



तेजपुरविश्वविद्यालय/ TEZPUR UNIVERSITY

(केंद्रीयविश्वविद्यालय/A Central University)

कुलसचिवकार्यालय/OFFICE OF THE REGISTRAR

तेजपुर-784028 :: असम/ TEZPUR-784028 :: ASSAM

NOTICE INVITING BID

Bids in **02 Bid System (Technical and Financial)** are invited from experienced registered parties/firms/Printing Press for Printing of Newsletter of Tezpur University.

Please read the Bid document carefully before participating. It shall be deemed that submission of bid by the bidder has been done after their careful study and examination of the Bid terms with full understanding to its implications. Any lack of information shall not in any way relieve the bidder of its responsibility to fulfill its obligations under the Bid.

The University will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, the Purchase Order. Fraudulent Practice means a misrepresentation of facts in order to influence a procurement process and includes collusive practice among bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive Tezpur University of the benefits of free and fair competition. Corrupt Practice means offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of this purchase execution.

For any queries/doubt please contact the Stores & Purchase Section (e-mail: snp@tezu.ernet.in),/ Public Relations & Information, Tezpur University (e-Mail: prio@tezu.ernet.in) or in the email id mentioned in the GeM Bid.

GENERAL TERMS & CONDITIONS:

1. There is requirement of 500 copies of the Newsletter in each editions.
2. The rates should be exclusive of taxes and applicable tax in percentage should clearly be indicated.
3. **Quotations should be accompanied by:**
 - i) An **EMD (2% of bid value)** (in the form of Demand Draft/Banker Cheque) for **Rs. 3200/-** (Rupees Three Thousand Two Hundred) only drawn in favor of Registrar, Tezpur University, payable at Tezpur. **No request for consideration of earlier deposited EMD will be considered.**
 - ii) **Bidders who are MSME/NSIC registered** needs to furnish a "Bid Security Declaration" (format enclosed at Annexure – I) **in lieu of EMD** accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for a period of three (03) years from participating in any future bid invited/published by Tezpur University. **Bidders who are MSME/NSIC registered seeking exemption from payment of EMD are to submit valid documents in support of their claim.** Bidders seeking exemption are asked to clearly mention the category under which exemption is claimed. **The category of exemption under MSME/NSIC will be strictly adhered to.**
 - iii) **The original copies of the EMD/Bid Security Declaration should be deposited/submitted/reach the office of the undersigned before opening of the Bids in an sealed envelope superscribed as "EMD/Bid Security Declaration for Printing of Newsletter through GEM bid vide No. (_____Dt. _____), addressed to the Deputy Registrar-GA, Tezpur University. Failure to do so may result in rejection of the bid.**

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4. Applicable levies, surcharge and discounts should be clearly indicated item wise.
5. The rates should be quoted along with supporting documents of specifications and technical features and list of users.
6. The bid must be accompanied with supporting documents and / or literature.
7. Proprietary items should be quoted with sole Manufacturer/ Distributorship certificate.
8. Payment will be made after delivery of Newsletters.
9. The University reserves the right to accept or reject any or all the quotations without assigning any reason.
10. Irresponsive/ incomplete quote will be rejected.
11. All communication relating to the NIQ may be made to Deputy Registrar-GA, Tezpur University.
12. Apart from the above terms and conditions the University has the right to include any other terms and conditions as and when felt necessary.
13. The University is exempted from paying Custom and Excise duty.
14. No Advance payment will be made.
15. **Rates:** Rates quoted should be on **FOR Tezpur University, Napam, Tezpur, Door Delivery Basis**, for indigenous items and **CIP Tezpur University, Napam, Tezpur or Delivered Duty Paid**, for imported item. Failure to comply with this term may lead to rejection of the quotation.
16. **GST:** As per Gol Notification No. 47/2017 dated 14.11.2017 GST% for Public Funded Research Institution or a University has been reduced to 5%. Hence, reduced rate of GST shall be paid if applicable on the ordered items. Exemption Certificate will be provided on request.
17. The rates should be exclusive of taxes and applicable tax % should be clearly indicated.
18. **Validity of Quotation:** Quoted rates must be valid for at least **180 days** from the last date of submission of quotation.
19. Applicable levies, surcharge and discounts should be clearly indicated item wise.
20. **Dealership Certificate:** Dealers or Agents quoting on behalf of Manufacturer must upload valid dealership certificate.
21. **Quality Certificates:** Valid certificate to prove that the products are genuine and of international standard, as mentioned below, must be uploaded: (a) Manufacturer's certificate; (b) ISO/ISI certificate.
22. **Payment:** 100% payment after successful delivery, installation and commissioning (if required in the scope of supply) and acceptance by the user.
23. **PENALTY FOR DELAYED DELIVERY:** The date of delivery should be strictly adhered to. In the event of delayed delivery, installation & commissioning, the vendor shall be liable for a penalty deduction as per prevailing rule.
24. The University is exempted from paying Custom and Excise duty.
25. Warranty/Guarantee applicable if any, period should be specifically mentioned in the quotation.
26. Irresponsive/incomplete quote will be rejected.
27. **Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the tender bids submitted by vendors will not be binding on Tezpur University.
28. **Enquiry during the course of evaluation not allowed:** No enquiry shall be made by the bidder(s) during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative (Tezpur University) can make any enquiry/seek clarification from the bidders. In such a situation, the agency shall

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extend full co-operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period notice, as such the bidders have to be ready for the same.

