



No. AUD/1-10/2010-11/Misc//

17th April, 2014

To

Sub.: Inviting Tender / Quotation for Printing of University Bulletin & Flyers (leaflets) of several University programmes

Sir,

Sealed quotations are invited from registered printers for the print job to print University bulletin & leaflets of several University programmes. The quotation is required to be submitted in a sealed cover addressed to the Registrar, Bharat Ratna Dr. B.R. Ambedkar University, Lothian Road, Kashmere Gate, Delhi-110006 so as to reach us on or 28-04-2014 up to 02.00 pm, duly superscribing the work i.e “**Quotation for printing of University bulletin & leaflets**” on top of the cover.

Item No.	Description of Print Job	Total Qty.	Completion time	EMD			
1	University bulletin No. of pages- 28 Cover page: 300 gsm with matt lamination Inside paper: 130 gsm matte Printing 4+4 colour Centre-stitch binding	1000	07 days from the date of work order issue	8000/-			
2	Flyers Open size: A4 Close size:3.90x8.25 inch Printing : 4+4 colour Paper:170 gsm art paper	300 for each programmes (36)					

Last Date of submission of tender / quotation: - 28-04-2014 at 02.00 PM

Date of Opening of tender / quotation: - 28-04-2014 at 03.30 PM

Tenders should read the tender document carefully as enclosed and comply strictly while sending their tenders.

Assistant Registrar (Admin)

Copy forwarded to:-

- 1- Office of the Dean(Student Services)
- 2- Office of the Controller of Finance
- 3- Office of the Registrar

TERMS & CONDITIONS OF CONTRACT FOR SUBMISSION OF TENDER / QUOTATION

1. Sealed Tenders should be clearly superscribed as “Quotation for Printing of Answer sheet”.
2. Late receipt of bids (i.e. after due date and time) will not be considered. Authorized representatives of the tenderers may participate in the tender opening committee meeting, in case they wish to do so.
3. Rates must be quoted in figures & words in INR with all levies and taxes .
4. Each page of the tender document should be **signed by the tenderers and duly stamped**.
5. Special discount/rebate admissible to Educational Institution/University may be specifically indicated in the quotation.
6. Details of experience if any on supply of office stationery & printing items to any Govt. Office/PSU along with copies of Purchase Orders should be enclosed with the tender document.
7. Each tender must be accompanied by registered printer certificate alongwith details of installed printing infrastructure;
8. The bidder shall submit the tender document with seal and signature on each page within the stipulated period as a token of acceptance of terms & conditions. Tender documents in any other form and not completed in all respect shall be summarily rejected.
9. Tenders received without prescribed earnest money shall not be considered.
10. The AUD will open the bids, in the presence of bidders or his authorized representative who choose to attend, at the time and date specified in the tender notice, at the office of Assistant Registrar (Administration) of AUD. The bidders or his authorized representatives who are present shall sign the tender opening document evidencing their attendance.
11. The bidders are to submit samples for all the items (University bulletin & flyers) along with their bid, as both quality of samples and price will be taken into account for finalization of the tender.
12. The bidder is advised to see the sample and quality of answer sheet at University store of AUD. at his own cost and responsibility.
13. The quoted rate shall include cost of material, labours, transport, taxes & duties, royalties, octroi and other local taxes or levies etc. if any.
14. The AUD may make any variation of the quantity & quality or any part thereof that may in its opinion be necessary for that purpose as mentioned below :-
 - a) Increase or decrease of the quantities as mentioned in the schedule.
 - b) Omit any such item if found necessary after issue of Purchase Order, if required.
 - c) Change the quality or kind of any such items.
 - d) Additional requirement or any item required may be supplied by the bidder.
15. The bidder should supply the stationery/printing materials as per the sample. In case of any variation and low quality the material supplied shall be rejected.
16. Each tender should be accompanied with the samples of printing paper duly signed and stamped by the bidder; Tenders without samples shall be rejected.
17. In case the approved printer causes unnecessary delay in making the supply or fails to deliver the printed stationery as per the order, a penalty depending on merits of each case, shall be imposed on the printer which may include forfeiture of Earnest Money or cancellation of the supply order and the University shall be at liberty to take any other action as it deems

fit.

18. AUD reserves the right to cancel any or all the tenders without assigning any reason thereof.
19. The bid would be valid for 90 days from the date of opening of the tender. In the case of successful tenderer, rates quoted shall be valid till the supplies are completed unless there is downward revision, in such case the benefit shall be suo moto transferred to this University.
20. In case the successful bidder fails to deliver the items within the stipulated period, a sum equal to 0.5% of the contract value of the indented items shall be deducted per week till the actual delivery, subject to maximum of 10% of the value of the supply order.
21. The payment will be released only after successful completion of entire installation. No advance payment will be released. The delivery will be made as per the supply order and deviation, if any, may attract penalty. In addition to that, the EMD & Performance Security Deposit shall also be forfeited.
22. The vendor/supplier should be a registered firm with Trade & Taxes / Sales Tax /Service Tax Department etc. and should possess PAN, TIN (VAT)/Sales tax and service tax as applicable, copies of which may be enclosed.
23. All disputes arising out of this contract shall be referred to the sole arbitration of the Vice Chancellor, Bharat Ratna Dr. B.R. Ambedkar University, Lothian Road, Kashmere Gate, Delhi-110006; The venue of arbitration shall be NEW DELHI (INDIA).
24. AUD reserves the right to reject any or all tender(s) without assigning any reason. The decision of AUD in this regard shall be final. No enquiries in this regard shall be entertained. Correspondence during tendering process may invite disqualification.