



**MAHATMA GANDHI CENTRAL UNIVERSITY**

# **TENDER NOTICE**

**FOR**

**PRINTING OF UNIVERSITY PROSPECTUS, ANNUAL  
REPORT, JOURNALS, MAGAZINES & BROCHURES, etc.**

On behalf of the Vice Chancellor, Mahatma Gandhi Central University, sealed tenders are invited for Printing of University Prospectus, Annual Report, Journals, Magazines and Brochures etc from the experienced and well established Offset printers. The tender documents (non-transferable) along with detailed specifications and terms & conditions available on MGCU website [www.mgcub.ac.in](http://www.mgcub.ac.in) can be downloaded and used. Note the following important dates.

#### IMPORTANT DATES

1.	Date of Commencement of Tender	06th April, 2017
2.	Last Date and Time for Receipt of Tender	26th April, 2017 at 4.30 P.M.
3.	<b>Tender opening Date</b>	<b>27th April, 2017 at 3.00 P.M.</b>

The Tender Documents for items will be on two-Bid System consisting of Technical Bid and Price Bid. The Tender Documents will be submitted item-wise in two separate sealed covers clearly mentioning on the envelope the details of items for which bid is submitted. Any firm may bid for any number of items against the purchase of Tender Document but each offer must be item-wise in two bid cover enclosing item-wise EMD with Technical Bid.

The tender documents (non-transferable) along with detailed specifications and terms & conditions (available on) can be obtained from MGCU website [www.mgcub.ac.in](http://www.mgcub.ac.in). Forms can be downloaded and used along with payment of non-refundable tender price as mentioned below. The Tender price may be paid in the form of Bank Draft in favour of OSD (Administration), Mahatma Gandhi Central University payable at Motihari.

- a) Price of Tender Document: Rs. 1000/- (One Thousand, Non-refundable)
- b) Date of commencement Tender : 06th April, 2017
- c) Last date and time for receipt of Tender document : 26th April, 2017 at 04.30 P.M.
- d) The tender should be addressed to the undersigned and should be delivered in person or sent by registered post so as to reach the University office at " The OSD (Administration), Mahatma Gandhi Central University of Bihar, TempCamp Zila School Campus, Motihari-845401, **on or before 26th April, 2017 at 4.30 P.M.** No tender will be accepted after the due date and time.

All Tender Documents must be accompanied by the Bid Security Form/Earnest Money Deposit (Refundable) of RS. 50,000/- only (Rs. Fifty Thousand only) being equivalent to 2% of estimated cost of each item. The Earnest Money Deposit is to be paid in the form of Bank Draft in favour of the OSD (Administration), Mahatma Gandhi Central University payable at Motihari. The Bid Security Form/Earnest Money Deposit Bank Draft must be enclosed with Technical Bid. The details of Bank Draft Number of Earnest Money Deposit must be endorsed on top of envelope containing Technical Bid (EMD must be submitted separately for each item).

The University shall not be responsible for any delay in receiving Bids/sending of Tender Document by post. The University reserves the right to accept or reject any bid, without assigning any reason thereof. No correspondence in this regard will be entertained. Earnest Money shall be forfeited in case it is found at any stage that information/particulars regarding supply of tendered item(s) are false.

OSD (Administration)

**The following conditions need to be followed for submission of the tender:**

1. The Annexure-I,II,III,IV,V and Annexure-VI must be submitted in the prescribed format, complete in all respects, duly sealed and signed by the authorized signatory, must be submitted on/before 26<sup>th</sup> April,2017at 4.30 P.M.
2. Tender should be submitted in two sealed envelopes as specified earlier.
3. All the envelopes shall be addressed to “The OSD (Administration)/ The Registrar, Mahatma Gandhi Central University of Bihar”.
4. The last date to submit the tender in all respects, duly sealed and signed by the authorized signatory to the office of the " The OSD ( Administration )/ The Registrar, Mahatma Gandhi Central University of Bihar, 'TempCamp' Zila School Campus, Motihari-845401, East Champaran" on/ before 26th April, 2017 at 4.30 P.M. through registered / Speed Post/ Courier / in person.
5. The university will not be responsible for postal or any other delays in receipt of tender.
6. Tenders received after due date will not be considered.
7. No overwriting, corrections or cutting is permitted.
8. Interested printers are advised to keep a watch on the University website for any related information in this regard.
9. **The Tender will be opened on 27th April, 2017 at 3.00 P.M.**
10. If number of tenders received is inadequate, it will be re-advertised.

