**College of Engineering & Technology**

**Techno Campus, Kalinga Nagar, Ghatikia**

**Bhubaneswar- 751029 (INDIA)**

Ref: No.905 / CET Date – 27/02/2016

**TENDER CALL NOTICE**

Sealed tenders are invited under two bid systems from the registered and well-established reputed firms having requisite experience in the relevant field for printing of College Annual Magazine “The Engineering Herald”. The detailed information are given in the Bid Document, which may be downloaded from our Website: ***cet.edu.in***. **The cost of the bid documents of Rs.500.00(Rupees Five Hundred only) and an EMD of Rs.4,000.00 (Rupees Four Thousand only/-) should be submitted in form of Demand Draft/Banker’s Cheque/Pay Order drawn in any Nationalized Bank in favour of Principal, CET, Bhubaneswar payable at Bhubaneswar along with the technical bid.** The tenderers must possess valid up-to-date VAT/income tax clearance etc. The last date of submission of tender is Dt.28.03.2016 (up to 1.00 PM) and the tender and technical bid will be opened on the same date at 3:00 p.m. The sealed tender will be received by **Speed Post/Registered Post/Courier only.** No hand delivery will be accepted. The authority is not held responsible for any postal delay. Tender received after the scheduled date and time will not be accepted. More details are available at our college website [**www.cet.edu.in**](http://www.cet.edu.in)**.**

**The authority reserves the right to accept/reject any or all tenders without assigning any reason thereof.**

**Sd/-**

**PRINCIPAL**

**BID DOCUMENTS**

**FOR PRINTING OF THE**

**ANNUAL COLLEGE MAGAZINE**

**‘THE ENGINEERING HERALD’**

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**COLLEGE OF ENGINEERING AND TECHNOLOGY**

**(A Constituent College of Biju Patnaik University of Technology)**

**Techno Campus,Ghatikia,**

**PO:Mahalaxmivihar,Bhubaneswar – 751029**

### Scheduled Tender Activity for Printing of College annual magazine ‘The Engineering Herald’ with reference to Tender Call Notice No. \_\_\_\_\_\_/CET Dt.

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| --- | --- | --- |
| **Sl. No.** | **Activity** | **Date** |
| 1 | Last Date of the receipt of Tender Documents  |  28.03.16 up to 1:00 PM |
| 2 | Opening of Tender |  28.03.16 at 3:00 PM |

**Commercial bid & Technical bid must be enclosed separately.**

 The tenderer has to submit a **Demand Draft / Banker’s Cheque / Pay order** for **Rs.500.00 (Rupees Five Hundred Only)** in favour of **Principal**, **College of Engineering and Technology payable at Bhubaneswar** in any Nationalized Bank towards the cost of bid documents.

### Eligibility of Tenderer and General Instructions:

### Eligibility:

Those who fulfill the following criteria are eligible to participate in the tender.

1. The tenderer must be a reputed Original press of a reputed press. The printing press should provide all documents relating to their **Capabilities.**
2. The tenderer must provide evidence of successful execution of similar supply orders in past in different organisations.
3. The tenderer must have cleared Sales Tax and Income Tax payment up to date. Attested copies of Sales Tax Clearance Certificate or non-assessment certificate from the concerned Sales Tax Authority valid up to date and attested copy of Income Tax Clearance Certificate or non-assessment certificate, as the case may be, from the competent authority, up to date and PAN Number must be enclosed along with the Tender documents.

### General Instructions:

Submission of more than one bid by a particular tenderer under different names is strictly prohibited. In case it is discovered later on that, this condition is violated, all the tenders submitted by such tenderer/s would be rejected or contract cancelled.

All offers should be in English and the price quoted for each item should be in Indian rupees only.

Delivery period is to be clearly indicated.

The rates and the conditions of the offer will remain valid for three months from the date of opening of the tender and no change or alteration of the rate will be acceptable on any account.

Submitted tender forms with overwriting or erased or illegible specifications and rates will be rejected.

Request from tenderer in respect of additions, alterations, modifications, corrections, etc. of either terms & conditions or rate after opening of the bid may not be considered. However, negotiation may be made before finalization.

Tenderers shall carefully examine the bid documents and fully inform themselves of all the conditions, which may in any way affect the cost of the work thereof.

Should a tenderer find discrepancies or omissions from the specification or other documents and any doubt as to their meaning, he should at once notify the purchaser and obtain clarification in writing.

This, however, does not entitle the tenderer to ask for time beyond the due date fixed for receipt of tenders.

The tenderer must also specify minimum time and maximum time to repair/replace in the event of a failure and penalty thereof.

Verbal clarification and/or information given by the purchaser or its employees or representatives shall not be binding on the purchaser.

Submission of sealed bid will carry with the implication that the tenderer agrees to abide by the conditions laid down in the detailed particulars of the bid notice.

Conditional offers and offers qualified by vague and indefinite expression, as ‘subject to immediate acceptance’ ‘subject to prior sale’, etc. will not be considered.

While tenders are under consideration, tenderers and their representatives or other interested parties are advised to refrain from contacting by any means, to the purchaser's personnel or representatives on matter relating to the tenders under study.

The purchaser, if necessary, will obtain clarification on tenders by requesting such information from any or all the tenderers either in writing or through personal contact as may be necessary.

The tenderer will not be permitted to change the substance of his offer after the tenders have been opened. In the event of non-compliance with this provision, the tenderer is liable to be disqualified.

### Submission of Tenders:

#### The sealed envelope must show the name of the tenderer and his address and should be superscribed as **“Tender for printing and supply of College Magazine, *‘The Engineering Herald’ ’’*** on the top of the envelope.

All the documents submitted must be in the papers showing signature of the tenderer and printed office name of the tenderer on official seal.

