

Notice Inviting Tender

for

Entering in to Annual Rate Contract for Printing Works of RGU

At

RAJIV GANDHI UNIVERSITY, DOIMUKH/ITANAGAR, ARUNACHAL PRADESH

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| NIT No. | No. ST-193/PW/2023 |
| NIT Issue Date | 6 th July, 2023 |
| Last Date of Submission | 24 th July, 2023 till 04:00 pm |
| DATE OF OPENING | 25 th July, 2023 at 02:30 pm |



RAJIV GANDHI UNIVERSITY
RONO HILLS, DOIMUKH-791112
ARUNACHAL PRADESH

Phone: 0360-2277253 Email: rgureg@gmail.com

Website: <http://www.rgu.ac.in>

राजीव गाँधी विश्वविद्यालय
रोनो हिल्स, दोईमुख
RAJIV GANDHI UNIVERSITY
RONO HILLS, DOIMUKH

No. ST-193/PW/2023

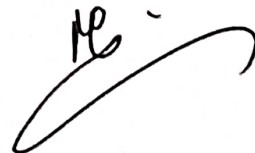
Dated, the 4th July, 2023

NOTICE INVITING TENDER

Rajiv Gandhi University, Rono Hills, Doimukh invites sealed quotation for rate contract of Printing Works of RGU. Interested parties may send their quotations in sealed cover addressed to the Registrar, Rajiv Gandhi University, Rono Hills, Doimukh super-scribed with the words "Rate Contract for Printing Works of RGU" and complete in all respects should be dropped in the tender box kept in the office of the Registrar, RGU Doimukh. The Quotations will be opened on the next day after closing date of submission at 02.30 pm at the Chamber of the Chairman, Purchase Committee (General), Rajiv Gandhi University, Doimukh, Arunachal Pradesh. The tenders received after the scheduled date and time will be rejected out-rightly.

Terms and Conditions :

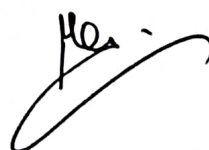
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| 1. | The Rate Contracts concluded as a result of this Tender inquiry shall be governed by the 'Terms & Conditions' and other relevant instructions as contained in this Tender Document. |
| 2. | Tenders received without Tender Fee, Bid Security (EMD) by way of Demand Draft or Pay Order/Banker's Cheque / FDR in the name of Registrar, Rajiv Gandhi University, Doimukh/ Itanagar will not be considered at all. |
| 3. | Tenderers are requested to enclose a self attested copy of their valid GST Certificate, PAN Card, Valid Trading License etc. |
| 4. | The Tenders must have CTP Machine, Four Colour Machine, Perfect Binding Machine, Lamination Machine etc. and submit the certified document from Government. |
| 5. | The competent authority reserves the right to accept or reject any or all tenders without assignment any reason |
| 6. | Tenderers may note that if the date of tender opening given in this Tender Document is declared to be a holiday, the tender shall be opened on the next working day at the same timing. |
| 7. | Late/delayed tenders received due to any reason whatsoever will not be accepted under any circumstances. |
| 8. | Acceptance of the rate will be communicated by Speed post /E-mail/University Website or any other form of communication. |
| 9. | Each and every page of the tender documents must be signed by the bidder. |
| 10. | The parties to the contract are the contractor (the tenderer to whom the work has been awarded) and the RGU, Arunachal Pradesh for and on behalf of the Registrar, RGU, Rono Hills, Doimukh. |



