthan, Jaipur Campus, Jaipur payable at Jaipur as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

(b) The selected firm has to furnish performance security in the form of Bank Guarantee for an amount of 10 percent of the value of the contract valid for fourteen months from the date of award of the contract or Demand Draft/Pay order drawn in favour of the Principal, Rashtriya Sanskrit Sansthan, Jaipur payable at Jaipur. The performance security shall be submitted within 10 days from the date of notification of awarding the contract to the selected agency.

(c) Telex of Facsimile Bids is not acceptable.

4. Each Bidder must submit only one Bid.

5. Validity of Bid:

The bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of Bids.

6. Terms and Conditions:

- (a) The service supply shall be disbursed through NEFT/RTGS at Rashtriya Sanskrit Sansthan, Jaipur Campus, Jaipur in the presence of representative of the Jaipur Campus of the Sansthan after satisfactory supply of Printing work.
 - (b) Procurement of supply in question will be subject to the provisions of procurement of services as contained in the General Financial Rules 2017.
 - (c) The indenting office shall have absolute right to reject the bid without assigning any reason.
1. उपरोक्त सभी सामग्रियों के नमूने संस्थान कार्यालय में (शनिवार एवं रविवार को छोड़कर देखे जा सकते हैं।
 2. प्रोफार्मा एवं अन्य प्रकार के काली स्याही में मुद्रण होने वाली सामग्री में 70 ग्राम मैफलिथो पेपर का इस्तेमाल किया जायेगा।
 3. निर्धारित समय के बाद प्राप्त निविदा को स्वीकार नहीं किया जायेगा।
 4. अंतिम प्रूफ प्रिन्ट आर्डर के लिये संस्थान द्वारा नामित व्यक्ति के पास भेजना होगा तथा संस्थान द्वारा उक्त प्रूफ के अनुमोदन के उपरान्त ही फाइनल मुद्रण किया जायेगा।
 5. मुद्रण आदेश के पश्चात् मुद्रित सामग्री को 10 दिन की अवधि में उपलब्ध करानी होगी। मुद्रणकर्त्ता के कार्य पर विलम्ब होने पर सामान्य वित्तीय नियमों के प्रावधानों के अनुसार परिनिर्धारित हानि की राशि वसूली योग्य होगी।
 6. मुद्रण में प्रयुक्त होने वाले कागज आदि का नमूना निविदा के साथ संलग्न करना होगा।
 7. निविदा में प्रस्तुत करने वाले निविदादाताओं को निविदा के साथ अर्नेस्ट मनी/बिड सिक्योरिटी के रूप में प्राचार्य, राष्ट्रिय संस्कृत संस्थान, जयपुर परिसर, जयपुर को अनुमानित राशि का 5 प्रतिशत रु.30,000/- राशि का डिमाण्ड ड्राफ्ट संलग्न करना होगा।
 8. सफल निविदादाता द्वारा सिक्योरिटी डिपाजिट/परफोरमेन्स सिक्योरिटी के रूप में अनुबन्ध की अनुमानित राशि का 10 प्रतिशत की राशि प्राचार्य, राष्ट्रिय संस्कृत संस्थान, जयपुर परिसर, जयपुर को देय द्वारा ड्राफ्ट जमा कराना होगा।
 9. निविदादाताओं द्वारा अपने पेन/टिन/जीएसटी नम्बर की प्रति निविदा के साथ संलग्न करानी होगी।
 10. सफल निविदादाताओं को निविदा की स्वीकृति के 07 दिन के अन्दर परफोरमेन्स सिक्योरिटी की राशि जमा करानी होगी।

11. सफल निविदादाता द्वारा निविदा स्वीकृत होने पर कार्यादेश का अनुसरण नहीं किये जाने पर उसके द्वारा जमा कराई गई अर्नेस्ट मनी/बिड सिक्योरिटी की राशि जब्त कर ली जायेगी।
12. निविदादाता द्वारा कार्य संतोषजनक रूप से नहीं किये जाने पर संस्थान द्वारा कार्यादेश निरस्त कर उसकी परफोरमेन्स सिक्योरिटी की राशि जब्त कर ली जायेगी।
13. उपरोक्त दरें निविदा स्वीकृत तिथि से एक वर्ष के लिये मान्य होगी।

7. Evaluation of Bid:

The indenter will evaluate and compare the bids determined to be substantially responsive i.e. which are properly signed, and conform to the terms & conditions in the following manner:

The bid will be treated as non-responsive if following documents are not attached:

(a) Brief profile of the firm and evidence to establish that bidder has successfully executed contracts of similar nature and magnitude in the last 3 (three) years along with an attested copy of the valid registration.

(b) PAN/GST/TIN Number photo copy

(c) The Bidder shall deposit Rs 30000/- in the form of Bank Guarantee valid for 90 days after the date of submission of bids or DD/pay order drawn in favor of Principal, Rashtriya Sanskrit Sansthan, Jaipur Campus, Jaipur Payable at Jaipur as Earnest Money along with the bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

(d) The bidder shall have registration certificate with GST.

The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder. But quality of the service will be priority.

Copy of valid registration certificate as printing supplier .

8. Award of Contract:

(a) The indenter will award the contract to the bidder whose bid has been determined to be substantially responsive and who has offered the lowest price and the selected firm has to furnish performance security in the form of Bank Guarantee for an amount of 10 percent of the value of the contract valid for fourteen months from the date of award of the contract or Demand Draft/Pay order drawn in favor of Principal, Rashtriya Sanskrit Sansthan, Jaipur Payable at Jaipur. The performance security shall be submitted within 10 days from the date of notification of awarding the contract to the selected agency/Firms.

(b) The indenter prior to the expiration of the bid validity period will notify the bidder whose bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.

(c) Notwithstanding the above, the indenter reserves the right to accept or reject all bids and to cancel the bidding process and reject all bids at any time prior to the award of the contract.

9. Last date and time of receipt of Bids:

You are requested to submit the sealed bids super scribed on the envelope as "Bids for providing supply of Printing work in Rashtriya Sanskrit Sansthan, Jaipur Campus, Jaipur on Service/supply Charge basis" latest by **01.01.2019 by 5.00 PM**. The tenders will be opened **02.01.2019 at 4.00 PM Rashtriya Sanskrit Sansthan, Jaipur Campus, Triveni Nagar Gopalpura Bypass, Jaipur 302018** in the presence of bidders on last date of submission of tenders. If the last date of depositing and opening of tenders happens to be declared Holiday. Then the tenders will be a deposited/opened on the next working day, other terms and conditions and the time schedule remaining unchanged. An earnest money of **Rs. 30000/- (Rupees Thirty Thousand Only)** is to be deposited along with tender document.

The indenter looks forward to receive the bid in the format of bid attached only and appreciate the interest of the service/supply provider in the Rashtriya Sanskrit Sansthan, Jaipur Campus, Jaipur.

Yours Faithfully,



Name : (Prof. Arknath Choudhary)
Designation : Principal

For and on behalf of the Rashtriya Sanskrit Sansthan, Jaipur Campus, Jaipur.

Note:

1. In case of discrepancy between unit price and total price, the unit price shall prevail.
2. Being an educational Institute the indenting office is exempted from payment of service tax.

We agree to provide the above service/supply of printing including material and to abide by the terms & Conditions contained in the Bid Document and also agree to enter into the agreement in the format enclosed. Bid security of Rs..... (Rupees) is furnished herewith vide bank draft No.....Dated.....drawn on.....

(Bidder)

Signature

Name of the agency