



Sher-e- Kashmir
University of Agricultural Sciences & Technology of Jammu
Administrative Block, Chatha, Jammu-180009

TENDER NOTICE FOR PRINTING SERVICES

Dated: 02/02/2017

For and on behalf of Vice Chancellor, SKUAST-J, sealed tenders on prescribed tender form affixed with revenue stamps worth Rs. 5/- (Rupees five only) are invited from the reputed publishers/printers for providing printing services to the university for the period of 2017-18.

The tender documents shall be issued against the payment of non-refundable/non-transferable tender fee of Rs 1000/- (Rupees one thousand) only in the shape of DD drawn in favour of Comptroller SKUAST-J. The tenders are required to be submitted along with earnest money deposit of Rs. 5000/- (Rupees five thousand) only in the shape of CDR/FDR pledged in favour of Comptroller, SKUAST-J. The tender along with EMD must reach the Chairman, Central Purchase Committee, Comptroller, SKUAST-J, Adm Block Main Campus, Chatha, Jammu by registered / speed post by or before 27.02.2017 up to 3.00 pm.

The detailed tender documents, comprising i) Pre-eligibility/ Technical Bid (Annexure-I) and Price Bid (annexure-II) to be submitted in separate sealed envelopes duly super-scribed as "Pre-eligibility Bid" & "Price Bid" along with specifications, terms and conditions etc. can be obtained from the office of the Chairman, Central Purchase Committee/ Comptroller, SKUAST-J, Chatha, Jammu. The Price Bids of the tenderers who will qualify the conditions of the pre-eligibility shall only be opened as per following schedule:-

Date of sale of tender documents	:04.02.2017 to 27.02.2017 up to 3.00 PM
Last date of submission of tender	:27.02.2017 up to 3.00 PM
Date of opening of tenders	:01.03.2017 at 3.00 pm

The intending tenderers can visit and download the tender document along with terms and conditions from the University Website: www.skuast.org and in that event they will have to enclose demand draft of Rs 1000/- (Rupees one thousand only) as tender fee drawn in favour of The Comptroller, SKUAST-JAMMU.

Member Secretary (Misc.), CPC



Sher-e- Kashmir
University of Agricultural Sciences & Technology of Jammu
Administrative Block, Chatha, Jammu-180009

TENDER FORM

Cost of tender document received vide Bank Draft / Cash Receipt No. _____
Dated _____ for Rs. 1000/-

Tender for: - Printing services

Earnest Money amounting to **Rs. 5000/-** in the shape of Bank CDR / TDR No. _____
Dated _____ of _____ Bank enclosed.

To,

The Chairman, CPC
SKUAST of Jammu
Chatha, Jammu-180009

I/We _____ S/o.Sh. _____

R/o _____ /Authorized signatory of

M/S _____ hereby tender for printing job etc. at SKUAST-
Jammu and declare as under: -

1. That I/We have sufficient experience of providing printing services.
2. That I/We have carefully gone through the terms and conditions of the NIT and bind myself/ourselves to adhere to the quality and quantity parameters and rates quoted.
3. That the rates quoted in the enclosed tender form have been written by me/us under my/our personal supervision and are final.
4. That I/We shall be bound by the SKUAST Jammu's instructions regarding quality and quantity of materials and other conditions.
5. That the revenue stamps worth Rs. 5/- have been affixed by me/us.

Name and address of the tenderer

Pre-eligibility Bid

S.No.	Pre-eligibility Requirements	Remarks of the Tenderers
1	The tendering firm should have experience of satisfactory completion/ performance for supply of stationery items to Govt. /PSU/Autonomous Body amounting to minimum average of Rs. 3.00 Lakhs for the last 3 years (2012-13, 2013-14 and 2014-15) duly certified by the Authorized Officer.	
2	Copy of the VAT/TIN Registration Certificate of the firm.	
3	Copy of the PAN of the Firm/ Proprietor.	
4	The tendering firm should have annual sales turnover of Rs 7.00 lakhs for the last 2 financial years (2013-14 & 2014-15) supported by the certified document of Sales Tax Deptt./ Chartered Accountant.	
5	The tendering firm shall furnish an undertaking to the effect that the tenderer has never been black listed by any organization/institution.	
6	Latest Income Tax/VAT clearance certificate	
7	Bank Performance certificate	
8	Copy of the Trade License issued by the Competent Authority	