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| 11. | Bid Security/Earnest Money amounting to Rs. 20,000/- should be submitted in the form of Account Payee Demand Draft, Banker's Cheque from any of the commercial banks drawn in favour of "Registrar, Rajiv Gandhi University, Itanagar" along with the tender. (Other details as mentioned in the tender form). It is also clarified that the quotations received without earnest money will be summarily rejected. The DD may be prepared in the name of "Registrar, Rajiv Gandhi University" payable at Itanagar/Naharlagun. |
| 12. | Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited to the Rajiv Gandhi University. |
| 13. | The EMD, in case of successful bidders shall be retained as performance security and in case of unsuccessful Bidders the EMD shall be returned within 30 days from the date of opening of the bid or till the finalization of the tender, whichever is later. The EMD shall be refunded to the unsuccessful tenderers on written request. No interest will be payable by the Rajiv Gandhi University authorities on the EMD. |
| 14. | In case the tenderer withdraws, modifies or change his offer during the contract period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. |
| 15. | Tender fee/Processing Fee will be Non-refundable amount of Rs.500/- (Rupees Five hundred) only and the tenderer shall deposit a separate Bank Draft in favor of " Registrar, Rajiv Gandhi University, Rono Hills, Itanagar, Arunachal Pradesh " along-with tender Document. The tenders submitted without tender fee shall liable to be rejected summarily. |
| 16. | Proposal for rate contract may be submitted in the prescribed format and all columns may be filled up. Incomplete proposals and tenders received after due date shall not be entertained. The Institute shall not be responsible for any postal delay and delay in receipt of the offer. Any bids received by the Institute which does not fulfill the desired terms and conditions shall be rejected out rightly and no communication in this regard shall be sent. Delayed / Late Bids will not be accepted at any circumstances. |
| 17. | Any addition and deletion of authorized dealership / distributorship shall be intimated to the undersigned immediately on authorization of a new party. |
| 18. | At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the Website of Rajiv Gandhi University (http://www.rgu.ac.in). In order to provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may or may not, at his discretion, extend the date and time for submission of tenders. |
| 19. | An undertaking may be given that the price list being furnished with the proposal will remain valid for the current rate contract irrespective of validity period. |
| 20. | The percentage of discount quoted by each firm in tenders shall be given both in words and figures failing which the same is liable to be rejected. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. |
| 21. | The bidder must have adequate experience of execution of similar work in Govt. offices / PSUs / Autonomous Bodies and other similar organizations. Necessary supporting documents like work orders, work completion certificate, payment certificate etc. for last three years to this effect must be submitted along with the offer. |



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| 22. | The Rajiv Gandhi University, Arunachal Pradesh reserves the right to accept the whole or any part or portion of the bid; and the bidder shall provide the same at the rates quoted. The Rajiv Gandhi University, Doimukh Arunachal Pradesh reserves the right to reject any part or all tenders / quotations or all offers received in response to the tender or cancel or withdraw the tender notice without assigning any reason thereof and also does not bind itself to accept the lowest quotation or any tender and no claim in this regard shall be entertained. |
| 23. | Delivery of goods shall be made by the supplier within 30 days of placing of purchase order however; in case of emergent requirement the firm has to supply the required quantity of goods within 1 weeks of placing of order also. In few cases the items are to be delivered at a very short notice i.e. within 24 hours. |
| 24. | Supply of material will have to be completed within 30 days or period mentioned in the purchase order. The liquidated damages charges @ 0.5% per week shall be imposed if supply made after expiry of delivery period subject to maximum 10% of the total value of goods/contract value. Quantum of liquidated damages assessed and levied by the purchaser shall be final and not challengeable by the supplier. |
| 25. | If successful tenderer fails to supply material within the stipulated delivery date or material supplied other than specification specified in our supply order, Rajiv Gandhi University, Arunachal Pradesh reserves the right to procure same or equivalent material from alternative sources at the vendor's risk, responsibility and cost. Any extra cost incurred in the procurement of the material from alternative source will be recovered from the Security Deposit / Bank Guarantee and Pending Bills and if the value of the materials under risk purchase exceeds, the amount of Security Deposit and / or Bank Guarantee and Pending Bills, the same may be recovered if necessary by due legal process. |
| 26. | The Rajiv Gandhi University, Arunachal Pradesh reserves the right to accept the whole or any part or portion of the bid; and the bidder shall provide the same at the rates quoted. The Rajiv Gandhi University, Doimukh Arunachal Pradesh reserves the right to reject any part or all tenders / quotations or all offers received in response to the tender or cancel or withdraw the tender notice without assigning any reason thereof and also does not bind itself to accept the lowest quotation or any tender and no claim in this regard shall be entertained. |
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| 30. | The bill in triplicate may be sent to this office for settlement after satisfactorily delivery of the material. The bill should have full particulars of the items(s) and tax components. No payment shall be made in advance nor shall the loan from any bank or financial institutions be recommended on the basis of the order of award of work. The contractor shall submit the bill only after supply of the material to the satisfaction of the Rajiv Gandhi University, Arunachal Pradesh, on receipt of a pre-receipted bill invoice from the Contractor the case of issuing sanction and passing of bill for payment will be initiated. No payment will be made for goods rejected. |
| 31. | In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to |