All the documents must be submitted in a sequential manner with separator/flags to help in quick scanning of the topics.

The tenders should be submitted by Registered Post/Speed Post/Courier and addressed to the **Principal, College of Engineering & Technology** and super-scribed as **“Tender for printing and supply of College Magazine, *The Engineering Herald”*** so as to reach the Principal’s office on or before the last date and time of receipt of tenders.

### Requirements by Tenderer before Supply:

### Packaging:

All the items are to be suitably protected, covered and crated to prevent damage or deterioration during transit and storage till the time of delivery. The supplier shall be held responsible for any loss or damage caused during transportation, handling or storage till their successful delivery.

### Inspection:

The items shall be inspected for cleanliness and state of physical condition and performance as per quoted specification.

CET reserves all right to reject the item if it does not comply with the specifications during checking and verifications of printed materials.

### Requirements by Tenderer after Supply:

### Supply:

The material would be delivered by the supplier at Office of the PIC, Students’ Affair, TECHNO CAMPUS, Ghatikia, PO: Mahalaxmivihar Bhubaneswar – 751029, Orissa.

The above mentioned magazine should be supplied directly from the firm /Authorised dealer having passed all tests successfully with Certifications as required.

In case, articles are found damaged in transit or found short at the time of delivery the full cost of the same will be deducted from the bill of the supplier in case the supplier does not replace the stock within a week from the date of the complaint.

The articles ordered must be supplied in one lot within **4(four) weeks** of placing of the order.

In case of delay in delivery of the materials, a penalty of 1% (one per cent) per week shall be levied.

CET reserves all right to procure the materials from alternative sources at the risk and cost of the successful tenderer giving 15 days notice.

Any increase in tax and duties after expiry of delivery period will be accounted to the seller’s account.

In case the items supplied by the supplier are found not up to the specification shall be rejected.

The supplier will be intimated to take back the stocks at his own cost within three days from the date of rejection and to replace the same within 7 days, failing which the EMD will be invoked in addition to taking legal actions.

### Financial Terms:

* 1. **EMD**

The tenderer has to submit a Demand Draft / Banker’s Cheque / Pay order of Rs.4000**/-** in favour of **Principal,** **College of Engineering and Technology payable at Bhubaneswar in any Nationalised Bank** towards **EMD.** There will be no interest paid to the tenderer towards EMD money.

In no case, the EMD Money in cash or other forms will be accepted at the time of opening of the bid. No request for adjustment of claims, if any, will be accepted.

The EMD of unsuccessful tenderers will be refunded as soon as possible after the tenders are finalized.

* 1. **PRICES:**

Price quoted should be **FOR PIC Student Affairs, College of Engineering & Technology, Bhubaneswar only including unloading charges.**

Purchase order will be placed for a massive lot or for all the items together, as the case may be.

* 1. **Sales Tax Concession:**

Central Sales Tax Concession is to be availed on production of the required certificates applicable to Educational Institution.

* 1. **Discount:**

Our Institute is a pioneer Institution in the field of Teaching and Research in Engineering and allied disciplines and do not run with profit motive.

As such we are availing price discount for purchase of items.

The rate of discount or any other Institutional benefit arising out of Govt. Policy etc., on each item may also be indicated in the bid specifically.

* 1. **Payments:**

100 percent payment as per the ordered value will be made after successful delivery of items subject to submission of satisfactory certification by our Professor-in-Charge.

* 1. **Penalty:**

If the delivery is not carried out in time as specified in other part of the tender documents, the tenderer will be charged @ 1 % (one per cent) per week of the total value of the concerned item.

### Instruction to the Tenderer:

* 1. **Instructions to Offer Technical and Price Bids Separately:**

**Technical Offer and Price Bids should be separately given in two different covers.**

Each cover should be earmarked as to know the contents within as either ***“Technical Offer” or “Price Offer”***.

Both these covers should be placed in a third cover super scribed as **“*Tender for printing and supply of College Magazine, The Engineering Herald’’*** on the top of the envelope.

* 1. **Solving Disputes:**

CET, the tenderer and the manufacturer shall make all efforts to resolve amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with this contract.

All disputes arising out of the contract shall be referred to courts under the jurisdiction of the Bhubaneswar court only.

***The above terms and conditions except those otherwise agreed upon, shall form a part of the Purchase Order***.

***Sign on each page of this tender document and Return it along with the offer enclosing this part together with the Technical Offer.***

***\*\* \* The CET authority has all rights to accept / reject any tender without assigning any reasons thereof.***

### Technical Specifications:

The minimum specifications of the magazine **“The Engineering Herald"** are as follows:

**Size of magazine : A4**

**No of copies : 4000**

**No of pages : a. B/W-70 pages (Approx.) (90 gsm glossy paper)**

 **b. Multi colour-50 pages (120 gsm glossy paper)**

 **c. Cover page (Color- 250 gsm, matt laminate)**

* The minimum specifications are indicative and not exhaustive. Cost involved for each extra page must be specified as well.
* During verification while receiving the magazine, if it is found that the pages are not as per our technical specifications, then the whole order will be cancelled and no payment will be made in this regard.
* Before final printing of the magazine, the eligible tenderer must obtain the final order from the college authority.

### Financial bid

The financial bid should be given in the format given below.

|  |  |  |
| --- | --- | --- |
| Sl. No | Description of the Item | Rate (in INR) per copy |
| 1 | Cost of printing and supply of the college magazine **" The Engineering Herald"** consisting of the approximate 124 pages as per the given technical specifications | Rate in INR may be given per copy of the magazine including cost of delivery |
| 2 | Cost of each extra page should be mentioned. |  |
| 3 | Taxes if any |  |

The quoted materials should be of latest trend and technology.