

**Request for Proposal (RFP) for Printing & Supply of University
Diary- 2024**



**Dr. Babasaheb Ambedkar Technological University,
Lonere-Raigad, Maharashtra, India**



डॉ. बाबासाहेब आंबेडकर तंत्रशास्त्र विद्यापीठ, लोणेरे

Dr. Babasaheb Ambedkar Technological University, Lonere

विद्याविहार, लोणेरे - रायगड ४०२ १०३ (महाराष्ट्र) Vidyavihar, Lonere - Raigad 402 103 (Maharashtra)

Tel: (02140) 275142 Student Helpline: 02140 - 275212

Website: www.dbatu.ac.in, E-mail: registrar@dbatu.ac.in

NO. DBATU/Registrar Office/Diary/2023-24/2974

Date: 29/11/2023

30 NOV 2023

Request for Proposal (RFP) for Printing & Supply of University Diary – 2024

Seal Tenders are invited for "University Diary 2024" by the undersigned from professionally managed and experienced Printing Press, reputed Diary Manufacturers registered with DAVP having technical expertise and sound financial background and who have modern and automatic machinery for printing, stitching and binding under one roof/compound. Blank Tender forms will be issued in the office of Registrar during 29th November, 2023 to 11th December, 2023 between 10.00 a.m. to 01.00 p.m. on working days by way online payment mode SBI Current Account No. 11252385015 or DD public sector bank favoring The Registrar, Dr. Babasaheb Ambedkar Technological University, Lonere, payable at SBI, Mangaon (Bank Code 0276).

Alternatively, the form can also be downloaded from our website www.dbatu.ac.in. The last date of receipt of completed tender forms is 11th December 2023 to 5.00 p.m. Tenders will be opened on 12th December 2023 at 4.00 p.m. Right to reject any or all tenders without assigning any reason thereof is reserved by the University.

Description	Cost of Blank Tender	Time Limit
Printing and Supply of University Diary 2024	Rs. 200/-	12 days

Registrar

Address for communication, submission of Bid and place of opening tender offers:

The Registrar,
Dr. Babasaheb Ambedkar Technological University, Lonere.
"Vidyavihar", AP Lonere, Tal : Mangaon
Dist: Raigad, Maharashtra, INDIA
PIN : 402103
Phone no: +91-2140-275142
Email: registrar@dbatu.ac.in

Address for Communication:

The Registrar,
Dr. Babasaheb Ambedkar Technological University, Lonere
"Vidyavihar", AP : Lonere, Tal : Mangaon
Dist: Raigad, Maharashtra, INDIA
PIN : 402103
Phone no: +91-2140-275142.
Fax No: +91-2140-275440
Email:

Annexure-I

Quotation for printing of University Diary for the year 2024

Pre-qualification criteria

A list of Qualifying Requirements (QRs) and the supportive documents that need to be submitted by the Printer is given below. Any Printer not meeting any of the following QRs or not submitting any of the documents shall be summarily disqualified. Only those printers who satisfy all the Qualifying Requirements and submit requisite documents will be eligible as per the process.

- i. The Printer shall be in business for at least three years. (updated Certificate issued under Shop & Establishment Act to be enclosed with Technical bid).
- ii. It should have clients like banks, Govt. Institutions, Financial Institutions/large corporate to its credit (present and past),
- iii. Printers must have had successfully executed individual customers order for supply of more than 1500 Diaries per year in the past 3 years.
- iv. The track record of the bidders shall be clean and they shall not have any involvement in illegal activities or financial frauds.
- v. The printer must not have been disqualified by Government or Corporate or some Public Sector Bank, during the last three years.
- vi. The printer shall have integrated capability for undertaking such jobs i.e. designing and printing under the one roof , photo typesetting in both Marathi and English, colour processing, web-offset printing, 4 colour printing, sheet-fed printing in four colours and spiral binding with metal hanger or as per suitable requirements etc.
- vii. The bidders who provided unsatisfactory performance earlier or who was awarded the contract earlier but refused to continue the contract will be not eligible for this contract.
- viii. The printer must have capacity to complete delivery of all copies, in a staggered manner, within eight days from strike order. (Self-Certification on the Letter head signed by the Authorized Signatory).