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| | cancel the work order/ job without assigning any reason thereof and nothing will be payable by Rajiv Gandhi University, Doimukh Arunachal Pradesh "in that event the security deposit shall also stands forfeited. |
| 32. | The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing from Rajiv Gandhi University, Arunachal Pradesh ", which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer. |
| 33. | If any conflict or difference arises concerning this agreement, its interpretation on payment to the made there-under, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an Arbitral Tribunal containing Sole Arbitrator to be appointed by the Registrar, Rajiv Gandhi University, Doimukh/Itanagar Arunachal Pradesh ". Such requests shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The provision of Arbitration and Conciliation Act, 1990 and the rule framed there under and in force shall be applicable to such proceedings. |
| 34. | The agreement shall be deemed to have been concluded in Doimukh, Arunachal Pradesh and all obligations hereunder shall be deemed to be located at Doimukh, Arunachal Pradesh and Court within Arunachal Pradesh will have Jurisdiction to the exclusion of other courts. |
| 35. | The rate contract is initially for the financial year 2023-24 and may be extended for further period of 1 (one) year. |
| 36. | The successful firm will be required to do the work / job for financial year 2023-24 from the date of award the contract. Rajiv Gandhi University, Doimukh/ Itanagar Arunachal Pradesh shall, however, reserve the right to terminate the contract at any time without assigning any reason. |
| 37. | The items will have to be supplied at Rajiv Gandhi University, Doimukh Arunachal Pradesh . No transportation charges will be paid for this purpose.. |
| 38. | Rajiv Gandhi University, Arunachal Pradesh shall be the sole authority to cancel or amend the order, as per requirement, and also to place order for supply of item beyond office hours/holidays/place of supply for which, no additional payment shall be made. |
| 39. | In case a proposal is accepted the supplier must sign an agreement deed with us on a non-judicial stamp of appropriate value while entering into rate contract. |
| 40. | The firm should have availability of a responsible person on call on all working days between 09:00 Hrs to 18.00 Hrs. |
| 41. | Order shall be issued actual need basis. Bills in triplicate for the items supplied by the selected firm should be raised for payment. Payment shall be released after it is ensured that the items/quantity and quality of items supplied are to the entire satisfaction of this office/ department and accepted. If any item is found to be defective, or not of the desired quality, the same shall be replaced immediately, for which no extra payment shall be made by Rajiv Gandhi University, Arunachal Pradesh . |
| 42. | The selected tendering Firm/Agency shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours and on holidays. The person should be capable of taking orders and making arrangement for supply of the desired items even on short notice to Rajiv Gandhi University, Doimukh Arunachal Pradesh . |



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| 43. | In case the quality of goods supplied are not in conformity with the standard given in tender or the supplies are found defective at any stage these goods shall immediately will be taken back by the supplier and will be replaced with the tender quality goods, without any delay. The Purchase Committee/ the department concerned reserves all right to reject the goods if the same are not found in accordance with the required description / specifications and liquidates damages shall be charged. |
| 44. | Each page of the Tender Notice to be signed and stamped by the bidder in token of having accepted the same. |
| 45. | The rate of Sale Tax/GST should be mentioned clearly. |
| 46. | Payment of the bill will be made after receipt of the goods in satisfactory condition. |
| 47. | No revision in rate (on higher side) will be accepted during contract period. |
| 48. | Order will be placed as per requirement, irrespective of value of the order. |
| 49. | Bidder must submit the documents of Annual Turnover not less than 1.5 cr. for previous three consecutive Financial Years. |
| 50. | Supply should be made in full against the order and shortage will be procured from other supplier on the risk and cost of the original supplier. |
| 51. | Supply should be made from the latest batch of production with maximum life period & original packing. |
| 52. | While submitting the tender document, the tenderer should sign on each page of the tender document. |
| 53. | The tenderer should enclose a signed copy of the terms & conditions stipulated for award of the contract, conveying his acceptance of the same. |
| 54. | The Registrar, Rajiv Gandhi University shall be the final authority to reject full or any part of the supply which is not confirming to the specification and other terms and conditions. |
| 55. | No payment shall be made for rejected Stores. Rejected items must be removed by the Bidders within two (02) weeks of the date of rejection at their own cost and replaced immediately. In case these are not removed, these will be auctioned at the risk and responsibility of the suppliers without any further notice. |
| 56. | The percentage of discount quoted by each firm in tenders shall be given both in words and figures failing which the same is liable to be rejected. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. |
| 57. | Bidders must submit the documents of IT return filed /Balance Sheet for successive three Financial Years. |
| 58. | Any correspondence related to this Tender Notice shall be uploaded in the website. Therefore, all bidders are requested to visit the website www.rgu.ac.in from time to time till finalization of the bid. |


Registrar, RGU

Specification of Printing Items.