SHORTRUN JOBS/BLACK & WHITE JOBS BY DIGITAL/OFFSET PRINTING PROCESS

	i.	Reports 23"x36"/25x36"/8			
	ii.	Research Monographs/Information bulletins 20"x30"/8			
	iii.	Brochure 23"x36"/25x36"/8			
	iv.	Bulletins/handbooks 23"x36"/25x36"/16			
	v.	Shortrun jobs/Register, Data Log Book, Stock, pay bill form etc. 17x27, 20x30 full & 2/4			
1(a).	Composing Charges (2+1 copies)	23"x36"/25"x36" 8	23"x30"/8	23"x36"/25"x36"/16	
	i.	DTP/Laser composing	Rs.....	Rs.....	Rs.....
		text/tabular & print out			
	ii.	Setting & Printing out by Floppy	Rs.....	Rs.....	Rs.....
			17"x27"/20x30F	17"x"/20x30/2	17"x27"/20x30/4
	iii.	Composing/pagesetting text /tabular & printout.	Rs.....	Rs.....	Rs.....
1(b).	Scanning of line/multicolor halftone with texttyping/setting on A4 Colour printout/digital print	Paper Mat/100-120 gsm		Card sheet/255-300 gsm	
		Rs.....	Rs.....	Rs.....	
2.	Processing charges per sq.inch	negative	Positive		
	i.	Text/tabular matter	Rs.....	Rs.....	
	ii.	Four colour processing including Designing. Scanning of line /multicolour halftone etc.	Rs.....	Rs.....	
3.	Colour printing/cover printing/col./side for multicolor jobs 15"x20", 17"x27" & 18"x25":	200 copies	500 copies	1000&addl.1000 copies	
	CTP system	Rs.....	Rs.....		
4.	Printing & plate making charges (per side per colour) offset/Digital	500 copies	1000&addl.1000 copies		
	i.	Per form of 25"x36"/20"x30"	Rs.....	Rs.....	
	ii.	Per form of 18"x25"/15"x20"	Rs.....	Rs.....	
	iii.	Per form of 17"x27"/20"x26"	Rs.....	Rs.....	
5(a).	Offset/Digital printing/colour certificate	150 copies	500 copies	Addl.1000copiesper	
	i.	12"x18"/10"x15"/13.5"x19"	Rs.....	Rs.....	Rs.....
	ii.	9"x11"/7.5"x9.5"/8.5"x13.5"	Rs.....	Rs.....	Rs.....
5(b).	Digital Printing poster/sq.foot	Vinyal	Eco	Translight	
		Rs.....	Rs.....	Rs.....	
	(c).	Poster Lamination/ sq.foot	Rs.....	Rs.....	Rs.....
6.	Envelopes with screen printing	100	200	500 1000	
	a).	5"x7" super Print	Rs.....	Rs.....	Rs.....
	b).	50.5"x8.5" super print	Rs.....	Rs.....	Rs.....
	c).	6"x9" super print	Rs.....	Rs.....	Rs.....
	d).	10"x5" super print	Rs.....	Rs.....	Rs.....
	e).	9"x11" super print	Rs.....	Rs.....	Rs.....
	f).	10"x12" Brown sheet	Rs.....	Rs.....	Rs.....
	g).	11"x18" Brown sheet	Rs.....	Rs.....	Rs.....
	h).	12.5"x13.5" Brown sheet	Rs.....	Rs.....	Rs.....
	i).	13.5"x15.5" Brown sheet	Rs.....	Rs.....	Rs.....
7(a).	Binding (including gathering, collecting Sticking/sewing and cover pasting)	200 copies	500 copies	1000 copies & Addl.	
	i.	Above 480 pages	Rs.....	Rs.....	Rs.....
	ii.	Report/compendium 240-480pages	Rs.....	Rs.....	Rs.....
	iii.	Report 160-238 pages	Rs.....	Rs.....	Rs.....

