

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

Ref. No. KNC/EP/2022/

Dated: 05.05.2022

**E-PUBLISHING TENDER NOTICE**

**Sub: E-Tender for Printing of "Annual Report: 2022".**

Sir,

Tenders in single bid system i.e. inclusive of Technical & Financial bid are invited from manufacturer/authorized dealer(s) for printing of Annual Report- 2022", as per following specifications:-

S. No.	Description of the Work	Qty.
1.	Size of Book : "9.5x5.5" ( 175 pages with cover) Number of copies : 200 copies Printing of cover on handmade paper (300 GSM ) and text on 100 GSM handmade paper with double color (one color for background tint + one color for text)	200 copies
2.	Perfect binding of the booklet	
3.	Setting of both Hindi and English text and cover and for matters	
4.	If number of pages increased or decreases in number then payment will be made accordingly.	
	The sample may be seen in the College. The sample of paper as per above specification must be attached with the tender.	
	This tender submission of the following: 1. Sample of handmade paper as per specification. 2. Rate per page.	
	NOTE:- Tender received without the sample of paper will not be considered. Kindly note that if printed pages either increase or decrease, then payment will be adjusted on per page basis. The final payment will be made after the satisfactory compliance of work order. The College reserves the right to reject the above mentioned item or impose a penalty @10%of total amount, at any stage without assigning any reason, if it is not found to be according to our specification/non compliance/ for non-compliance of work order on stipulated date.	

**IMPORTANT DATES**

Particulars	Date
Bid Document Download Start Date	17.05.2022
Bid Submission Start Date	17.05.2022
Bid Submission End Date	07.06.2022
Bid Opening Date (Technical + Financial)	08.06.2022

## 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 & DU Website regularly to keep themselves updated.
2. Manual bids shall be submitted.
3. Clarifications/ queries, if any, can be addressed to the Principal, Kamala Nehru College, August Kranti Marg, New Delhi-110049, through email [kamla.nehru\\_du@hotmail.com](mailto:kamla.nehru_du@hotmail.com) or telephone no. 011-26494881.
4. 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 acepsted) , and send to this office address i.e. The Principal Kamala Nehru College ( University of Delhi), August Kranti Marg, New Delhi – 110049. written on the top of the envelope, "**QUOTATION FOR Printing of "Annual Report - 2022"**". respectively



**PRINCIPAL**

## 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



(Munika Paul)

**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:

(Company Seal)

[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/>

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.	Size of Book : "9.5x5.5" ( 108 pages with cover) Number of copies : 200 copies Printing of cover on handmade paper (300 GSM ) and text on 100 GSM handmade paper with single color	200 copies		
2.	Perfect binding of the booklet  The sample may be seen in the College. The sample of paper as per above specification must be attached with the tender.  This tender submission of the following: 1. Sample of handmade paper as per specification. 2. Rate per page.  NOTE:- Tender received without the sample of paper will not be considered. Kindly note that if printed pages either increase or decrease, then payment will be adjusted on per page basis. The final payment will be made after the satisfactory compliance of work order. The College reserves the right to reject the above mentioned item or impose a penalty @10%of total amount, at any stage without assigning any reason, if it is not found to be according to our specification/non compliance/ for non-compliance of work order on stipulated date.			
			<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.**

**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/AR-2022/ :- .....

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:

(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:

**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-procurement at <https://eprocure.gov.in/epublish/app>.
- 4) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing file size of the scanned document.
- 5) 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://eprocure.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 though RTGS / NEFT as such participating firms are requested to submit bank details for this purpose on prescribed format.

### **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/epublish/app>

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/epublish/app>) by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC"s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective "My Tenders" folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **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.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing file size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates, GST registration papers etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.



## **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD (if applicable) and enter details of the instrument accordingly.
- 4) 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.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable.
- 6) The server time (which is displayed on the bidders" dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the Secured Socket Layer 125-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender is opened by the authorized bid openers.
- 8) Upon timely and successful submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

## **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/equipments 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 tropicalized 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/equipmentP 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.