| Sl. No. | Particulars/Printing | Paper Size | No. of Pages | Paper Quality | Kg/GSM |
|---------|--|------------|-------------------------------------|--|-------------------------------|
| 1. | Issue Register | Legal | Both side print (500 pages) | Azure Laid Paper | 70 GSM |
| 2. | Asset Register | Legal | Both side print (500 pages) | Azure Laid Paper | 70 GSM |
| 3. | Note Sheet | Legal | Both side print (100 pages) | Azure Laid Paper | 70 GSM |
| 4. | Leave Passbook (Cover lamination) | 1/8 Denny | (48 pages) | Maplitho Inner Page Cover Century Board | 70 GSM 100 GSM |
| 5. | Admission Form for Day Care Centre | ¼ Demy | Both Side | Maplitho | 70 GSM |
| 6. | Notification Day Care Centre | ¼ Demy | Single Side | Maplitho | 70 GSM |
| 7. | Medical Referral Certificate | ¼ Demy | Triplicate (Single Side) | Colour Demy | 60 GSM |
| 8. | Brown Envelope | 9'x4.5' | -- | Good Quality | 70 GSM |
| 9. | Letter Head (General) | ¼ Demy | (1 Pad 50 Sheets) | Executive Bond | 100 GSM |
| 10. | A4 Size Yellow Envelope (Inside Laminated) | 11.5'x9.5' | -- | Good Quality | 70 GSM |
| 11. | Yellow Envelope (Inside Laminated) | 14x9.5 | -- | Good Quality | 70 GSM |
| 12. | Envelope Green Pasted (Inside Net) | 14x10 | -- | Good Quality | 70 GSM |
| 13. | Clinical Laboratory Service Duplicate (Lab Report cum Cash Memo) | 1/8 Demy | Duplicate with Sl. No. Both side | Maplitho | 60 GSM |
| 14. | CPF Passbook (Yellow Laminated Cover) | 1/8 Demy | (80 Pages Inner) | Cover Century Board | Inner 70 GSM Cover 100 GSM |
| 15. | Student Health Dairy (Yellow laminated Cover) | 1/8 Demy | (52 Pages) inner pages | Cover Century Board | Inner 70 GSM Cover 100 GSM |
| 16. | Employees Health Dairy (Cover Laminated Green) | 1/8 Demy | (48 Pages)inner [pages | Cover Century Board | Inner 70 GSM Cover 100 GSM |
| 17. | Registration Card | 1/6 | -- | White Ivory Paper | 300 GSM |
| 18. | Peon Book (Colour Green) | 1/5 | Both side (50 pages) | Demy | 70 GSM |
| 19. | Migration Certificate (Pink) | 1/5 | Single Side | Colour Demy | 80 GSM |
| 20. | Challan (RGUF-2) | Legal | Single Side | DFC | 10.4 Kg |
| 21. | Stock Register | Legal | 100 Pages (Each Book) | Azure Laid | 70 GSM |

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| 22. | Application for Migrating Eligibility Certificate | Legal | 1 Pad=100 Pages (Both side) | DFC | 10.4 Kg |
| 23. | Application for Migration Certificate | Demy ¼ | Single side | Maphlitho | 70 GSM |
| 24. | Student Registration Record (Both Side Print) | Legal | 100 Pages (1 Book) | Azure Laid | 80 GSM |
| 25. | Prescription Pad (Bi-colour) | Demy ¼ | Single side | Maplitho | 80 GSM |
| 26. | Note Sheet | Legal | 100 Pages (1 Pad) | Azure Laid | 70 GSM |
| 27. | Letter Head (for Officer) | Demy ¼ | Single (Multi colour) | Executive Bond | 100 GSM |
| 28. | Colour Envelope | 9'x4.5' | Single | White Maplitho | 80 GSM |
| 29. | Electricity Bill (1+1 Both Side Printed) | Demy 1/8 | 100 Page | Maplitho Colour Demy | 60 GSM |
| 30. | Student Admission Receipt Triplicate All Printed | Demy 1/8 | 01 book 100 pages (Single Side) | Maplitho Colour Demy | 60 GSM |
| 31. | Arun Chatta (Magazine) Cover laminated | Demy 1/4 | 26 Pages | Maplitho | Inner 70 GSM (Single Colour) Cover 250 GSM Colour |
| 32. | File Cover Cloth Pasted Spine | 13.5"X10" | Single Side | 32 Ounch | -- |
| 33. | File Board | | | Best Quality | -- |
| 34. | Despatch Register | Legal | Both Side | DFC | 70 GSM |
| 35. | Case Book | 17"x28" | Both side | DFC Azure Laid Paper | 70 GSM |
| 36. | Contingent Bill Form | Legal | Single side | DFC | 65 GSM (10.6 KG) |
| 37. | Medical Reimbursement Form "A" | A4 Size | Both side | Demy Maplitho | 70 GSM |
| 38. | Medical Reimbursement Form "B" | A4 Size | Both side | Demy Maplitho | 70 GSM |
| 39. | Application for Medical claim | A4 Size | Single side | Demy Maplitho | 70 GSM |
| 40. | Medical charges Reimbursement bill | A4 Size | Single side | Demy Maplitho | 70 GSM |



