

**INVITATION OF BIDS
FOR
PRINTING OF 7TH EDITION OF COLLEGE MAGAZINE
(REFLEXIA-2023)**



Last Date and Time of Submission: 21/03/2024 upto 04:00 PM

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



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INVITATION OF BIDS
FOR
PRINTING OF 7TH EDITION OF COLLEGE MAGAZINE
(REFLEXIA-2023)

BID REFERENCE	: JNGEC/STR/REFLEXIA-7th Edition
PRICE OF BIDDING DOCUMENT (NON-REFUNDABLE)	: (₹ 500.00) (₹ FIVE HUNDRED ONLY)
LAST DATE AND TIME FOR RECEIPT OF BIDS	: 21/03/2024 upto 04:00 PM
TIME AND DATE OF OPENING OF BIDS	: 22/03/2024 at 11:00 AM [Technical Bid] 22/03/2024 at 03:30 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 : 28/02/2024
Bid Reference : JNGEC/STR/REFLEXIA-7th Edition

Director-cum-Principal, J. N. Govt. Engg. College, Sundernagar, Distt. Mandi (H.P.) Pin-175018 invites sealed bids (in 02 bid system) in offline mode from reputed and experienced Government agencies/Firms/Companies/Suppliers/Printers/Stationers etc. who deal in similar nature of work of printing and supply of college magazines as listed 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: 100 Pages Both Sides (d) Coloured Cover Pages on 300 GSM Art Paper with Coloured Lamination: 4 Pages Both Sides	₹ 10,000.00 (₹ Ten Thousand Only) Refundable

The tender is invited under 02 bid system:-

The offer in two separate sealed envelopes marked as:

(a) Technical Bid

Technical offer shall be super-scribed with “**Technical Bid: Printing and Supply of College Magazine**” (Envelope 1).

(b) Financial Bid

Financial offer shall be super-scribed with “**Financial Bid: Commercial Offer for Printing and Supply of College Magazine**” (Envelope 2).

Both (Envelope 1 and 2) should be packed in third envelope (main envelope) containing both Technical as well as Commercial Offer Super-scribed by “**Tender for College Magazine**” addressed to **Director-cum-Principal, Jawaharlal Nehru Government Engineering College, Sundernagar, Distt. Mandi (H.P.) -175018.**

The complete tender in all respects must reach the office of **Director-cum-Principal, Jawaharlal Nehru Government Engineering College by hand/by post on or before March 21, 2024 upto 04:00 PM.**

The Technical Bids of the tender shall be opened by a committee constituted for the purpose by institute on 22/03/2024 at 11:00 AM and Financial Bids of technically qualified bidders shall be opened on same day at 03:30 PM in the office of Director-cum-Principal, Jawaharlal Nehru Government Engineering College.

If the date fixed for opening of bids received is subsequently a holiday declared by Govt. of Himachal Pradesh, the revised schedule will be notified on institute’s website. However, in absence of such notification the bids will be opened on next working day, time and venue remaining unaltered.

OPENING OF BIDS:-

The purchaser will open all bids, in the presence of bidder's or their representatives who choose to attend, at Jawaharlal Nehru Government Engineering College, Sundernagar, Distt. Mandi (H.P.). The bidder's representatives who are present on the date of opening of tender will have to sign as an evidence of their attendance. The bidder's names, bid prices, modifications or withdrawals, presence or absence of requisite bid security and such other details as the purchaser, at its discretion, may consider appropriate, will be announced on the respective dates and time of opening of the bids. The late bids shall be returned unopened to the bidder after completion of the process. Tender not opened shall not be considered for evaluation, irrespective of the circumstances.

DETAIL OF WORK:-

1. Designing, Printing and Supply of College Magazine:

(a) The successful bidder will have to print and supply college magazine as per detail mentioned below at Sr. No. 2 i.e. Technical Details/Specifications. The office will offer the requirement for the printing and supply of the aforesaid jobs to the firm. The successful tenderer/firm should provide the proof for reading within 15 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.

