

**KAMALA NEHRU COLLEGE**  
**UNIVERSITY OF DELHI**  
**(August Kranti Marg, New Delhi-110049.)**  
**Tel. : 011-26494881, Telefax : 011-26495964**

Ref. No. KNC/EP/2024/652

Dated: 28.03.2024

**E-PUBLISHING TENDER NOTICE**

**Sub: E-Tender for Printing of "College Magazine in double Colour "Apoorva -24".**

Sir,

Tenders in single bid system i.e. inclusive of Technical & Financial bid are invited from publishing/authorized dealer(s) for printing of Academic Journal in double colour – "Apoorva-2024", as per following specifications: -

Particulars	Qty
Size of Book (after cutting) : 8 <sup>1/2</sup> x 11"	
Approx No. of pages in English : 40 printing in 2 colour (Black + one special colour)	
Approx No. of pages in Hindi : 40 printing in 2 colour (Black + One special colour)	
Approx No. of pages in Sanskrit : 08 printing in 2 colour (Black + one special colour)	
Additional/Annual Report : 28	
Photographs/Design on Art paper: 32 (Four colour Digital Printing)	
Cover pages : 02 Laminated (Matt Lamination)	
Total pages (approximately) : 160	
No. of copies : 800	
Consisting of System work (Designing in Photoshop, coral draw) cover page printing with offset process in 4 colours perfect binding / lamination of cover (spot finish) as per sample given.	800
The details of the paper to be used for text / photographs/cover is as under:-  Text paper (Sunshine bond): Size 23 cm x 36 cm – 100 gsm (conforming to approved sample) Imported Art paper (Ugo) for photographs: Size 23 cm x 36 cm - 135 gsm (conforming to approved sample) Special Imported Art paper (For cover): Size 23 cm x 36 cm – 300 gsm (conforming to approved sample)  The sample of all the above items can be seen in the college office between 10:00 a.m. to 1:00 p.m. (Monday to Friday) on or before stipulated date. The sample of the paper to be used, must be enclosed, without sample of papers, tenders are liable to be rejected. Also include sample of printing such publication work.  <b>Kindly note that you must quote your rates per booklet wise &amp; page-wise, and must be inclusive of typesetting of the matter.</b>	

## **NOTES:**

1. All details regarding the subject tender are available on our website [www.knc.edu.in](http://www.knc.edu.in) & [www.du.ac.in](http://www.du.ac.in) and <https://eprocure.gov.in/epublish/app>, Bidders are therefore, requested to visit these websites regularly to keep themselves updated.
2. Manual bids shall be submitted through speed post/courier only.
3. Please submit all the information in sepreately sealed envelops (**GST paper & required paper must be attached**) Through Registered/Speed post/Courier only ( by hand submission will not be acepated) , and send to this office address i.e. The Principal Kamala Nehru College ( University of Delhi), August Kranti Marg, New Delhi – 110049 before the last date and written on the top of the envelope in the bold letters, "QUATATION FOR for Printing of "College Megazine" in double colour "Apoorva -2024". respectvily
4. Clarifications/ queries, if any, can be addressed to the Principal, Kamala Nehru College, August Kranti Marg, New Delhi-110049, through email [office@knc.du.ac.in](mailto:office@knc.du.ac.in) or telephone no. 011-26494881.

  
**PRINCIPAL (Offg.)**

## **BID SUBMISSION**

- A. "Bid" shall be submitted as per Annexures

Annexure-I (Company Profile)  
Annexure-II (Tender Acceptance Letter)  
Annexure-III (Format for Financial Bid Submission)  
Annexure-IV (Authorization Certificate from Manufacturer/Principle Firm)  
Annexure-V (Certificate of Manufacturer/Principle Firm)  
Annexure-VI (FORMAT FOR RTGS/NEFT/ECS)

- B. General Instructions  
C. Terms & Conditions

**ANNEXURE-I**

**Company Profile**

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

<b>S.No.</b>	<b>Description</b>	<b>Details</b>
1	Name of the Company/Firm	
2	Status of the company (Prop./Pvt./Public/Govt.)	
3	Mailing Address	
4	Telephone and Fax numbers	
5	E-mail Id and Website address of the Company, if any	
6	Year of registration of the Company	
7	GST No. (Proof enclosed)	
8	PAN No. (Proof enclosed)	
9	ISO/ISI No. (Proof enclosed), if applicable	
10	Are you manufacturer or authorized dealers?	

