

**BHARATI COLLEGE
(UNIVERSITY OF DELHI)
C-4, JANAKPURI, NEW DELHI-110058.**

1. Bharati College invites bids for empanelment of printed stationery suppliers on regular basis for the next two years. Bids are invited from interested printed stationery suppliers who can supply printed stationery as per College's need and requirement. The list of regular printed stationery items required by the college is given in the BOQ.

Document Download: Tender documents may be downloaded from College website www.bharaticollege.du.ac.in (for reference only) or CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule. **CRITICAL DATE SHEET** given on next page.



Dr. Rekha Sapra
Officiating Principal
Bharati College
(University of Delhi)

C-4, Janakpuri, New Delhi-110058

Prof. Rekha Sapra
Offtg. Principal

2.

CRITICAL DATE SHEET

	<u>DATE</u>
Published Date	08.02.2022
Bid Document Download	08.02.2022
Bid Submission Start Date	09.02.2022
Bid Submission End Date	02.03.2022
Technical Bid Opening Date	04.03.2022
Financial Bid Opening date	09.03.2022

3. **Bid Submission: Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.**

Bidders are advised to Follow the ‘Special Instructions to the Contractors/Bidders for the e-submission of the Bids online’ available through the Link:

<https://eprocure.gov.in/eprocure/app>

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4. Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

5. Tenderer who can downloaded the tender from the college website www.bharaticollege.du.ac.in and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be black listed from doing business with the Bharati College/University of Delhi.

6. Intending tenderers are advised to keep checking the college website www.bharaticollege.du.ac.in and CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.

7. Bid Security/EMD Payment:

Earnest Money Deposit of **Rs.5,000/- (Rupees Five Thousand Only)** in the form of Demand Draft in favour of Principal, Bharati College, University of Delhi C-4, Janakpuri, New Delhi or may transfer to the College Account. The College Bank details are (**Account Name: Bharati College Maintenance Grant A/c, Account Number: 1527000400332120, IFS Code: PUNB0495200, Bank: Punjab National Bank, Bharati College, University of Delhi, Janakpuri, New Delhi-110058.** The bidder shall submit the EMD/ UTR No of RTGS/NEFT with the college in case of payment through Demand Draft or RTGS upload the receipt of the same with the online bid. EMD of unsuccessful bidders will be returned to them after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

8. Bids (Technical) will be opened as per date/time as mentioned in the Tender Critical Date Sheet. After online opening of Technical-Bid the results of their qualification as well as Financial-Bid opening will be published on CPP Portal.

Submission of Tender

The tender shall be submitted online in two part, viz., Technical bid and Financial (Price) bid.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

Technical Bid

The following documents are to be furnished by the Contractor along with **Technical Bid** as per the tender document:

- i) Signed and scanned copy of **proof for payment of Earnest Money Deposit.**
- ii) Signed and Scanned copy Certificates like Company, Registration certificate, PAN No, GST No.
- iii) Signed and Scanned Copy of **Tender Acceptance Letter & Letter of authorization to submit bid.**
- iv) An undertaking (self-certificate) that the **agency hasn't been blacklisted** by a Central / State/UT Government institution and there has been no litigation with any government department on account of similar services.
- v) Experience Certificate of previous company work done satisfactory (if, any).
- vi) Bank account details.
- vii) Fresher may also apply.

FINANCIAL BID

(a) Schedule of financial bid in the form of BOQ

S.NO	ITEMS	Tentative Qty.	PRICE/UNIT
1	ANSWER SHEET (4 PAGES) University Size A-grade mill 70 GSM paper with printing on front page	40000	
2	DIARY REGISTER 13"x9" A-grade mill 70 GSM ledger paper 300 pages with rexine binding	2	
3	DISPATCH REGISTER 13"x9" A-grade mill 70 GSM ledger paper 300 pages with rexine binding	2	
4	ENVELOPS 12"x10" white/yellow 150 GSM with internal lamination with printing	1000	
5	ENVELOPS 11"x5" white/yellow 150 GSM with internal lamination with printing	1000	
6	ENVELOPS (WINDOW) 10"x4.5" 90GSM with printing	5000	
7	FILE COVER 450 GSM card with printing on front page 10"x14"	2000	
8	NOTE-SHEET PAD legal size 80 GSM ledger paper with 100 page binding with singer color printing	100 pads	
9	Attendance Register (TEACHING) 10.5"x8" 80 GSM paper 112 pages hard binding	400	
10	Attendance Register (NON- TEACHING) 13"x9" 70 GSM ledger paper 56 pages rexine binding	10	
11	Letter Head A4 Royal Executive Bond 120 GSM single color screen printing with fancy binding	150 pads	
12	Letter Head 9"x7" Royal Executive Bond 120 GSM single color screen printing with fancy binding	50 pads	
13	PEON BOOK 100 pages 8"x6" 70 GSM	2	
14	Stock Register with index and page numbering on each page 80 GSM ledger paper hard binding	5	
15	Leave register as per specification 200 pages 13"x8" 70 GSM ledger paper raxine binding	10	
16	Service Book 13"x9" 36 pages customized printing 80 GSM ledger with hard binding and page numbering	10	
17	Customised Forms one side 70 GSM A-grade mill paper A8 size single color	50 pads	
18	Customised Forms one side 70 GSM A-grade mill paper A6 size single color	50 pads	
19	Customised Forms one side 70 GSM A-grade mill paper A4 size single color	50 pads	
20	Customised Forms two side 70 GSM A-grade mill paper A8 size single color	50 pads	
21	Customised Forms two side 70 GSM A-grade mill paper A6 size single color	50 pads	
22	Customised Forms two side 70 GSM A-grade mill paper A4 size single color	50 pads	
23	Certificates 300 GSM ivory sheet double screen printing A4 size	8000	
24	Certificates 300 GSM ivory sheet multi-color offset printing A4 size	8000	
25	I-cards/ Medical Cards PVC fused (standard size)	150	