(b) The delivery shall be made in the office of the Director-cum-Principal, Jawaharlal Nehru Government Engineering College, Sundernagar, Mandi (HP).

(c) The EMD of the successful bidder shall remain with the institute till the completion of work/receiving of satisfactory performance certificate from the 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.

2. Technical Details/Specifications:

Sr. No.	Particulars	Quantity
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: 100 Pages Both Sides (d) Coloured Cover Pages on 300 GSM Art Paper with Coloured Lamination: 4 Pages Both Sides	250 Nos.

3. General Conditions for Bidding:

(i). **Tender Fee:** An tender fee of ₹ 500.00 (Non Refundable) shall be deposited in the form of Demand Draft, payable to the Director-cum-Principal, Jawaharlal Nehru Government Engineering College, Sundernagar, Mandi (HP)-175018, packed in Envelop 1 (Technical Bid Envelope) of the tender document failing which the tender/quotation will be rejected straightway.

(ii). **Earnest Money:** An earnest money of ₹ 10,000.00 shall be deposited in the form of Demand Draft, payable to the Director-cum-Principal, Jawaharlal Nehru Government Engineering College, Sundernagar, Mandi (HP)-175018, packed in Envelop 1

(Technical Bid Envelope) of the tender document failing which the tender/quotation will be rejected straightway.

The EMD of the successful bidder shall remain with the institute till the completion of work/receiving of satisfactory performance certificate from the 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.

The earnest money deposit will be refunded to the unsuccessful bidders after 7 days of the award of tender/work. No interest will be paid on earnest money remaining with the institute.

The firm who are registered with MSME/ Or Small Scale Industries (SSI) is exempted to submit the tender fee and EMD (copy of appropriate/relevant registration must be provided along with the technical bid, failing which the tender/quotation will be rejected straightway).

(iii). **Performance Security:** Within seven days of receipt of the notification of contract award, the supplier shall furnish performance security to the purchaser for an amount of 10% of the contract value, valid upto three months (3 months). The proceeds of the 10% performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete its obligations under the contract. The 10% performance security shall be denominated in Indian Rupees and shall be in form of FDR/Bank Guarantee for a period of three months (03 months) **Pledged in the Name of Director-cum-Principal, J. N. Govt. Engg. College Sundernagar, Distt. Mandi (H.P.): 175018.** The 10% performance security will be discharged by the purchaser and returned to the supplier after completion of the supplier's performance obligations and release of final payment.

4. Technical Bid:

Technical Bid Envelope (Envelope 1) should contain the following documents:

- (i) GST Number Document,
- (ii) PAN Number Document,
- (iii) Bidder is required to give evidence of undertaking similar projects. Bidder must have minimum 3 years experience of handling such jobs (not in earlier than five years) and must enclose latest certificate/relevant documents in this regard,
- (iv) Duly Filed Income Tax Returns/Certified Balance Sheets of Last Three Financial Years,
- (v) Price of Bidding Document i.e. Tender Cost/Fee [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,
- (vi) Refundable Earnest Money amounting to ₹ 10,000.00 (₹ Ten Thousand 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,
- (vii) General information form (**Annexure-A**),

5. Financial Bid:

The Financial bid of only those bidders will be opened who are declared technically qualified. Bidders are required to quote the rate as per the format attached at **Annexure-B** and placed in the sealed envelope superscripted **Financial Bid: Commercial Offer for Printing and Supply of College Magazine (i.e. Envelope 2)**. The taxes such as service tax,

GST etc. if charged as per rules are to be mentioned clearly. Not mentioning of any taxes will automatically be considered as inclusive in unit.

Please Note: Each page of the quotation document must be properly signed with proper seal by the bidder. Hypothetical and conditional quotations will not be entertained. The bid offer submitted by the bidder should be valid for six months.

6. Terms and Conditions:-

(i). Mode of Payment:

The supplier's request(s) for payment shall be made to the purchaser in writing, accompanied by an invoice describing, as appropriate, the items/college magazines delivered and the services performed, and by documents, submitted pursuant to clause, and upon fulfilment of other obligations stipulated in the contract. No advance payment will be made. The payment shall be released only on the basis of satisfactorily completion report from the committee constituted at institute level.

(ii). Clarification of Bidding Documents:

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 Jawaharlal Nehru Government Engineering College, Sundernagar or by post.

(iii). Amendment of Bidding Documents:

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.

(iv). Transportation:

The supplier is required under the contract to transport the item(s)/material(s) to the specified place of destination within institute and at the specified place. The transportation to such place of destination at institute premises will include insurance and shall be arranged by the supplier and the related cost shall be included in the contract price. It will be sole responsibility of supplier to deliver the material at the specified place, failing which, no payment will be released. Item(s)/Material(s)/Goods should be **FOR Jawaharlal Nehru Government Engineering College, Sundernagar, Distt. Mandi (H.P.)-175018.**

(v). Late Bids:

Any bid received by the purchaser after the deadline for submission of bids prescribed by the purchaser will be rejected and/or returned unopened to the supplier.

(vi). **Taxes and Duties:**

Suppliers shall be entirely responsible for payment of all taxes, duties, license fees, octroi, road permits, etc., incurred until delivery and installation of the contracted item(s)/material(s)/goods to the purchaser.

(vii). The single offer without complete documents mentioned above will be rejected and no correspondence in this regard will be sent to the bidder.

(viii). The supplier will have to provide transportation of material(s)/item(s) to the specified place within the bid cost. Rate quoted should include all charges like transportation, delivery, carriage to specified place in the institution where material(s)/item(s) have to be installed or other type of charges (if any).

(ix). The conditional tenders/ incomplete tender/ tender without earnest money/without tender cost or tenders received after due date will be summarily rejected.

(x). The successful bidder shall not sub-contract or assign all or any part of the work to any third party.

(xi). The entire work is of a time bound nature and successful bidder will have to execute work within the stipulated time as mentioned in the supply order.

(xii). The quantity of magazines mentioned in the technical details/specifications column of this bid document is tentative and may increase or decrease.

(xiii). The party shall be responsible for any kind of lapses, duplicating or for transferring the work to any other firm and for the consequences arising out of it, this institute will have the power to take action including imposing the penalty as deems proper.

(xiv). In case of any delay in the job, the party concerned will be responsible and this institute will have the power to impose penalties as specified in this tender document or as deems proper. The party concerned will have to abide by the decision of the institute.

(xv). For every damaged/defective stores, the replacement of such stores shall be affected by the supplier within a reasonable time to avoid unnecessary delay in the intended usage of the stores.

(xvi). If a firm refuses to do the allotted work or delays working unnecessarily, then allotment order can be cancelled, firm can be blacklisted and earnest money is liable to be forfeited.

(xvii). 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 and binding.

(xviii). Jurisdiction:

All legal dispute(s) will be settled within the jurisdiction of Sundernagar District Mandi, Himachal Pradesh Only.

Annexure-A

General Information Form

1.	Name of the Firm	
2.	Address of the Firm	
3.	PAN Number	
	PAN Document Attached (Say Yes/No)	
4.	GST Number	
	GST Number Document Attached (Say Yes/No)	
5.	Duly Filed Income Tax Returns/Certified Balance Sheets of Last Three Financial Years Attached (Say Yes/No)	
6.	Demand Draft No. (Tender Fee)	
	Name of Bank/Branch	
	Date of Issuing	
7.	EMD DD No./ FDR No.	
	Name of Bank/Branch	
	Date of Issuing	
8.	Experience Certificate(s) Attached (Say Yes/No)	

(Signature of the Bidder
with Stamp/Seal)

Annexure-B

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.	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: 100 Pages Both Sides (d) Coloured Cover Pages on 300 GSM Art Paper with Coloured Lamination: 4 Pages Both Sides	250 Nos.			@ _____% =	

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

(Signature of the Bidder
with Stamp/Seal)