**11. Liquidated Damages:**

Subject to GCP Clause 23, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as penalty, a sum equivalent to 1% per week and the maximum deduction is 10% of the contract price of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance. Once the maximum is reached, the Purchaser may consider termination of the Contract pursuant to GCC Clause 22.

**12. Risk Purchase:**

In the event of the bidder/supplier's failure to supply the ordered items of furniture/stores of acceptable quality in the scheduled delivery period or the services as per the contract, the university reserves the right to procure the furniture's or services from any other source at the bidder's/supplier's risk and cost. Any difference in the cost on this account will be sole responsibility of the supplier and the cost incurred so will have to be borne by supplier. Further the university shall retain the right of forfeiture of performance security and or any other actions as deemed fit.

**13. Performance Security:**

13.1 The successful bidder shall furnish Performance Security in the form of a Demand Draft/Pay Order/Bank Guarantee (as per the Proforma annexed)/FDR factoring the OSD (Administration), Mahatma Gandhi Central University, Motihari and duly discharged in his favour in advance for an amount in INR equal to 10% of the Purchase Order value to ensure due performance of the contract within twenty-one (21) days or earlier from the date of receipt of communication from the Institute informing “Acceptance of Bid”.

13.2 In case of Bank Guarantee the same shall be established by a Scheduled Bank in India.

- 13.3 The Performance Security shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the Purchase Order including CMC/Warranty period.

**14. Payment:**

- 14.1 100% of the total payment shall be released within 30 days from the submission of bill after receipt of stores, inspection report and after “ensuring verification of the performance security @ 10% of the Purchase Order value.
- 14.2 Payment from purchaser shall be made by electronic fund transfer to the supplier’s account by NEFT or RTGS for which purpose suppliers are executed to submit their complete bank details.
- 14.3 Disputed amount on which clarification is required may be held up till the time matter is sorted out. However, rest of the amount shall be released by due date.
- 14.4 Payment will be released after due completion of suppliers against the order. In case of part Supplies, payment shall not be released unless the order is short-closed by the competent authority.

**15. Force Majeure:**

- a. Notwithstanding the provisions of GCP, the Supplier shall not be liable for imposition of liquidated damages or termination for default, if and to the extent, that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- b. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- c. If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.16.
16. MGCU will notify the name of successful bidder in writing through a registered letter or fax or email about the acceptance of his/her Tender. The Letter of Acceptance will be treated as Contract.
17. The rate contract will be valid initially for a period of one year from the date of award of the contract/agreement. However, the same can be extended by the University on the same terms and conditions subject to satisfactory performance of the agency.
18. Final ready to print file will be provided by the university.
19. Unsealed envelopes or unsigned pages of Annexure-I,II,III,IV,V and Annexure-VI will not be considered.
20. The Vice-Chancellor of Mahatma Gandhi Central University reserves the right to accept or reject any tender, in whole or in part thereof without assigning/specifying any reason thereof.

21. The quantity shown in Annexures are only tentative as the actual quantity may increase or decrease as per the requirement from time to time.
22. The University may ask to supply the Total ordered printed material in lots as per the requirement from time to time.
23. All disputes arising out of this contract shall be subjected to the jurisdiction of Motihari Court.