***Pads to be of 100 leafs**

- *The quantities shown are tentative, and shall vary as per actual requirement. No minimum order guarantee shall be given.*
- *L-1 will be decided on the package rate (total of all the items taken together).*
- *Price should be exclusive of all taxes. Prevailing GST rates as applicable from time to time shall be payable.*
- *The printing format shall be customizable at the option of the College.*

Signature of Bidder& Stamp

Terms and Conditions

- i. Bharati College is proposing to enter into a rate contract for the supply of various printed stationery items to the College. The rates are to be submitted in Price Bid by the interested eligible parties.
- ii. The bidders may give representations (if any) against them getting technically disqualified before the date of opening of the Financial Bids. No representation after the opening of Financial Bids shall be entertained, whatsoever.
- iii. The vendor should be able to supply the printed stationery items within one week of the order placed by the college.
- iv. The quantity of printed stationery ordered shall vary as per actual usage and requirement. The college reserves the right to place a bulk order and the same shall be supplied within the stipulated time. No minimum assured order shall be guaranteed.
- v. The rates quoted shall be all inclusive of all costs. Any extra costs incurred towards transportation and delivery etc. shall be met by the vendor. The responsibility to deliver the ordered items at the College premises shall be the exclusive responsibility of the vendor only. GST at prescribed rates shall be payable.
- vi. Any item not covered in the list and required subsequently shall be made available within the MRP and at a reasonable discount (comparable with the rates quoted).

Agreement

THIS AGREEMENT has been made on this ----- at Delhi **BETWEEN The Principal, Bharati College, University of Delhi** (hereinafter referred to as the College) on behalf of Governing Body AND M/s. _____, hereinafter called the Firm of the other part.

Whereas the Firm approached the Principal, through proper channel through the process of calling for tender through e-procurement on CPP Portal Tender ID: _____ for Empanelment. And whereas the Principal, after following the due procedure, has agreed to provide the said Firm for Empanelment for supply of printed stationery items on the terms and conditions hereinafter set out:

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:-

1. The Empanelment for supply of printed stationery items in Bharati College will be valid for two years w.e.f. _____ to _____ which may be extended for further period of 01 year subject to satisfactory performance and mutual agreement of both the parties and also extended every year but not more than 05 years.
2. Orders shall be placed through email/ on telephone to the office of M/s. _____ who shall be responsible to supply the same within one week to Bharati College, University of Delhi.
3. Towards supply of printed stationary items listed in BOQ of the Tender Document, Bharati College, University of Delhi will be making payment after receiving the bills from M/S _____ on monthly basis as per actual orders. No advance payment will be made by Bharati College, University of Delhi.
4. The Earnest Money Deposit of Rs. _____ deposited by M/s. _____ will be treated as Performance Security Deposit. Performance Security Deposit will be forfeited in case any deviation is found for violating any terms and conditions of the tender. On due performance and completion of the contract in all respects, the Security Deposit will be returned to the firm without any interest.
5. The firm shall be responsible for their delivery of the items at Bharati College, C-4 Block, Janak Puri, New Delhi-110058. No additional cost towards the freight/ delivery would be payable.

6. Due to any reason, if either Bharati College, University of Delhi or the firm wants to withdraw from the contract, they should inform to each other thirty days in advance.
7. All items shall be of reputed manufacturer/ brand.
8. No minimum order quantity shall be guaranteed. The college reserves the right to increase or decrease the quantity of the items ordered as per actual requirement.
9. Any additional item not included in the list, and subsequently required may be ordered (subject to availability) and shall be supplied by the firm within the M.R.P. along with reasonable discount (comparable with quoted rates).

College

Firm

WITNESSES

WITNESSES