	b) (Mat finish) Magno/Yogo	Rs.....	Rs.....	Rs.....	Rs.....	Rs.....	Rs.....	Rs.....	Rs.....
	c) DO Imp.	Rs.....	Rs.....	Rs.....	Rs.....	Rs.....	Rs.....	Rs.....	Rs.....
9(b)	Paper for cover 10 sheets/ packet:	<u>22"x28"/255 22"x28"/300 23"x36"/255 23"x36"/300 25"x36"/300 25"x36"/400</u>							
	i) Cynarmass/china art	Rs.....	Rs.....	Rs.....	Rs.....	Rs.....	Rs.....	Rs.....	Rs.....
	ii) Art Card	Rs.....	Rs.....	Rs.....	Rs.....	Rs.....	Rs.....	Rs.....	Rs.....
	iii) Magno star/Yogo	Rs.....	Rs.....	Rs.....	Rs.....	Rs.....	Rs.....	Rs.....	Rs.....
	iv) Colour Card sheet	22"x28"/175	Rs.....						
	v) Card Board 40 ozs/Bdl.		Rs.....						
9(c).	Raw Materials for Registers/Report								
	Text Paper 500 sheets:								
	a) White Ptg. (Orient diamond touch)	<u>16"x26"/60</u>	<u>18"x22"/60</u>	<u>17"x27"/70</u>					
		Rs.....	Rs.....	Rs.....					
	b) Maplitho (Star brand)	<u>17"x27"/70</u>	<u>18"x23"/70</u>	<u>20"x30"/80</u>	<u>20"x30"/90</u>				
		Rs.....	Rs.....	Rs.....	Rs.....				
	c) Legder Paper (Balarpur Brand)	<u>17"x27"/70</u>	<u>20"x30"/70</u>	<u>20"x30"/80</u>					
		Rs.....	Rs.....	Rs.....					
	d) Colour Paper	<u>18"x22"/80</u>	<u>23"x36"/80</u>						
		Rs.....	Rs.....						
	e) Executive Bond	<u>18"x23"/70</u>	<u>18"x23"/90</u>						
		Rs.....	Rs.....						
10.	Flex Printing/ per sq. feet with fixing	<u>Without Frame</u>		<u>with Iron</u>	<u>Frame Wooden Frame</u>				
	a) Digital Printing on Solvent Flex	Rs.....	Rs.....	Rs.....	Rs.....	Rs.....	Rs.....	Rs.....	Rs.....
	b) Digital Printing inkjet (high quality)	Rs.....	Rs.....	Rs.....	Rs.....	Rs.....	Rs.....	Rs.....	Rs.....
			With sunboard	Without sunboard	Sunboard	With wooden			
	frame								
	c) Eco Solvent Printing	Rs.....	Rs.....	Rs.....	Rs.....	Rs.....	Rs.....	Rs.....	Rs.....
	d) Translight glowsign/scroller/sq.feet	Rs.....							
	e) Exhibition hoarding with rental charges	Rs.....							
	on flex/sq.feet/month								
	f) Acrylic sheet display board with steel								
	studs (including digital printing poster								
	with thermal lamination & fixing charge/sq.feet			Rs.....					
11.	File cover multicolour 350-400 gsm art card			Rs.....					
	(inside pocket L/R and steel clip for paper)								
12.	Binding of Service book 9"x13" (cloth raxine full hard bound with					Per Book cost			
	32 ozs card board, two end papers (card sheet) to be pasted both								
	inside cover. Note: Service book will be provided by the Institute.)					Rs.....			
13.	Complete CD/Cdr./word,edited format copy of the publication								
	with cover title digital printing.					Rs.....			
14.	File Board of two sizes 42x36 cms & 36x25 cms (one pair): white plain paper for inside board; colour plain								
	paper for outside board; 4.5 cms and 3.5 cms (length wise) to be cut from the first board of each pair and								
	will be pasted with binding cloth than jointed with first board; four eylete to be used in one pair.								
	Complete one pair (42x36cms) charges					Rs.....			
	Complete one pair (36x26 cms) charges					Rs.....			
15.	Printing of Registration Cards on thick Chart Paper including cost of chart paper								
	i) Set of four cards (different colours) 9.8"x7.0"	Rs.....							
	ii) Set of five cards (different colours) 9.8"x7.0"	Rs.....							

16. Processing/Printing by Digital Process single side including paper
Title Page 300 gsm 13x19/12x18 Rs.....
Inner page 170 gsm 13x19/12x18 Rs.....
17. Processing/Printing by Digital Process both side including paper
Title Page 300 gsm 13x19/12x18 Rs.....
Inner page 170 gsm 13x19/12x18 Rs.....
18. Printing of Answer books (cover page) (A4) Rs.....