**Technical Bid (Annexure-I)**

1. Brief Description of the Company - Name of the Company, Complete address, Telephone Number, Fax number, Email Address, Details of the Contact Person of the printer
2. Enclose a Demand Draft as Tender fee of Rs.1000/- favoring" The OSD (Administration)/, Mahatma Gandhi Central University" payable at Motihari.
3. Enclose a DD/Bank Draft/FDR as Earnest Money Deposit of Rs.50,000 /- of estimated tender value favoring "The OSD (Administration), Mahatma Gandhi Central University" payable at Motihari.
4. Registration Number/certificate of the Printing press. (copy to be enclosed)
5. TIN NO. and PAN CARD of the Company/ individual. (copy to be enclosed)
6. Income Tax Clearance Certificate of last 3 years. (copies to be enclosed)
7. Audited financial statements for the last 3 Years. (copies to be enclosed)
8. The Company should have an average annual turnover of minimum Rs. 1.00 Crore (One Crore Only) for the last 3 financial years. (Certified copies of Return to be enclosed)
9. The printing press should have an Experience of minimum 10 years.
10. Paper for printing is to be procured by the press and shall be as per the specifications indicated in this tender above. Sample of the paper proposed to be used will require to be submitted in a prescribed manner along with the Technical bid and certifying by the printer. The quality of paper and printing must be at par with the specifications mentioned in this Tender Document otherwise the Tender agreement can be cancelled immediately. (Sample to be enclosed)
11. Self attested undertaking that the firm has never been black listed by any Government Department, Ministry, Organization/PSUs etc.(copy to be enclosed)

I agree to abide by the Terms and Conditions

Date: .....

Place:.....

Signature and Seal of the Authorized Signatory

Full Name:.....

Designation:.....

Name of the Printing Press:.....

## Financial Bid (Annexure-II)

### PART- I

### PROSPECTUS PRINTING

S.NO.	DESCRIPTION OF WORK	Quantity	Rate in Rs. (per page) (Exclusive of Tax)	VAT /Taxes	Total Price (Inclusive of Tax)
1)	Printing of University Prospectus  <b><u>Technical Specifications:</u></b>  (a) <b>Size of Paper:</b> A4 (b) <b>Text Paper:</b> 100 GSM matt paper (c) <b>Cover Paper:</b> 300 GSM art card (d) <b>Printing:</b> 4 Color offset printing and Single color offset printing (e) <b>Binding Section:</b> Perfect Binding (f) <b>Lamination:</b> Outer cover only (Thermal Matt) (g) <b>Quantity:</b> 4000 copies of Prospectus (h) <b>Total Pages:</b> 100 per copy(approx) (60 Black and White pages and 40 Color pages)	4000 (Approx)			

- **All Taxes should be mentioned separately. Taxes as applicable will be paid extra.**
- **No Packing and Transportation Charges will be paid extra.**
- **The agency should quote Destination Price at Mahatma Gandhi Central University of Bihar, 'TempCamp' Zila School Campus, Motihari-845401, East Champaran**

I agree to abide by the Terms and Conditions.

Date: .....

Place:.....

**Signature and Seal of the Authorized Signatory**

Full Name:.....

Designation:.....

Name of the Printing Press:.....

## Financial Bid (Annexure-III)

### ANNUAL REPORT PRINTING

S.NO.	DESCRIPTION OF WORK	Quantity	Rate in Rs. (per page) (Exclusive of Tax)	VAT /Taxes	Total Price (Inclusive of Tax)
1)	Printing of University Annual Report (Bilingual)  <b><u>Technical Specifications:</u></b>  (a) <b>Size of Paper:</b> A4 (b) <b>Text Paper:</b> 100 GSM matt paper (c) <b>Cover Paper:</b> 300 GSM art card (d) <b>Printing:</b> 4 Color offset printing and Single color offset printing (e) <b>Binding Section:</b> Perfect Binding (f) <b>Lamination:</b> Outer cover only (Thermal Matt) (g) <b>Quantity:</b> 200 copies of Annual Report (h) <b>Total Pages:</b> 100 per copy(approx) (60 Black and White pages and 40 Color pages)	200(App rox)			

- **All Taxes should be mentioned separately. Taxes as applicable will be paid extra**
- **No Packing and Transportation Charges will be paid extra.**
- **The agency should quote Destination Price at Mahatma Gandhi Central University of Bihar, 'TempCamp' Zila School Campus, Motihari-845401, East Champaran.**

I agree to abide by the Terms and Conditions

Date: .....

Place:.....

**Signature and Seal of the Authorized Signatory**

Full Name:.....

Designation:.....

Name of the Printing Press:.....