I/we agree to abide by all the terms & conditions mentioned in the tender and further undertake that details of company profile given above with proof are correct & true.

(Signature)

Date :( Name & Designation).....

Place:  
Seal)

(Company

[Note: The format may be printed on the letter head of the firm and attached with page numbering]



**TENDER ACCEPTANCE LETTER**

To,

.....  
.....  
.....

**Sub: Acceptance of Terms & Condition of E-Tender.**

Tender Reference No: ..... dated

.....  
For ..... procurement ..... of  
.....

Dear Sir,

1) I/We have downloaded/obtained the tender document(s) for the above mentioned material(s) as per your e-tender notified on the websites namely [www.knc.edu.in](http://www.knc.edu.in), [www.du.ac.in](http://www.du.ac.in) and <https://eprocure.gov.in/epublish/app>

2) I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_ to \_\_\_\_ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms / conditions/ clauses contained therein.

3) The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.

4) I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirely.

5) I/we do hereby declare that our firm has not been blacklisted/ debarred by any Govt. Department/Public Sector undertaking.

6) I/we certify that all information furnished by our Firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason thereof can summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full earnest money deposit.

Yours faithfully  
(Signature of the Bidder, with Official Seal)

**Note: The format may be printed on the letter head of the firm/service provide.**

**ANNEXURE – III**

**FORMAT FOR FINANCIAL BID SUBMISSION**

I/We, ..... (authorised person/s of the firm) carefully read, understand and accept all the terms & conditions of the e-Tender No. Ref. No. .... Dated ..... floated by Kamala Nehru College, University of Delhi, Delhi-110049. I/We am/are submitting herewith our rates for the following items:-

S. No.	Description of works	Qty. Required	Unit Rate	Total Amount (In Rupees)
1.	<b><u>College Megazine "Apoorva-2024"</u></b>	800		
2.	<p>Size of Book (after cutting) : 8<sup>1/2</sup>" x 11"</p> <p>Approx No. of pages in English : 40 printing in 2 colour (Black + one special colour)</p> <p>Approx No. of pages in Hindi : 40 printing in 2 colour (Black + One special colour)</p> <p>Approx No. of pages in Sanskrit : 08 printing in 2 colour (Black + one special colour)</p> <p>Approx No. of pages in French : 08 printing in 2 colour (Black + one special colour)</p> <p>Additional/Annual Report : 28</p> <p>Photographs/Design on Art paper: 32 (Four colour Digital Printing)</p> <p>Cover pages : 02 Laminated (Matt Lamination)</p> <p>Total pages (approximately) : 160</p> <p>No. of copies : 800</p> <p>Consisting of System work (Designing in Photoshop, coral draw) cover page printing with offset process in 4 colours perfect binding / lamination of cover (spot finish) as per sample given.</p> <p>The details of the paper to be used for text / photographs/cover is as under:-  Text paper (Sunshine bond): Size 23 cm x 36 cm – 100 gsm (conforming to approved sample) Imported Art paper (Ugo) for photographs: Size 23 cm x 36 cm - 135 gsm (conforming to approved sample) Special Imported Art paper (For cover): Size 23 cm x 36 cm – 300 gsm (conforming to approved sample)  The sample of all the above items can be seen in the college office between 10:00 a.m. to 1:00 p.m. (Monday to Friday) on or before stipulated date. The sample of the paper to be used, must be enclosed, without sample of papers, tenders are liable to be rejected. Also include sample of printing such publication work.</p> <p><b>Kindly note that you must quote your rates per booklet wise &amp; page-wise, and must be inclusive of typesetting of the matter.</b></p>	Booklets		
			<b>Total</b>	
			<b>Add GST @ ....%</b>	
			<b>Net Total</b>	

In words (Grand Total Rupees).....  
Firm GST No. ....

Date:

Place:

Authorized Signatory  
Seal of the Firm

Note: The format may be printed on the letter head of the firm/service provide.

**ANNEXURE – IV**

**Authorization Certificate from manufacturer/principle firm on their letterhead in favour of bidder**

To,

The Principal  
Kamala Nehru College,  
University of Delhi,  
Delhi – 110 049.

Subject: -  
.....

Ref. KNC/EP/ Apoorva-2024/  
.....