Annexure - II
(A) Terms & Conditions of the Quotation

1. Quotations not accompanied by documentary evidence in respect of any items indicated in Pre-qualification criteria (indicated above) will not be considered and will be rejected forthwith.
2. Quotations received after the prescribed time and date will not be considered and rejected forthwith. Decision of University in this regard shall be final, conclusive and binding on the bidders.
3. University reserves the right to amend/ modify the tender document or issuing any corrigendum to the bid process.
4. Any effort by the vendor to influence the tender process may result in forthwith rejection of the vendor's bid.
5. The successful bidder shall be required to submit the first lot of proofs within one day from the date of release of manuscript, and the corrected proofs on the day of indicating corrections. The printer shall get approved the colour and design of Diary from the Authorized person appointed by the University. The proof for inside material of diaries shall be submitted to and approved by University.
6. No increase in cost shall be considered for any reason unless there is a change in the number of pages. However, in case the number of copies or number of pages are less than those indicated herein the University shall get the proportionate benefits of the quote given for the indicative numbers.
7. Bidders will be responsible for all taxes (GST) and levies.
8. The work order issued to the successful bidder shall be accepted within 3 days from the date of issue of work order.
9. Any delay in delivery or failure to supply requisite numbers of copies of Diaries as per agreed quality and specifications will entitle the University to invoke penalty clause or even cancel whole/part of the order. In the event of cancellation of the order, the University shall not be liable to pay any amount including the cost incurred by the bidder/printer to execute the job and the bidder shall not be entitled to recover from the University any amount by way of damages, loss or otherwise for such cancellation of the order but at the same time the University shall be entitled to recover the loss, which it may incur on account of non-delivery of items as per quality and quantity.
10. The University does not bind itself to accept the lowest or any quotation and reserves the right to reject all or any bid or cancel the quotation without assigning any reason, whatsoever. The University also reserves the right to re-issue / re- commence the Quotation. Any decision of the University in this regard shall be final, conclusive and binding on the bidders.
11. Tenders not accompanied by documentary evidence in respect of any items indicated in Pre-qualification criteria (indicated above) will not be considered and will be rejected

forthwith. Conditional tenders, who stipulate conditions contrary to the conditions given in the tender document, are also liable for rejection.

12. The selected printer shall provide certificate that all the copies of the Diary have been printed using desired quality of paper and that overall production quality is as per design, specification, etc.

13. **Payment procedure**

- a. No advance payment will be made for executing the work order.
 - b. Payment would be made after the delivery of the Diaries at specified locations and on production of supporting evidence of delivery and on satisfactory completion of the work and on presentation and verification of the Bill. Income Tax etc. will be deducted at source (TDS) from the bills as required under I.T. Act.
 - c. No interest charges or any other charges shall be payable except the rate quoted for the required number of copies.
 - d. No escalation in the rates will be accepted/ entertained.
14. The printer shall (whether or not he responds to this tender notice) treat the details of the documents as secret and confidential
 15. Specifications of the items for which rates are invited are mentioned in the Annexure III. The job of printing of diaries, binding as per specification and properly packing in suitable material shall be treated as one bucket and assigned to the printer who is selected as per the decision of the University
 16. The printer shall pack the quantity of Diary, as may be indicated by the University and deliver the packs to the courier/transport agency selected by the University for dispatch of the Diaries to the University.
 17. The printers who participate in the quotation shall clearly state that they have read the above terms and conditions and accept the same.
 18. Bidders shall satisfy pre-qualification criteria and general terms and conditions to qualify in the Technical Bid.
 19. **The printer shall furnish samples of paper specified by the University for printing of diary. The printer shall also furnish specimens of their other printer materials (four-colour) on paper specified by us for printing of the diary. These shall be furnished along with Technical Bid.**
 20. The printer shall have the capacity to complete delivery of all copies, in a staggered manner, within eight days from the strike order.
 21. The University reserves the right to split the order or combine the order.
 22. **Quantity indicated is an estimate and may undergo change to the extent of (+/-) 10-20%.**

23. The bidder shall bear all costs associated with the preparation and submission of its bid and the University shall, in no case, be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process including cancellation or abandonment of the bidding process.

