



## OFFICE OF THE DEAN ACADEMIC AFFAIRS

### UNIVERSITY OF JAMMU, JAMMU

NAAC Accredited 'A+' University

Website: [jammuuniversity.in](http://jammuuniversity.in) Phone: 0191-2456892

### TENDER NOTICE

#### Printing of Admission Brochure For Jammu University Entrance Test (JUET-2020)

For and on behalf of the University of Jammu, sealed Tenders affixed with a revenue stamp of Rs. 10/- along with a CDR of Rs. 20,000/- (Rs twenty thousand only) pledged to the Registrar, University of Jammu and addressed to the Dean Academic Affairs, University of Jammu, Baba Saheb Ambedkar Road, New Campus, University of Jammu, Jammu-180006 are invited from the eligible, reputed, registered and professional Printing Houses possessing requisite technical capabilities and the state of the art printing facilities for the printing of the Admission Brochure for JUET-2020 as per the following criteria:

1. **ELIGIBILITY CRITERIA:**

- i. Having prior experience of designing and printing of similar nature of work.
- ii. The Agency should have an annual turnover of not less than Rs 30 lakhs in each year for the last 3 years.

2. **SCOPE OF WORK:**

The scope of services to be provided will include designing and printing of Admission Brochure for the JUET-2020 under the overall supervision and control of the Office of the Dean Academic Affairs, University of Jammu.

3. **SPECIFICATIONS:**

- i. Size & Paper: Spread size: 8.25" x 11" with each Brochure containing 30 leaves ( $\pm$  5 leaves) both side printed papers in multi colour on 130 gsm Art Paper, title page 300 gsm, spot UV, Matt Lamination with thread and perfect binding.

Rates shall be decided on the basis of quality. The last year Brochure can be collected personally as reference to assess the quality of printing.

- ii. Quantity: 8000  $\pm$  2000 duly numbered.
- iii. Time of Delivery: Within three weeks (21 days) after the receipt of the work order.
- iv. The Admission Brochure in Soft Copy form in Compact Disk (CD) will also include Departmental Profiles, which has to be provided along with the Hard Copy.

4. **GUIDELINES FOR SUBMISSION:**

Interested and eligible publishing/printing houses may submit the required documents as detailed in the Guidelines for submission as given below:

The bid should contain the following documents in two packets:

**Packet – I: (Technical Bid):**

- i) The CDR duly pledged for Rs.20,000/-
- ii) Profile and Track Record of the Firm.
- iii) Documentary proof with regard to the eligibility criteria specified at 1 above.
- iv) Details of the Technical Man Power and printing/publishing facilities available with the Firm.
- v) Audited Financial Statements for the last 3 financial years.
- vi) Photocopy of the PAN Card issued by the Income Tax Department.
- vii) Photocopy of the GST Registration.
- viii) Details of job of similar nature of work undertaken with samples.
- ix) Sample of paper to be used.
- x) The permission as applicable from the concerned District Magistrate.

**Packet – II: (Financial Bid):**

Packet II should only contain details of the financial quote of the Bidder. The Bidders are required to quote the rate (inclusive of all taxes) for each complete copy of the Admission Brochure.

**IMPORTANT NOTE:**

Both Packets, containing required documents, should be sealed separately and put in another cover sealed and Superscribed and marked prominently with all the details of notice as '**TECHNICAL AND FINANCIAL BID FOR THE ADMISSION BROCHURE: JUET–2020**' and the outer cover should carry the Name, Address, Telephone / Mobile No. and e-mail address of the Agency / Firm.

**The outer cover containing the Technical and Financial Bid should be addressed to the Dean Academic Affairs, 1<sup>st</sup> Floor, Administration Block-II, Baba Saheb Ambedkar Road, New Campus, University of Jammu, Jammu – 180006 and should be submitted so as to reach on or before February 10, 2020 (Monday) during office hours, through Speed Post/ Registered Post / Courier only. **TENDER BY HAND SHALL NOT BE ENTERTAINED.****

5. **SELECTION PROCEDURE :**

Tender will be opened by the Committee on the next working day of the last date of receipt of Tenders i.e. **February 11, 2020 (Tuesday) at 03:00 pm** or any other notified date in the Office Chamber of the Dean Academic Affairs in the presence of the Tenderers, who may like to be present.

6. **OTHER TERMS AND CONDITIONS:**

- i) The rates quoted shall be F.O.R., University of Jammu.
- ii) **The rates quoted shall be inclusive of all taxes as are applicable in the Union Territory of Jammu & Kashmir.**
- iii) The University reserves the right to withhold or withdraw the process and to modify the terms under intimation to the Bidders.
- iv) Legal disputes, if any, are subject to the local jurisdiction of Civil Courts of Jammu City only.
- v) In case of any lapse/delay on the part of the aforesaid Printer in doing the needful within the stipulated period, the University reserves the right to impose any penalty which the University deems fit and/or to cancel the contract without assigning any reason thereof.
- vi) The Firm/Agency should not have any record of being black-listed and an undertaking to this effect has to be furnished by the Firm/Agency.
- vii) The Printing House should have a designated authorized representative locally available in Jammu to deal and coordinate with the University of Jammu during the period of composing / printing of the Admission Brochure.
- viii) **The University reserves the right to accept or reject any Tender in full or part thereof without assigning any reasons thereof.**

Sd/-  
Deputy Registrar  
(Academic Affairs)

No. DAA/20/5013  
Dated: 24-01-2020