Termination for default: Default is said to have occurred.

- If the equipment or any of its component is found having poor workmanship, faulty designs, poor performance and bad quality of materials used.
- If the supplier fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by Tezpur University.
- If the supplier fails to perform any other obligation(s) under the contract.
- Under the above circumstances Tezpur University may terminate the contract / purchase order in whole or in part and forfeit the EMD/PBG as applicable. In addition to above, Tezpur University may at its discretion also take the following actions: Tezpur University may procure, upon such terms and in such manner, as it deems appropriate, goods similar to the undelivered items/products and the defaulting supplier shall be liable to compensate Tezpur University for any extra expenditure involved towards goods and services obtained. Besides, the Vice-Chancellor, Tezpur University, and reserves the right to impose any other form of penalty as deemed fit including blacklisting of the vendor.

Scope of Work

Language	English
Size	¼ size (8.5 inch X 11 inch)
Issue	Quarterly
##No of pages	24 pages (pages may vary)
Paper	170 gsm cover/back page. Inside-90 gsm/Glossy
Printing	Multicolour
Binding	Centre staple
No of Copies	500

30. Selection criteria:

i. Evaluation Criteria:

To ensure that each bidder has the necessary qualifications and resources to fulfill its obligations under the contract, the following criteria shall be evaluated. The Eligibility, Financial, Experience & Support criteria should be passed before the technical criteria. Technical criteria will be evaluated and ranked by the award of ACCEPT and/or REJECT. Only the ACCEPTED vendors will be considered for price bid. In case a joint venture makes a bid, any one of the members of the joint venture need to be qualified for each of the criteria mentioned below.

Other Terms & Conditions:

- The firm must have adequate experience of publishing Newsletters, coffee table book, magazines etc. of Central Govt Ministry/Department/Commission/Constitutional bodies. Copies of such publication done by the agency during the last 3 years must be provided.
- The firm must be from NE region of India having a functional office at Assam with complete infrastructures with Fully automatic machineries for printing.
- Experience: The firm having adequate experience of 5 years and annual turnover not less than **Rs. 10,00,000/- (Ten Lakhs)**. Copies of the relevant documents in support should be enclosed. ITR return of last 05 years may be submitted.
- The Agency shall provide an e-copy for every edition of the Newsletter for uploading on the

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Tezpur University website.

- e. Although the University shall publish the Newsletter quarterly, however, there may be some special editions.
- f. Sample paper to be used in printing should be enclosed with tender.
- g. The defective or damaged printed material if any, will have to be replaced by the agency free of cost.
- h. The Agency shall dispatch the Newsletter to the desired destination within 5 days of final printing. The list shall be provided by the University. The delivery receipt alongwith tracking no shall be submitted to the University alongwith the printing invoice.
- i. **** The bidder to provide Per Page Cost breakdown as pages may very depending on some editions.**
- j. The University will not pay any advance to the agency. Payment will be made only after satisfactory completion of the job and submission of bills after each successful printing of the editions.
- k. The contract shall be awarded initially for one (1) year and subject to satisfaction of the University may be extended for two more years. However, if the performance is not satisfactory, the University reserves the right to terminate the contract.

ii. Technical Criteria

Technical bids will be evaluated and ranked by the award Accepted & Rejected. The price bids of Accepted vendors would then be considered by the concerned Purchase Committee of the institute.

Delivery Period

31. The agency shall deliver the hard copies within 05 **Days** of finalization of the design for each editions.

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Deputy Registrar-GA
Tezpur University



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Technical Specifications cum Compliance Report

(To be submitted on Company's/Firm's Letterhead Signed and Sealed)

Items: TU Newsletter

Item	Detail Specifications	Description	Agreed: Yes/No	Remarks: If any
TU Newsletter	Size	¼ Demy		
	Pages	24 (approx.)		
	Cover Page	170 GSM Art Paper & Glossy		
	Back Page	170 GSM Art Paper & Glossy		
	Inside Pages	90 GSM & Glossy		
	Binding type	Centre Staple		
	Formatting and design	As per Committee's satisfaction		



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नाक' द्वारा 'ए+' ग्रेड प्राप्त, एनआईआरएफ रैंकिंग में भारत के शीर्ष 100 विश्वविद्यालयों में स्थान प्राप्त
NAAC Accredited with "A+" Grade, Amongst India's Top 100 Universities in NIRF Ranking

Annexure-I

(To be submitted on Company's/Firm's Letterhead signed and sealed)

Bid-Security Declaration Form

Date: _____

Bid No. _____

To *(insert complete name and address of the purchaser)*

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of three year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

(a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

(b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: *(insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).*

Name: *(insert complete name of person signing he Bid Securing Declaration)*

Duly authorized to sign the bid for an on behalf of: *(insert complete name of Bidder) Dated on*

_____ day of _____ *(insert date of signing)*

Corporate Seal *(where appropriate)*

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid).