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**Students’ Union**

**College of Engineering & Technology**

**Ghatikia, Kalinga Nagar, Bhubaneswar- 751003 (INDIA)**

 Web: cet.edu.in.

Ref: No. 1112 / CET Date - 18/04/2015

**TENDER CALL NOTICE**

Sealed tenders are invited from reputed firms having valid Tax clearance certificates for printing of **college annual magazine** as per details requirements given in our Website: ***cet.edu.in***.

The last date for submission of tender is 04/05/2015 up to **1.00 PM** and opening of the same on 05/05/2015 at **11.00 AM**. The tender papers should be submitted in sealed cover envelop super scribed on the top as **“*Tender for printing and supply of College Magazine The Engineering Herald”***. **The rates to be quoted should be F.O.R at CET, Bhubaneswar**.

**The authority reserves the right to accept / reject any or all tenders without assigning any reason thereof.** All disputes should be subjected to Bhubaneswar (Orissa) jurisdiction only.

**Sd/-**

**PRINCIPAL**

**BID PARTICULARS AND INSTRUCTIONS OF TENDER CALL NOTICE**

**FOR PRINTING OF THE**

**ANUUAL COLLEGE MAGAZINE**

**‘THE ENGINEERING HERALD’**

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**COLLEGE OF ENGINEERING AND TECHNOLOGY**

**(A Constituent College of Biju Patnaik University of Technology)**

**Techno Campus, Kalinga Nagar, Bhubaneswar – 751003**

### Scheduled Tender Activity for Printing of College annual magazine ‘The Engineering Herald’ with reference to Tender Call Notice No. 1112 /CET Dt. 18/04/2015

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| **Sl. No.** | **Activity** | **Date** |
| 1. | Date of Tender Documents Issue  | 18.04.2015 to 04.05.2015( 9.00 A.M to 1.00 P.M on all working days) |
| 1 | Last Date of the receipt of Tender Documents  | 04.05.2015 up to 3.00 PM |
| 2 | Opening of Tender | 05.05.2015 at 11.00 AM |

**Commercial bid & Technical bid must be enclosed separately.**

 The tenderer has to submit a Demand Draft / Banker’s Cheque / Pay order for **Rs.3000.00 (Rupees Three thousand Only) towards EMD** in favour of **College of Engineering and Technology payable at Bhubaneswar** in any Nationalized Bank towards purchase of tender documents.

### Eligibility of Tenderer and General Instructions:

### Eligibility:

Those who fulfill the following criteria are eligible to participate in the tender.

1. The tenderer must be a reputed Original press and/or the Authorised Dealer of a reputed press. The printing press should provide all documents relating to their **Capabilities.**
2. The tenderer must provide evidence of successful execution of similar supply orders in past in different organisations.
3. The tenderer must have cleared Sales Tax and Income Tax payment up to date. Attested copies of Sales Tax Clearance Certificate or non-assessment certificate from the concerned Sales Tax Authority valid up to date and attested copy of Income Tax Clearance Certificate or non-assessment certificate, as the case may be, from the competent authority, up to date or PAN Number must be enclosed along with the Tender documents.

### General Instructions:

Submission of more than one bid by a particular tenderer under different names is strictly prohibited. In case it is discovered later on that, this condition is violated, all the tenders submitted by such tenderer/s would be rejected or contract cancelled.

All offers should be in English and the price quoted for each item should be i Indian rupees.

Delivery period are also to be clearly indicated.

The rates and the conditions of the offer will remain valid for three months from the date of opening of the tender and no change or alteration of the rate will be acceptable on any account.

Submitted tender forms with overwriting or erased or illegible specifications and rates will be rejected.

Request from tenderer in respect of additions, alterations, modifications, corrections, etc. of either terms & conditions or rate after opening of the bid may not be considered. However, negotiation may be made before finalization.

Tenderers shall carefully examine the bid documents and fully inform themselves of all the conditions, which may in any way affect the work of the cost thereof.

Should a tenderer find discrepancies or omissions from the specification or other documents and any doubt as to their meaning, he should at once notify the purchaser and obtain clarification in writing.

This, however, does not entitle the tenderer to ask for time beyond the due date fixed for receipt of tenders.

The tenderer must also specify minimum uptime and maximum time to repair/replace in the event of a failure and penalty there of.

Verbal clarification and/or information given by the purchaser or its employees or representatives shall not be binding on the purchaser.

Submission of sealed bid will carry with the implication that the tenderer agrees to abide by the conditions laid down in the detailed particulars of the bid notice.

Conditional offers and offers qualified by vague and indefinite expression, as ‘subject to immediate acceptance’ ‘subject to prior sale’, etc. will not be considered.

While tenders are under consideration, tenderers and their representatives or other interested parties are advised to refrain from contacting by any means, to the purchaser's personnel or representatives on matter relating to the tenders under study.

The purchaser, if necessary, will obtain clarification on tenders by requesting such information from any or all the tenderers either in writing or through personal contact as may be necessary.

The tenderer will not be permitted to change the substance of his offer after the tenders have been opened.

In the event of non-compliance with this provision, the tenderer is liable to be disqualified.

### Submission of Tenders:

#### The sealed envelope must show the name of the tenderer and his address and should be superscribed as **“*Tender for printing and supply of College Magazine The Engineering Herald’’*** on the top of the envelope.

All the documents submitted must be in the papers showing signature of the tenderer and printed office name of the tenderer on official seal.

All the documents must be submitted in a sequential manner with separator/flags to help in quick scanning of the topics.

Wherever possible, data in tabular form should be given.

Cost-benefit/break-even analysis should be supported in graphical and tabular form to give quick view and supported with description or details.

The tenders should be submitted by Registered Post/Speed Post and addressed to the Principal, College of Engineering & Technology super-scribed as **“*Tender for printing and supply of College Magazine The Engineering Herald”*** so as to reach at Principal’s office on or before the last date of receipt of tenders.

### Requirements by Tenderer before Supply:

### Packaging:

All the items are to be suitably protected, covered and crated to prevent damage or deterioration during transit and storage till the time of delivery. The supplier shall be responsible for any loss or damage caused during transportation, handling or storage till their successful delivery.

### Inspection:

The items shall be inspected and tested for completeness, proper assembly, operation, cleanliness and state of physical condition and performance as per quoted specification.

The cost of all such tests shall be borne by the Tenderer.

CET reserves all right to reject the item if it does not comply with the specifications during checking and verifications of printed materials.

Inspection & testing would be conducted, jointly, at various stages as applicable during unpacking.

### Requirements by Tenderer after Supply:

### Supply:

The material would be delivered by the supplier at Office of the Students’ Union, TECHNO CAMPUS, Kalinga Nagar, Ghatikia, Bhubaneswar – 751003, Orissa.

The abovementioned magazine should be supplied directly from the firm /Authorised dealer having passed all tests successfully with Certifications as required.

In case, articles are found damaged in transit or found short at the time of delivery the full cost of the same will be deducted from the bill of the supplier in case the supplier does not replace the stock within a week from the date of the complain.

The articles ordered must be supplied in one lot within **4(four) weeks** of placing of the order.

In case of delay in delivery or successful installation, a penalty of 1% (one per cent) per week shall be levied.

CET reserves all right to procure the materials from alternative sources at the risk and cost of the successful tenderer giving 15 days notice.

Any increase in tax and duties after expiry of delivery period will be to the seller’s account.

In case the items supplied by the supplier are found not up to the specification shall be rejected.

The supplier will be intimated to take back the stocks at his own cost within three days from the date of rejection and to replace the same within 7 days, failing which the EMD will be invoked in addition to taking legal actions.

Imported consignment, if any, should be destined to CET, BPUT, Techno Campus, Kalinga Nagar, Ghatikia, Bhubaneswar – 751003, Orissa, India through Bhubaneswar Air Port.

The suppliers shall be responsible for releasing the consignments from the carriers/transporters.

The items shall be delivered and installed at site at the cost of the tenderer.

All taxes, levies, surcharges including the customs clearance and handling freight and insurance should be paid and handled by the tenderer.

### After Sales Service:

During the time of supply the tenderer shall attend to the problems reported by the users of CET on a priority basis and/or replace the magazines which are not in order.

For any problem reported the tenderer shall attend and rectify the problem within 7 (seven) days or provide a stand by system of the similar configuration.

The report on any problem will be informed through phone or fax number of which shall be given by the tenderer.

The branch office of the concerned printing press will be fully responsible to provide service, in case of any negligence, in providing the service by the tenderer.

On failure to comply with those instructions, the Bank Guarantee provided for the warranty period shall be invoked.

### Financial Terms:

* 1. **EMD**

The tenderer has to submit a Demand Draft / Banker’s Cheque / Pay order of **Rs.3000/-** in favour of **College of Engineering and Technology payable at Bhubaneswar in any Nationalised Bank** towards **EMD.**

There will be no interest paid to the tenderer towards EMD money.

In no case, the EMD Money in cash or other forms will be accepted at the time of opening of the bid.

No request for adjustment of claims, if any, will be accepted.

The EMD of unsuccessful tenderers will be refunded as soon as possible after the tenders are finalized.

* 1. **PRICES:**

Price quoted should be **FOR Literary Society, Students’ Union of College of Engineering & Technology, Bhubaneswar only including unloading charges.**

Purchase order will be placed for a massive lot or for all the items together, as the case may be.

* 1. **Sales Tax Concession:**

Central Sales Tax Concession is to be availed on production of the required certificates applicable to Educational Institution.

* 1. **Discount:**

Our Institute is a pioneer Institution in the field of Teaching and Research in Engineering and allied disciplines and do not run with profit motive.

As such we are availing price discount for purchase of items.

The rate of discount or any other Institutional benefit arising out of Govt. Policy etc., on each item may also be indicated in the bid specifically.

* 1. **Payments:**

In case of purchase in Indian Rupees, payment of 100 percent of the ordered value will be made after successful delivery of items subject to submission of satisfactory performance report by our Professor-in-Charge.

* 1. **Penalty:**

If the delivery, installation and commissioning is not carried out in time as specified in other part of the tender document, the tenderer/manufacturer will be charged @ 1 % (one per cent) per week of the total value of the concerned item.

* 1. **Rate Contract with DGS&D or any other Government Organisation:**

In case the tenderer has entered into a Rate Contract with DGS & D or any other Government Organisation such as EPM, rate contract preference, number & copy of rate contract have to be submitted along with tender.

### Instruction to the Tenderer:

* 1. **Instructions to Offer Technical and Price Bids Separately:**

**Technical Offer and Price Bids should be separately given in two different covers.**

Each cover should be earmarked as to know the contents within as either ***“Technical Offer” or “Price Offer”***.

Both these covers should be placed in a third cover super scribed as **“*Tender for printing and supply of College Magazine The Engineering Herald’’* on the top of the envelope.**

Some of the minimum specifications specified may be redundant, obsolete or incompatible and in these cases, quote the particulars of correct specification of latest trend and technology.

Higher specifications instead of minimum specifications are allowed if a minimum specification is not available, obsolete or incompatible.

Otherwise, model with higher specification should be in addition to the model with minimum specifications.

Specify brand name and full model name and number for each offer.

* 1. **Solving Disputes:**

CET, the tenderer and the manufacturer shall make all efforts to resolve amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with this contract.

All disputes arising out of the contract shall be referred to courts under the jurisdiction of the Bhubaneswar court only.

***The above terms and conditions except those otherwise agreed upon, shall form a part of the Purchase Order***.

***Sign on each page of this tender document and Return it along with the offer enclosing this part together with the Technical Offer.***

***\*\* \* The CET authority has all rights to accept / reject any tender without assigning any reasons there of.***

### Technical Specifications:

The minimum specifications of the magazine " The Engineering Herald" are as follows:.

**Size of magazine : A4**

**No of copies : 3000 (Approx.)**

**No of pages : a. B/W-70 pages (Approx.) (90 gsm glossy paper)**

 **b. Multi colour-50 pages (120 gsm glossy paper)**

 **c. Cover page (Color- 250 gsm, matt laminate)**

* The minimum specifications are indicative and not exhaustive. Cost involved for each extra page must be specified as well.
* During verification while receiving the magazine, if it is found that the pages are not as per our technical specifications, then the whole order will be cancelled and no payment will be made in this regard.
* Before final printing of the magazine, the eligible tenderer must obtain the final order from the college authority.

### Financial bid

The financial bid should be given in the mentioned in the format given below.

|  |  |  |
| --- | --- | --- |
| Sl. No | Description of the Item | Rate (in INR) per copy |
| 1 | Cost of printing and supply of the college magazine " The Engineering Herald" consisting of the approximate 124 pages as per the given technical specifications | Rate in INR may be given per copy of the magazine including cost of delivery |
| 2 | Cost of each extra page should be mentioned. |  |
| 3 | Taxes if any |  |

The quoted materials should be of latest trend and technology.