Dear Sir,

We hereby certify that M/s .....  
located ..... at

..... is our Authorized Distributor/Dealer for the product(s) for which Kamala  
Nehru College has floated e-Tender on the subject above. Further, M/s  
..... is authorized to participate in tenders,  
quote, negotiate & raise invoice of these goods/services on our behalf. This  
authorization is valid upto..... after which it is subject to renewal.

Yours faithfully,  
(Signature)

(Name & Designation).....

(Company Seal)

Date:

Place:



**ANNEXURE – V**

**(Note: This certificate should be on the letter-head of the manufacturer/principle firm concern, and should be duly signed by an authorized person)**

**Manufacturing/Proprietary Certificate**

Ref: No. ....

Date.....

To  
The Principal  
Kamala Nehru College,  
University of Delhi,  
Delhi – 110049.

Subject: .....

Tender Ref. No. ....

Dear Sir,

We, M/s ..... who are a proven and reputable manufacturer of ..... products, having factories at ..... do confirm that the following items are the proprietary goods manufactured by us:

.....  
.....  
.....  
.....

Yours faithfully,  
(Signature)

(Name & Designation).....

(Company Seal)

Date:

Place:

**ANNEXURE-VI****FORMAT FOR RTGS/NEFT/ECS**

<b>Name of the Firm/Supplier/Vendor Address</b>		
<b>Particulars of Bank Account</b>		
(A)	Name of the Bank	
(B)	Name of the Branch and Address	
(C)	Telephone Number	
(D)	E-mail	
(E)	9 Digit Code Number of the Bank and Branch appearing on the MICR Cheque issued by the Bank	
(F)	Type of the Account	
(G)	RTGS/IFSC/NEFT Code of the Branch of the Bank	
(H)	Account Number (as appearing on the Cheque Book)	
(I)	Whether the Branch is Computerized?	
(J)	Is the Branch is also NEFT Enabled?	

I hereby declared that the particulars given are correct and complete.

Authorized Signatory with Rubber Stamp.



## **GENERAL INSTRUCTIONS**

- 1) The tender must be submitted in single bid i.e. including Technical + Financial Bid.
- 2) Bids shall be submitted offline only.
- 3) Bidder/Tenderer are advised to follow the instructions provided in the "Instructions to the Bidder/ Tenderer" for the e-submission of the bids online through the Central Public Procurement Portal for e-publishing at <https://eprocure.gov.in/epublish/app>.
- 4) Tenderer who has downloaded the tender from the Kamala Nehru College website [www.knc.edu.in](http://www.knc.edu.in) and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/epublish/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 tempered/ modified in any manner, tender will be completely rejected and EMD, if any would be forfeited and tenderer is liable to be banned from doing business with University of Delhi.
- 6) Intending tenderers are advised to visit Kamala Nehru College website [www.knc.edu.in](http://www.knc.edu.in) University website [www.du.ac.in](http://www.du.ac.in) and CPP Portal <https://epublish.gov.in/epublish/app>. regularly or at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

## **FINAL DECISION-MAKING AUTHORITY**

The Principal of the College reserves the right to accept or reject any bid and to annul/cancel the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders. No claim whatsoever will be entertained/paid by the Institute to the bidder(s).

## **REJECTION OF TENDER**

- 1) If the bidder proposes any alteration in or additions to the prescribed form of tender or any conditions mentioned, etc., tender is liable to be rejected.
- 2) If the signed acceptance letter is not submitted by the bidder, tender is liable to be rejected.

## **TERMS OF PAYMENT**

PAYMENT MODE: After the issue of Purchase Order, the firm has to submit the bill in duplicate. The Payment will be released through RTGS / NEFT as such participating firms are requested to submit bank details for this purpose on prescribed format.

## **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

### **SUBMISSION OF BIDS**

- 1) The bidder has to sign and upload the required bid documents one by one as indicated in the tender document.
- 2) Bidder has to select the payment option as "offline" to pay the tender fee / EMD (if applicable) and enter details of the instrument accordingly.
- 3) Bidder should prepare the EMD (if applicable) as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 4) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable.

### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

### **TERMS AND CONDITIONS**

1. (a) Price quoted for the material/equipment shall be firm and **valid for 90 days** from the date of opening.  
(b) The material/equipment offered shall conform to relevant Indian/International standards.
2. Delivery shall be essentially at Kamala Nehru College.
3. The vendor/bidder shall ensure to supply the material of latest manufacturing date and maximum expiry period. Principal reserves the right to reject the sub-standard material(s) and lesser expiry period of material(s).
4. Rate offered must be for metric system of unit lengths or volume or weight.



5. The bid shall be complete in all respects and the firms shall give the brand name offered by item in the bid. Wherever application, technical literature may please be enclosed alongwith tender.

6. Principal reserves the right to increase the quantity mentioned in this tender and principal reserves the right to split this tender and place order on one or more tenderers and the right to reject partly or completely any tender without assigning any reasons thereof.

7. No claim of insurance is admissible. Supply shall be effected either at Transporter's risk or railway or supplier's risk.

8. Payments will be made within 30 days of receipt of material in good working condition at site, i.e. at Kamala Nehru College and after submission of all necessary documents required for payments.

9. The certificates obtained from any authorized testing agency from manufacturer shall be submitted free of cost wherever required by us.

10. Material/equipment shall be guaranteed for the minimum period of **one year** for satisfactory performance, workmanship and for the quality of material/equipment supplied by the firm from the date of delivery.

11. All taxes/duties should be clearly mentioned in the tender.

12. **ELECTRICALS:** All electrical materials/equipment should be suitable for operation on 230v. 50 cycles, single phase AC and must be tropicalised for Indian Conditions wherever applicable.

13. **AFTER SALES SERVICE:** The offer shall clearly state full details of the service after sales facility available for the materials/equipment. The details shall include & qualification of service personal stationed at the service centre, response time in case emergency, availability of spares, etc. The offer shall also give the amount and other terms & conditions for annual service contract of the equipment/material after the expiry of the guarantee/warrantee period wherever applicable.

**14. PACKING:**

(a) The materials/equipment shall be packed suitably for dispatch direct to Kamala Nehru College at Supplier's expenses and tenderer shall be responsible for any damage during transit wherever applicable.

(b) External damages of shortages that are prime facia the results of rough handing in transit or due to defective packing will be intimated within a fortnight of the receipt of materials/equipments wherever applicable.

(c) Internal damages or shortage of integral parts which cannot ordinarily be detected on superficial visual examination due to bad handling in transit or defective packing would be intimated within two months from the date of receipt of the articles. In either case, the damaged or defective materials/equipment shall be replaced by the supplier free of cost.

15. **LOSS OR DAMAGE:** If during the period of supply it is found that the goods already supplied are defective in materials or workmanship or do not conform to the specification or unsuitable for the purpose for which they are purchased, then it will be open to the purchaser either to reject the goods and repudiate the purchaser may suffer on that account or require the seller for replacement of goods at free of cost.



16. **TEST CERTIFICATES:** Test shall be carried out as per relevant standards before dispatch by the supplier at his expense and test certificates shall be submitted for approval of the Kamala Nehru College, New Delhi. The offer shall include a list of addresses of users of similar materials/equipment with other references wherever applicable.

17. **JURISDICTION FOR DISPUTES:** In all disputes the decision of the Principal, Kamala Nehru College, University of Delhi, Delhi shall be final, conclusive and binding on the supplier/tenderer. All disputes shall be subject to the jurisdiction of the courts in the city of Delhi, India.

18. **DEVIATIONS:** Deviations if any from the specifications given which provide for improvement in the functioning of the equipment will be accepted. Such deviations and their advantages shall be clearly brought out in the tender wherever applicable.

Sealed bids on behalf of Principal, Kamala Nehru College (University of Delhi) are invited **"for Printing of "College Magazine in double Colour "Apoorva -24r" at Kamala Nehru College, through speed post/registered post/courier before 25<sup>th</sup> April- 2024 at 17:30 Hrs..**

## IMPORTANT DATES

Publish Date	04.04.2024	14:00 Hrs.
Document Download / Sale start Date	04.04.2024	14:00 Hrs.
Document Download / Sale end Date	25.04.2024	17:00 Hrs.
Bid Submission Start Date	04.04.2024	09:00 AM
Bid Submission End Date	25.04.2024	17:30 Hrs.
Bid Opening Date	26.04.2024	11:00 Hrs.

  
**PRINCIPAL**  
**KAMALA NEHRU COLLEGE**  
**AUGUST KRANTI MARG**  
**NEW DELHI-49**