



राजीव गांधी विश्वविद्यालय
RAJIV GANDHI UNIVERSITY

भारत के संसद के अधिनियम द्वारा वर्ष 2007 में स्थापित किया गया
(A CENTRAL UNIVERSITY ESTABLISHED IN 2007 BY AN ACT OF PARLIAMENT OF INDIA)

रोनो हिल्स, दोईमूख (ईटानगर)
Rono Hills, Doimukh (Itanagar)
पिन - ७९१११२,
PIN - 791112,
अरुणाचल प्रदेश
Arunachal Pradesh
Ph.: 0360-2277253, Fax: 0360-2277889
E-mail: registrar@rgu.ac.in
Website: rgu.ac.in

No. ST-193/PW/2009

Dtd. 19th October, 2019-10-17

NOTICE INVITING TENDER

Sealed tenders are invited as per enclosed Proforma – Annexure-"A&B" for awarding the Contract for a period of one year for printing difference types of form and other printing works.

Before quoting the rates, interested parties, if so desire, may see the design and sample of the different type of forms and other materials etc. can personally visit Branch Office (Purchases & Store) or for any clarification before quoting the rates on any working day between 10:30 A.M. to 04:00 P.M. Terms and condition, of the Tender may be downloaded from website. "www.rgu.ac.in".

Sd/- Registrar

Memo No. ST-193/PW/2009 /465

Dated, 23rd October, 2019

Copy to:-

1. PS to Vice Chancellor for information.
2. PA to Registrar for information.
3. The Jt. Director, Computer Centre for uploading the Tender on University Website.
4. Notice Board.
5. Office Copy.

REGISTRAR

TERMS AND CONDITIONS.

1. The applicant should be a certified printer having an experience in carrying out printing works for Central /State Govt. ministry/ Department/ PSU/ Autonomous bodies/ Statutory bodies of GOI.
2. The tenderer is required to quote its lowest rates in the enclosed Proforma mentioning discount, if any, percentage of GST, etc. along with sample of Ordinary Printing, Screen Printing, Raised Printing and Special Raised Printing. Tenders once submitted will not be withdrawn till finalization of the matter.
3. Three separate sealed envelopes should be used for submitting
 - I. Earnest Money
 - II. Sample of different type of Printing and
 - III. Tender document for Printing.

Superscribing on the cover of respective envelopes.

- I. Earnest money for Printing
- II. Samples of Paper & Printing
- III. Tender Document of Printing

If all the three envelopes are kept inside a single envelope, it should mention the contents. Every page must be signed and stamped by the authorized official of the quoting firm, failing which it is liable to be rejected.

4. The tender must reach not later than the date & time specified. In case, the date of submitting the tender falls on any holiday by the Govt. of India, then next working day will be treated as due date of tender.
5. Copy of IT return filed during the last three financial years should be furnished. Printer will have to submit the printer registration certificate along with the trade license.
6. Copy of work orders/ award letters showing the experience of work in the last two years should be provided along with the Technical bid.
7. Tender is liable to be ignored if complete information is not provided as required Conditional offer/ offers which are not conformity to the prescribed document.
8. RGU, reserves the right to accept or reject any or all the tenders without assigning any reason thereof. RGU also reserves the right for accepting the whole or any part of the tenders and decision in the matter shall be final and binding.
9. The rate should be quoted for cost of different type of forms and other materials. The tender is required to quote its rates for good quality papers/materials.



10. The submission of tender will bind the printer/firm to acceptance of all condition specified herein and in addition to the contract. However the terms and condition are to be duly signed by the printer and to be returned with the quotation as a token of acceptance.
11. The rates should be mentioned in figure as well as in words. Erasing / Overwriting should be avoided/duly attested. Taxes, however, should be indicated separately. In case nothing is mentioned, it will be assumed that all taxes are include in the rates quoted.
12. Sample of the papers in according with the prescribed specification should accompany the quotation duly signed on behalf of the firm with detailed specification i.e name of the paper, GSM etc. In case paper sample, duly signed are not attached with the quotation, the same will be rejected.
13. The execution of the work should be high standard, neat, accurate and as per requirements of RGU. RGU also reserves the right to assign orders to the any of the enlisted printers as per lowest approved rates.
14. The job can be withdrawn at any stage in case not properly executed and the decision of the RGU shall be final.
15. The contractor shall not give sub – contract transfer, assign or otherwise, part of the contract to any other persons, firm, company, directly or indirectly. If any press is found to be fraudulent, their work order will be terminated and the press will be black listed.
16. The printing work will be assigned in phases from time to time.
17. All disputes are subjected to Itanagar jurisdiction only.
18. The printing rates will be valid for 03 (three) years from the date of acceptance of the quotation.
19. Printing unit has to specify in details regarding the technical facilities/ machinery equipment possess by them for undertaking the jobs as per underneath.
20. The tenderer shall give an undertaking (as per Annexure C) that the firm/proprietor has not been blacklisted and their business dealing with Central/State Government/Public Sector units/Autonomous bodies have not been banned/terminated on the poor performance.
22. The university is not bound to accept the rates submitted by the lowest or any other tenderer.
23. Application containing false or inadequate information are liable for rejection.
24. Up-to-date Tax clearance certificate. GST registration certificate, photo copy of PAN card of the firm must be submitted along with the quotation. The bidder may also attach documents of IT returns to the concerned Income Tax authority or submit the exemptions certificate. Taxes as applicable may be deducted from the bill(s) as per the instructions of the Government. Concessional form C & D is not applicable to this university.

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25. Quotations reached without Bid Security (EMD) for an amount of Rs. 25,000/- (Rupees twenty five thousand) only by way of Demand Draft in favour of Registrar, Rajiv Gandhi University will not be considered at all.

Not with standing anything stated above, RGU reserves the right to assess bidder's capability and capacity to perform the contract should the circumstances warrant such assessment in the overall interest of RGU and decision of RGU in this regard shall be final. RGU reserves the right to reject any or all tenders or cancel/withdraw the notice inviting tender in whole/part without assigning any reason what so ever and in such case no applicant shall have any claim arising out of such action.

Last Date of Submission of Tender : 20/11/2019 at 03:30 P.M.


REGISTRAR

PROPORMA
TO BE FILLED BY THE TENDERER
FOR THE CONTRACT OF PRINTING

Last date of tender : 20/11/2019

1. Name of the tenderer :
With address
2. Name of the Contact Person with telephone/Mobile No. :
E-mail ID.
3. PAN number :
(Copy to be attached)
4. GST Registration Number :
(Copy to be attached)
5. Details of Printing and Rates (GST)

Sl. No.	Name of Item	Specification	Rates
1.	Different type of Form		
2.	Envelope (All Size)		
3.	Service Book		
4.	Letter pad		
5.	Sclicing pad		
6.	Note sheet		
7.	Assest Register etc.		
8.	Monocolore etc.		
9.	Annual Report		
10.	Magazine		
11.	File Cover		
12.	Spiral Binding		
13.	Hard binding		
14.	Calendar, prospectus, and other items.		
15.	Calendar		
16.	Greetings Card		

Signature of the Tenderer
With Stamp

