

**INVITATION OF BIDS
FOR
PRINTING OF 6TH EDITION OF COLLEGE MAGAZINE
(REFLEXIA-2022)**



Last Date and Time of Submission: 11/04/2023 upto 04:00 PM

**J.N. GOVT. ENGINEERING COLLEGE
SUNDERNAGAR, DISTT. MANDI, HIMACHAL PRADESH
Telephones: 01907-267199, 267688, 267632, Fax: 01907 - 266811
Website: www.jngec.ac.in**



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INVITATION OF BIDS
FOR
PRINTING OF 6TH EDITION OF COLLEGE MAGAZINE
(REFLEXIA-2022)

BID REFERENCE : JNGEC/STR/REFLEXIA-2022

LAST DATE AND TIME FOR RECEIPT OF BIDS : 11/04/2023 upto 04:00 PM

TIME AND DATE OF OPENING OF BIDS : 12/04/2023 at 11:00 AM [Technical Bid]
12/04/2023 at 03:00 PM [Financial Bid]

PLACE OF OPENING OF BIDS : O/O Director-cum-Principal,
J. N. Govt. Engg. College, Sundernagar
Distt. Mandi (H.P.) Pin- 175018

ADDRESS FOR COMMUNICATION : Director-cum-Principal,
J. N. Govt. Engg. College, Sundernagar
Distt. Mandi (H.P.) Pin- 175018

INVITATION FOR BIDS

Date : 18/03/2023
Bid Reference : JNGEC/STR/REFLEXIA-2022

Director-cum-Principal, J. N. Govt. Engg. College, Sundernagar, Distt. Mandi (H.P.) Pin-175018 invites sealed bids/tenders for printing of 6th edition of college magazine (Reflexia-2022), the estimated detail is given below:

Sr. No.	Particulars	Earnest Money Deposit (EMD)
1.	Magazine with printed coloured pages with following specifications; (a) Size of Page: Letter Size 8.5 inches x 11 inches (b) Binding : Center Binding (c) Inner Coloured Pages on 90 GSM Glossy Art Paper: 124 Pages Both Sides (d) Coloured Cover Pages on 300 GSM Art Paper with Coloured Lamination: 4 Pages Both Sides	₹ 4,000.00 (₹ Four Thousand Only) Refundable

- (a) Price of bidding document : (₹ 500.00) (₹ Five Hundred Only)
(non-refundable)
- (b) Last date and time for receipt of bid : 11/04/2023 upto 04:00 PM
- (c) Time and date of opening of bids : 12/04/2023 at 11:00 AM [Technical Bid]
12/04/2023 at 03:00 PM [Financial Bid]
- (d) Place of opening of bids : O/O Director-cum-Principal
J. N. Govt. Engg. College
Sundernagar, Distt. Mandi (H.P.)
- (e) Address for Communication : Director-cum-Principal
J. N. Govt. Engg. College
Sundernagar, Distt. Mandi (H.P.)

INSTRUCTIONS

- All bids must be accompanied by a bid price and bid security (EMD) as specified in this bid document and must be delivered alongwith other necessary documents specified in the tender document herein to the above office on or before the last date and time indicated above; failing which tender/bid will not be considered. The envelope must superscribed on the top as “Tender for College Magazine”.
- The main cover Sealed Envelope (superscribed on the envelope as “Tender for College Magazine” should contain two sealed envelopes:
 - Technical Bid Envelope,
 - Financial Bid Envelope.

