



SHAHEED BHAGAT SINGH COLLEGE

(UNIVERSITY OF DELHI)

Sheikh Sarai, Phase-II, New Delhi, Delhi-110007

Ph.: 011-29250306, Fax: 011-29257472, Website: _

www.sbsc.in

TENDER DOCUMENT

Limited Tender Enquiry No. SBSC/2152 Dated 19.06.2017

TITLE: For printing of College Magazine 'VANI' for Shaheed Bhagat Singh College,
(University of Delhi) Sheikh Sarai, Phase-II, New Delhi, Delhi-110007

Start date for submission of the Tender Form	19.06.2017
Last Date & time for submission of tender Form	26.06.2017 by 1:00 P.M.
Date and time of opening of Technical Bids	26.06.2017 at 3:00 P.M.
Date and time of opening of Financial Bids.	26.06.2017 at 3:00 P.M.

CONTENTS

- I. Notice Inviting Limited Tender
- II. Instructions to the Tenderers
- III. Format for Technical bid
- IV. Format for Financial/Price bid

Limited Tender Enquiry No. SBSC/ 2152 Dated 19.06.2017

I. NOTICE INVITING LIMITED TENDER

SBSC invites sealed tenders from reputed printers for printing the College Magazine 'VANI' as per the specifications mentioned below:

Numbers of Copies	1500
Size	8.25 x 11 inches
Total number of pages	150-160 (inside magazine) + 4 pages cover
Printing	Four Colour
Paper	130 GSM Gloss (Sinarmus)
Binding	Perfect
Cover	300 GMS Gloss Paper (Thermal gloss lamination + Leaf Printing)

1. Bids are invited from reputed printer in two bid system i.e., "Technical Bid" & "Financial Bid" addressed to the Principal, Shaheed Bhagat Singh College, Sheikh Sarai (Triveni), New Delhi-110017. Prescribed tender form containing Terms & Conditions is available on the college website www.sbbsc.in
2. Tender document can be downloaded from www.sbbsc.in and a bank draft of Rs. 10000/- in favour of Principal Shaheed Bhagat Singh College payable at New Delhi must be enclosed as EMD while submitting the duly filled in tender document. The last date of submission of tender form shall be 26/06/2017 till 1:00 p.m. No tender form shall be accepted after the last date and scheduled time.
3. Complete designing of the magazine will be done by the printer.
4. One final dummy copy of the magazine will be provided by the printer before printing.
5. Minimum 02 colour proof will be provided by the printer before the final dummy.
6. Tenders should be sealed and superscribed "**Tender for printing College Magazine 'VANI'**" and addressed to:

**Principal
Shaheed Bhagat Singh College Sheikh
Sarai, Phase-II, New Delhi-110017**

7. The tenders will be **opened on 26.06.2017 at 3:00 P.M.** hrs. in the presence of the intending printers/representatives who may desire to attend.
8. In case the date of opening of the tender happened to be on a day which is subsequently declared as holiday, then the same will be opened on the next working day at the same time and venue. The printer agrees and undertakes to bear all taxes, rates, charges, fees, levies or claims, whatsoever, as may be imposed by the State, Central Government or any local body or authority.

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9. The tenderer must enclose adequate documents to prove their authorization claim, the authority letter should include the details of printers regarding their full address, contact person, e-mail address, fax No. and address of the website and if not enclosed, the college reserves the right to accept or reject the tenders of these agencies. The decision of the College regarding this will be final and shall be binding on tenderer.
10. SBSC reserves the right to reject /accept any or all the tender(s) without assigning any reason whatsoever.
11. SBSC reserves the right to award the contract to deserving parties either in full or in parts. The decision of SBSC shall be final and binding.
12. SBSC reserves the right to change the specifications, terms & conditions of the tender at any stage before commencement of contract.
13. SBSC reserves the right to terminate the contract in unavoidable circumstances beyond control of college, without stating any reason, whatsoever, and without any notice.
14. Bids should be complete in all respects and incomplete bids shall be summarily rejected.
15. Any falsification/suppression of information could lead to the disqualification of the tenderer.
16. Any tenderer found influencing, canvassing in any form or intimidating is liable for disqualification.
17. The payments to the successful printers are subject to all statutory deduction, e.g. deduction of Income-Tax at source etc., as are applicable at the time of payment.
18. The tenderer should submit his offer in two separate envelopes i.e. in first envelop with superscription

“ENVELOPE NO. 1 (TECHNICAL INFORMATION/BID), TENDER FOR PRINTING COLLEGE MAGAZINE ‘VANI’,

And

“ENVELOPE NO. 2 (FINANCIAL/PRICE BID), TENDER FOR PRINTING COLLEGE MAGAZINE ‘VANI’

16. Envelope no. 1 shall contain the Following:
 - I. Duly filled tender Form
 - II. PAN Card copy
 - III. EMD in the form of Demand Draft amounting to Rs. 10,000/- in favour of the Principal, Shaheed Bhagat Singh College, Sheikh Sarai Phase 2, New Delhi-17.
17. Envelope no. 2 shall contain **PRICE BID**

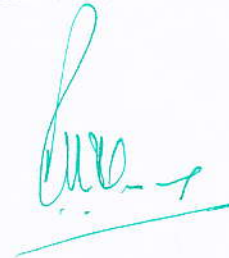
II. INSTRUCTIONS TO THE TENDERERS/TERMS & CONDITIONS:

1. Tenders must be submitted giving complete details using enclosed tender papers.
2. The entire schedule of the tender should be quoted and the rate quoted should be unconditional, failing which the tender bid will be rejected.
3. Each page of the Tender should bear the signature, date, name and designation of the person signing the offer and a rubber stamp indicating the name, of the firm or Company.
4. Bids containing alterations will not be considered, unless authenticated by the authorized signatory.
5. The rates should be written both in figures and in words and if there is any discrepancy between the two, the lowest amount will only be taken into account.
6. Bids, which do not comply with the above conditions, are liable to be rejected.
7. SBSC shall be under no obligation to accept the lowest quoted tender and shall be entitled to reject any tender if the committee thinks so in the interest of the college.
8. The College Magazines have to be supplied before 10.07.2017



III. TECHNICAL BID

I.	PAN No. (with Copy)
II.	Name of the printer/supplier:
III.	Signature of the printer/supplier
IV.	Capacity in which signing (proprietor/ authorised signatory)
V.	Full address of the printer with seal/Stamps:
VI.	Place: -



IV. FINANCIAL BID

Sno.	Particulars	Amount
1.	Per Magazine in Rs.	
2.	Taxes	
3.	Any other charges	
4.	Total	
Amount in figures :		

Name of the Printer/supplier:

Full address of the Printer/supplier with seal