## Financial Bid (Annexure-IV)

### MAGAZINES PRINTING

S.NO.	DESCRIPTION OF WORK	Quantity	Rate in Rs. (per page) (Exclusive of Tax)	VAT/Taxes	Total Price (Inclusive of Tax)
1)	Printing of University Magazines  <b><u>Technical Specifications:</u></b>  (a) <b>Size of Paper:</b> A4 (b) <b>Text Paper:</b> 100 GSM matt paper (c) <b>Cover Paper:</b> 300 GSM art card (d) <b>Printing:</b> 4 Color offset printing and Single color offset printing (e) <b>Binding Section:</b> Perfect Binding (f) <b>Lamination:</b> Outer cover only (Thermal Matt) (g) <b>Quantity:</b> 500 copies of Magazines (h) <b>Total Pages:</b> 100 per copy(approx) (60 Black and White pages and 40 Color pages)	500 (Approx)			

- **All Taxes should be mentioned separately. Taxes as applicable will be paid extra**
- **No Packing and Transportation Charges will be paid extra.**
- **The agency should quote Destination Price at Mahatma Gandhi Central University of Bihar, 'TempCamp' Zila School Campus, Motihari-845401, East Champaran.**

I agree to abide by the Terms and Conditions:

Date: .....

Place:.....

**Signature and Seal of the Authorized Signatory**

Full Name:.....

Designation:.....

Name of the Printing Press:.....

## Financial Bid (Annexure-V)

### JOURNAL PRINTING

S. NO.	DESCRIPTION OF WORK	Quantity	Rate in Rs. (per page) (Exclusive of Tax)	VAT /Taxes	Total Price (Inclusive of Tax)
1)	Printing of University Journals  <b><u>Technical Specifications:</u></b> (a) <b>Size of Paper:</b> A4 (b) <b>Text Paper:</b> 80 GSM maplitho paper (c) <b>Cover Paper:</b> 300 GSM art card (d) <b>Printing:</b> 4 Color offset printing and Single color offset printing (e) <b>Binding Section:</b> Perfect Binding (f) <b>Lamination:</b> Outer cover only (Thermal Matt) (g) <b>Quantity:</b> 500 copies of Journals (h) <b>Total Pages:</b> 100 per copy(approx) (60 Black and White pages and 40 Color pages)	500 Nos.(Approx) Per Issue			

- **All Taxes should be mentioned separately. Taxes as applicable will be paid extra.**
- **No Packing and Transportation Charges will be paid extra.**
- **The agency should quote Destination Price at Mahatma Gandhi Central University of Bihar, 'TempCamp' Zila School Campus, Motihari-845401, East Champaran.**

I agree to abide by the Terms and Conditions.

Date: .....

Place:.....

**Signature and Seal of the Authorized Signatory**

Full Name:.....

Designation:.....

Name of the Printing Press:.....

## Financial Bid (Annexure-VI)

### BROCHURES' PRINTING

S. NO.	DESCRIPTION OF WORK	Quantity	Rate in Rs. (per page) (Exclusive of Tax)	VAT /Taxes	Total Price (Inclusive of Tax)
1)	Printing of University Brochures'  <b><u>Technical Specifications:</u></b> (a) <b>Size of Paper:</b> A4 (b) <b>Text Paper:</b> 80 GSM maplitho paper (c) <b>Cover Paper:</b> 300 GSM art card (d) <b>Printing:</b> 4 Color offset printing and Single color offset printing (e) <b>Binding Section:</b> Perfect Binding (f) <b>Lamination:</b> Outer cover only (Thermal Matt) (g) <b>Quantity:</b> 500 copies of Brochures	500 Nos.(Approx) Per Issue			

- **All Taxes should be mentioned separately. Taxes as applicable will be paid extra.**
- **No Packing and Transportation Charges will be paid extra.**
- **The agency should quote Destination Price at Mahatma Gandhi Central University of Bihar, 'TempCamp' Zila School Campus, Motihari-845401, East Champaran.**

I agree to abide by the Terms and Conditions.

Date: .....

Place:.....

**Signature and Seal of the Authorized Signatory**

Full Name:.....

Designation:.....

Name of the Printing Press:.....