24. It should be clearly stated whether **GST** Insurance Freight or packing and forwarding charges, or any other taxes and duties etc. leviable.

Signature of the authorized person: _____

Name of the signatory (_____)

(In block capital letters) :

Seal of the company:

Date:

Place:

Annexure – III

Technical Specification/Financial bid format

Sr. No.	Description of Diary- 2024	Approx. Qty. Req.	Approx. Rate per/ Each	Approx. Total Cost (Rs.)
1	<p>Supply of University Diary - 2024 with flap (Including Designing & Printing)</p> <ul style="list-style-type: none">• Diary size : ¼ Crown Size (6 x 8.5 Inch, standard size with flap), Hard case with section sewing and perfect binding, 4 color & 2 Color Printing with Paper,• Cover :<ul style="list-style-type: none">A. Type A: (1350 Diary): 4 Pages four color printing (One side printing) on 170 gsm natural shade Art Paper, Thermal Mat Lamination, Spot UV, pasting on 2mm Kappa board with 1.75 inch magnetic strip (flap)B. Type B: (500 Diary): Lather Cover with embossing and magnetic strip (Other specifications will be same)• Inside pages: Apprx. 208 pages in which 196 pages with two color (Black & Cyan) and 12 pages with four color printing on 80 gsm, (6 x 8.5 Inch) Sudarshan Chakra Brand paper, Manufactured by the West Coast Papers Mill Ltd or equivalent quality brand.• Binding : Hardcase with section sewing and perfect binding, with head and tail band.• Inline Operations :• Bookmark : Silver or White color thread with card printing on front and back side.• Printing, Gallery material and Dummy copy must be approved before binding the diaries.	1350 Nos.		
2.	Diary Cover /Envelop with one color print for postage purpose.	500 Nos.		
Total Cost In words Rupees:				

- Note:**
1. Please quote for unit rate for color pages/photo pages separately so that payment for the increase or decrease in the quantity of the respective pages over and above the specified quantities can be decided.
 2. Experience of printing will be preferred.
 3. Quantity of Diary may vary according to requirement.

(Signature of the authorized person)
(Name and address of the Bidder in Block capital letters)

Seal of the Company:

Date:

Place:

Printer Information

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

Sr. No	Item	Details
1.	Name of the Company	
2.	Postal address	
3.	Office address	
4.	Telephone/Mobile and Fax numbers	
5.	Details of contact person: Name, designation, Email ID, Telephone No.	
6.	Constitution Individual/Partnership/Company	
7.	Name and designation of the person authorized to make commitments to the Bank	
8.	Year of commencement of Business	
9.	Turn over of the company (Audited) (not of group)	
	F.Y. 2020-21	
	F.Y. 2021-22	
	F.Y. 2022-23	
10.	Profit of the company (Audited) (not of group)	
	F.Y. 2020-21	
	F.Y. 2021-22	
	F.Y. 2022-23	
11.	G. S. T Number	
12.	Income Tax. Number (PAN)	
13.	Infrastructure: Description of machinery, facilities for production, inspection, testing and quality assurance (Details be enclosed) I. Qualified Personnel II. Other Staff III. Details of Machinery: a) Printing b) Binding c) 2 Hi Speed Automatic Sewing Machine: Available /No d) Automatic Case making Machine: Available/No	
14.	Names and addresses of the principal bankers with whom major credit facilities (Fund/non-fund) are being enjoyed (Also mention names of the banks in consortium, names of the contact officials of the bank, phone & fax numbers etc.)	
15.	Name of Companies/ Banks for which similar job work has been done in previous year along with specimen copy of Diary.	