3. **Technical Bid Envelope should contain the following documents:**
 - (i) **GST Number Document,**
 - (ii) **PAN Number Document,**
 - (iii) **Price of Bidding Document i.e. Tender Cost/Bid Price [Non-Refundable] amounting to ₹ 500.00 (₹ Five Hundred Only) in the form of DD from any nationalized bank in favour of Director-cum-Principal, J. N. Govt. Engg. College, Sundernagar, Distt. Mandi (H.P.) Pin- 175018,**
 - (iv) **Refundable Earnest Money amounting to ₹ 4,000.00 (₹ Four Thousand Only) in the form of DD/FDR from any nationalized bank in favour of Director-cum-Principal, J. N. Govt. Engg. College, Sundernagar, Distt. Mandi (H.P.) Pin- 175018,**
 - (v) **General information form (Annexure-A).**
4. **Financial Bid Envelope should contain the following document:**
 - (i) **Rate quoted/ offered on prescribed format (Annexure-B).**
5. Both the envelopes i.e. Technical Bid Envelope and Financial Bid Envelope should be superscribed as “Technical Bid” and “Financial Bid” respectively.
6. Both the envelopes i.e. “Technical Bid Envelope” and “Financial Bid Envelope” should be sealed properly and placed in the **main cover Sealed Envelope** as mentioned at point 2 above.
7. The single offer without complete documents mentioned above will be rejected and no correspondence in this regard will be sent to the bidder.
8. The rate for the work is to be quoted as per the attached format given at Annexure-B.
9. **The successful tenderer/firm should provide the proof for reading within 10 days from the receipt of order and provide the fully printed magazines by 30 days. The reason of ignorance by the supplier for failure to execute an order shall not be entertained or accepted.**
10. Any transportation involved to destination at J.N. Govt. Engg. College, Sundernagar, Distt. Mandi (H.P.) shall be arranged by the tenderer/bidder and the related cost shall be included in the price quoted. Successful bidder shall be entirely responsible for payment of all type of taxes, duties, license fees, octroi, road permits, etc., incurred.
11. The EMD of the successful tenderer shall remain with the institute till the completion of work/receiving of satisfactory performance certificate from the designated committee of the institute. Any breach in terms and conditions of this document or work/supply order by the successful bidder may lead to penalty from EMD submitted.
12. No advance payment will be made. The payment will be made only after the receipt of the finished college magazine at the college and after the college authorities are satisfied with the finished college magazine.
13. If the successful tenderer/bidder fails, neglects, declines or otherwise does not execute the same in time and in accordance with the terms of the work/supply order, the EMD money shall be forfeited and the Director-cum-Principal of this institute shall be at liberty to complete the assigned work from any other party and any excess cost so incurred over the contract price shall be recoverable from the bills payable to the successful tenderer.
14. Tenders will be opened in the presence of bidders or their representatives, who choose to attend on the specified date and time. Bids not having the relevant documents as listed above will be rejected out rightly. It will be presumed that such bidders have just quoted the rates and

are not in position to execute the work required. No intimation in this regard will be sent to the bidders.

15. In the event of the date specified for bid receipt and opening being declared as a closed holiday, the due date for submission of bids and opening of bids will be the following working day at the appointed times.
16. The conditional tenders/ incomplete tender/ tender without earnest money/without tender cost or tenders received after due date/time will be summarily rejected.
17. The earnest money deposit will be refunded to the unsuccessful bidders after two weeks of the award of tender/work. No interest will be paid on earnest money remaining with the institute.
18. A prospective bidder requiring any clarification of the bidding documents may notify the purchaser in writing or by telex or email or fax at the purchaser mailing address indicated in the Invitation for Bids. The purchaser will respond in writing to any request for clarification of the bidding documents which it receives not later than 7 days prior to the dead line for submission of tenders prescribed by the purchaser. Written copies of the purchaser's response (including an explanation of query but without identifying the source of inquiry) will be sent to all prospective bidders which have received the bidding documents by main office of J.N. Govt. Engg. College Sundernagar or by post.
19. At any time prior to the deadline for submission of bids, the purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment. All prospective bidders who have received the bidding documents will be notified of the amendment in writing or by telex or by fax or by e-mail, and will be binding on them. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the purchaser, at its discretion, may extend the deadline for the submission of bids. No bid/ tender shall be modified subsequent to the deadline for submission of tender.
20. The Director-cum-Principal, reserves the right to cancel the tender without assigning the reason thereof. In any case, decision taken by the Director-cum-Principal of this institute will be treated as final.
21. Any legal dispute will be settled within the jurisdiction of Additional Session Judge, Sundernagar, District Mandi, Himachal Pradesh.

General Information Form

1.	Name of the Firm/Bidder	
2.	Address of the Firm/Bidder	
3.	PAN Number	
	PAN Document Attached (Say Yes/No)	
4.	GST Number	
	GST Number Document Attached (Say Yes/No)	
5.	Demand Draft No. (Tender Fee)	
	Name of Bank/Branch	
	Date of Issuing	
6.	EMD DD No./ FDR No.	
	Name of Bank/Branch	
	Date of Issuing	

(Signature of the Tenderer)

Price Bid Format

Sr. No.	Description of Work	Quantity	Rate Quoted/ Offered Per Unit (In Rs.)	Total Amount without Taxes	GST (if any)	Total Amount (In Rs.)
(A)	(B)	(C)	(D)	(E) (C X D)	(F)	(E+F)
1.	<p>Magazine with printed coloured pages with following specifications;</p> <p>(a) Size of Page: Letter Size 8.5 inches x 11 inches</p> <p>(b) Binding : Center Binding</p> <p>(c) Inner Coloured Pages on 90 GSM Glossy Art Paper: 124 Pages Both Sides</p> <p>Coloured Cover Pages on 300 GSM Art Paper with Coloured Lamination: 4 Pages Both Sides</p>	280 Nos.			@ ____% =	

Note: No cutting/overwriting is allowed. Any discrepancy shall lead to rejection.

(Signature of the Tenderer)