Schedule of Tender

1. Last date and time of receipt of tender: : 24th July, 2023 till 04:00 pm
2. Amount of Tender Fee : Rs. 500.00
3. Amount of Earnest Money Deposit(EMD) : Rs. 20,000.00
4. Date and time of opening : 25th July, 2023 at 02.30 pm
4. Tender document may be downloaded from this University's official Website "<http://rgu.ac.in>".


31/7/2023
Registrar

TENDER FORM - I
INFORMATION AND UNDERTAKING.
(Tenderer may use separate sheet wherever required)

| Sl No. | Details of the Firm / Bidder | Page No. | Remarks |
|--------|--|----------|---------|
| 1. | Name & Address of the Manufacturer/Authorized Distributor/ Dealer | | |
| 2. | Whether the Firm is located in Arunachal Pradesh. Yes/ No | | |
| 3. | Details of the Earnest Money Deposit (EMD) (Yes/No) DD No: - Dated: - Drawn on Bank: - Amount: - Rupees.....only | | |
| 4. | Details of the Tender Processing Fee (Yes/No) DD No.: Dated: - Drawn on Bank: - Amount: - Rupees.....Only | | |
| 5. | Copy of Registration of the firm | | |
| 6. | Copy of GST Registration | | |
| 7. | Copy of PAN/ TAN card | | |
| 8. | Non Blacklisting Certificate | | |
| 9. | Copy of Income Tax Return, Balance Sheet, Annual Turn Over etc. for last 3 years | | |
| 10. | Certified copy of the machineries which are installed in the workshop of the firm | | |
| 11. | Have you previously supplied these items to any Government / private organization? If yes, attach the relevant proof. | | |
| 12. | Name and Mobile Number of a Key person, who can be contacted at any time. The person should be capable of taking orders and making arrangement for supply of the desired items | | |
| 13. | Any other information important in the opinion of the tenderer | | |



- Page number/serial number may be given to each and every page of Tender Documents and photocopies of the documents attached. Mention Page number, wherever the copy/copies of the document(s) are kept.
- In case of non-fulfillment of any of the above information/ document(s), the Tender will be summarily rejected without giving any notice.

(Dated Signature of the Tenderer with stamp of firm)

Dated:

Place:

Undertaking

1. That I/we have carefully studied all the terms & conditions of NIT and shall abide by it.
2. That I/We shall supply the items of requisite quality.
3. That I/We undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.
4. That I/We undertake that sample of items will be kept ready for inspections by the Rajiv Gandhi University, Doimukh, Arunachal Pradesh.
5. I/We shall be responsible for the cancellation of tender if samples are not up to mark.

(Dated Signature of the Tenderer with stamp of firm)

Date:

Place:



NON BLACKLISTING CERTIFICATE

[To be submitted on letterhead]

I/We hereby certify that the [Name of the company / firm] has not been ever blacklisted/debarred by any Central / State Government / Public Undertaking / Institute on any account.

I/We also certify that firm will be supplied the item as per the specification given by Rajiv Gandhi University, Arunachal Pradesh and also abide all the terms and conditions stipulated in Rate Contract.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and Rajiv Gandhi University, Arunachal Pradesh may impose any action as per NIT rules.

Date:

Name

Place:

Signature of Bidder:

Business Address

Seal of the Bidder:



NATIONAL ELECTRONIC FUNDS TRANSFER MANDATAE FORM

| | |
|--------------------------------|--|
| Name of City | |
| Bank Code No. | |
| Bank 's name | |
| Branch Address | |
| Branch Telephone / Fax no. | |
| Supplier's Account No. | |
| Type of Account | |
| IFSC code for NEFT | |
| IFSC code for RTGS | |
| Supplier's name as per Account | |
| Telephone no. of supplier | |
| Supplier's E-mail ID | |

[Signature with date, name and
designation] For and on behalf of Messrs _____

[Name & address of the bidder]



Memo No. ST-193/PW/2023/1434

Copy to:

1. All authorized dealers/ suppliers.
2. The Jt. Director, Computer Centre for information and uploading the Tender Notice on the University website.
3. Notice Boards.
4. Guard File.
5. Office copy.

Dated the 4th July, 2023



REGISTRAR