Terms & Conditions:

1. The tenders shall only be entertained if submitted on the prescribed form of the University. The tender is liable to be rejected if it contains mutilation, overwriting and corrections without due attestation by the tenderer.
2. The tender must be accompanied with earnest money amounting to **Rs. 5000/-** in the form of CDR/FDR in favour of **Comptroller, SKUAST of Jammu**. Tenderers who will use downloaded tender form for offering rates shall have to remit tender fee of Rs.1000/in form of DD drawn in favour of Comptroller, SKUAST-J. No tender without CDR shall be entertained. The CDR of unsuccessful tenderers shall be released within one month of the finalization of contract. CDR of successful tenderer shall be released within one month after completion of the contract.
3. Conditional tenders shall be rejected out rightly.
4. The envelope in which tender is submitted must be legibly super-scribed as **“Tender for printing services for SKUAST of Jammu”**.
5. The tender document should be comprised of : -
Pre-eligibility/ technical bid and Price bid in two separate sealed envelopes duly super-scribed as “Pre-eligibility bid” and “Price bid”
6. The Competent Authority i.e. SKUAST –Jammu reserves the right to revise or alter the specifications before the acceptance of the tender.
7. Late, delayed, incomplete tenders and tenders received after stipulated date and time shall out rightly be rejected. Further, modifications & additions if any to the tender after opening of the same will not be accepted.
8. The rates quoted shall be **inclusive of all taxes / VAT etc. and FOR destination within the periphery of 20 kms.**
9. The quality of printing shall conform to National Standards.
10. Processing shall include system planning and image setting.
11. The printing firm shall be responsible for designing and getting the proof finalized from the concerned authority.
12. All proofs and drafts shall be delivered and collected from the concerned authority by the approved firm of its own.
13. The quality of work will be inspected by an officer of user office of the University and if found to be sub-standard or of poor quality or if the job has not been executed as per the specifications, the bound/printed material will not be accepted. The firm shall be responsible for any loss/damage etc, which might be caused to the original material or books etc and the same would be made good from security deposit or any dues payable to the firm.

- 14 The rate contract period shall be up to one year from the date of issue of rate contract which can be extended depending upon the performance of the approved tenderer.
- 15 100 % payment shall be made on supply, verification and acceptance of printed material.
- 16 The earnest money deposited by the firm can be forfeited or appropriated towards loss caused in case of non-acceptance of rendering of the service to any constituent unit/office of the university.
- 17 The tenders must reach the **Chairman, CPC/ Comptroller, SKUAST-Jammu, Head Office, Main campus, Chatha, Jammu** not later than the specified date and time as stipulated in the NIT. If the date on which the tenders are to be received / opened is declared as a public holiday, the tenders shall be received and opened on the next working day.
- 18 The tenders will be opened as per the date and time specified in the NIT. The tenderers / their authorized representatives are at liberty to be present at the time of opening of the tenders.
- 19 The Competent Authority of SKUAST-J does not bind itself/himself to accept the lowest or any tender and reserves the right of accepting the whole or any part of the tender or portion of the quantity offered and the tenderer shall supply the same at the quoted rates.
- 20 The successful tenderer shall not in any case sublet the contract in full or any part thereof to third party.
- 21 The successful tenderer shall have to execute an agreement with the University within 15 days from the date of allotment of the contract.
- 22 All questions, disputes, or difference arising under and out of / in connection with the contract shall be subject to the Courts at Jammu (J&K).
- 23 The contract is liable to be cancelled without notice if the work is not found satisfactory or if any of the conditions of the rate contract are violated by the firm or the work is not completed within the stipulated time.
- 24 The job of printing shall be completed within the stipulated period strictly as per approved samples and specifications.
- 25 The contract can be terminated at any time during the currency of the contract if any of the aforesaid conditions of the contract is violated by the approved firm. In the event of reduction of prices by the principals, the same shall be applicable to this University as per their approved price list.
- 26 **In order to determine the quality, samples for each item must be provided separately in sealed Bag/Envelope along with tender failing which the tender will not be entertained.**

**Member Secretary (Misc.), CPC
SKUAST-J**