

UNIVERSITY OF JAMMU, JAMMU

Short Tender Notice

For and on behalf of University of Jammu, Jammu, tenders are invited under dual cover system (technical and financial bid) by the Convenor, Committee for preparation for printing material for convocation, University of Jammu, Jammu for designing and printing of the File Folders (Jackets) with spine, Minute to Minute, Gold Medalist & Ph.D Awardees Booklet with Awardees Photographs, Vice Chancellor's Report and Invitation Cards of premium quality pertaining to the 19th Convocation of the University.

Submission of tender on or before - 18-07-2024 (Thursday)

Opening of tender - 19-07-2024 (Friday)

Kindly refer to www.jammuuniversity.ac.in for further details.

No: DIQA/JU/2024/3482

Dated: 12 / 07 /2024

Sd/-
Convenor,
Committee for preparation of
printing material for Convocation
University of Jammu

Notice Inviting Tender

BACKGROUND:

On the occasion of the 19th Convocation, the University of Jammu intends to design & print the following material:

TECHNICAL SPECIFICATION

S.No.	Items	Technical Specification	Quantity (pieces)	EMD Value inRs.
1.	File Folder(Jacket) with spine	<ul style="list-style-type: none"> • 10"X12" Matt Finish 325 GSM • Colour Theme: Multicoloured 	1000	20,000/-
2.	Minute to Minute (A4 Size)	<ul style="list-style-type: none"> • Title: 300GSM Matt Finish • Inner pages: 130 GSM Art Paper (Glass Finish) • Colour Theme: Multicoloured 	1000 each	
	Gold Medalist & Ph.D Awardees Booklet with Awardees Photographs (A4 Size)			
	Academic Procession Zeen (A5 Size)			
3.	Vice Chancellor's Report	<ul style="list-style-type: none"> • Title: 300GSM Matt Finish • Size 18 cms X 23 cms • Inner pages: 170 GSM Art Paper Glass • Pages: 12 pages (+/- 4) • Colour Theme: Multicoloured 	1000	
4.	Invitation Card with envelope	<p><u>Card</u></p> <ul style="list-style-type: none"> • Matt Sheet 300 GSM • Size: 30 cms X 23 cms <p><u>Envelope</u></p> <ul style="list-style-type: none"> • Manjushah 110 GSM • Size: 15.5 cms X 23.5 cms • Colour Theme: Multicoloured 	1500	

The scope of work shall include the following:

(a) Organization/Firm/Agency is required to carry out printing of convocation material which includes but not limited to:

- Conceptualizing
- Designing
- Content preparation (texts, graphics and photographs)
- Editing
- Proof reading
- Validation
- Printing
- Supply of the printed material at University of Jammu, Jammu

ELIGIBILITY CRITERIA

1. The Organization/Firm/Agency should have minimum **five years** experience in production, designing and printing as on 31st march 2024.
2. Organization/Firm/Agency should have worked & completed Atleast 2 works of similar nature (copies of the works should be submitted along with the technical bid).
3. The Organization/Firm/Agency should have an annual turnover of atleast Rs. 10 lakhs in the last three consecutive years from the production & printing of work of similar nature. Supporting documents (balance sheet/income tax return) should bear the endorsement and seal of the company/firm/agency. The balance sheet should have been audited by a Chartered Accountant.
4. The Organization/Firm/Agency should have a valid PAN/GST number as required under Law.
5. The Organization/Firm/Agency must have registered office in Jammu and latest registration certificate to be attached.
6. The Organization/Firm/Agency should not have been blacklisted/debarred by any government organization/PSU. Certificate (on Affidavit duly attested) to this effect should be included in the Technical bid.
7. The Bidders shall be required to submit the EMD as mentioned. **The bid without EMD will be considered as non-responsive and shall be outrightly rejected.**
8. **All relevant certificates/documents in support of fulfillment of eligibility criteria must be submitted, otherwise financial bids will not be entertained.**

Terms and Conditions

- Interested Organizations/Firms/Agencies are requested to submit their bid using *Two Envelope methodology*.
 - The first envelope Technical part shall consist of compliance to eligibility requirements, technical specification and compliance to all terms and conditions.
 - The second envelope shall contain the financial quote in the prescribed format. The sealed envelope should be superscripted “**Tender document for Printing of Convocation Material to Convenor, Committee for preparation for printing material for Convocation, University of Jammu**” along with tender number and date, addressed to office of the *Director, Directorate of Internal Quality Assurance, 1st Floor, Administration Block 2, University of Jammu, New University Campus, Dr. B.R. Ambedkar Road, Jammu - 180006, J&K, through registered/speed post/courier only*. Tenders by hand shall not be accepted.
- The suggested format for submission of technical offer is as follows:
 - Index
 - Covering letter as per Annexure-I
 - EMD in the form of account payee Cash Deposit Receipt (CDR) in favour of Registrar, University of Jammu for the amount mentioned in the tender document.

- The profile of the Organization/Firm/Agency as per Annexure-II
 - Experience Certificate from the organizations where similar nature of work has been successfully completed.
- The University if so desires may invite agencies for technical presentation on their concept on preparation of printing material before the committee nominated by the Vice Chancellor, University of Jammu.
 - EMD of the unsuccessful bidders shall be returned at the earliest after the expiry of final BID validity and latest by 30th of the month after the award of the contract.
 - All pages of the Tender document should bear endorsement and seal and signature of the submitting Organization/Firm/Agency.
 - The interested Organizations/Firms/Agencies may submit by registered post the **Tender on or before 18/07/2024** within the working hours of the University, i.e **9:30 am to 5.00 pm**. In case of holiday, next working day shall be considered as last date for receipt of tender documents. Tenders received after the stipulated date and time shall not be entertained.
 - Tenders shall be opened on 19-07-2024 at 11:00 AM. in the office of **Co-convenor (Director, Directorate of Internal Quality Assurance) for preparation of printing material for Convocation, University of Jammu**. The tenderer may like to keep themselves present during the opening of the Tenders on the scheduled date and time or may depute their representative to remain present for the same.
 - The financial bid of only those Organizations/Firms/Agencies shall be opened whose technical bids as recommended by the tender committee are found as per specifications, eligibility criteria and terms and conditions as laid down in the tender. The Full and final Payment will be made at the successful supply of the printed convocation material, after deducting the applicable taxes.
 - Creativity, innovation and high standard of work will be considered for selection. The capacity to complete the job within the prescribed period and with desired quality will be of essence for this Job.
 - Power is vested with the University of Jammu to accept or reject any or all the Tenders (either in part or full) without assigning any reason whatsoever.
 - Arbitration: The Vice Chancellor, University of Jammu shall be the Arbitrator. In case of any dispute arising during the course or out of the contract, the same shall be referred to the Arbitrator, University of Jammu. The decision of the Arbitrator shall be final and binding upon the parties concerned. The arbitration for any dispute and jurisdiction for the purpose shall be Jammu, under the prevailing Law applicable in J&K.
 - The Organization/Firm/Agency should ensure that the invitation cards be supplied within 05 days and other printed material for convocation be supplied within 07 days from the date of issuance of order. In case the Organization/Firm/Agency fails to supply the material, it shall be liable for payment of damages to the University as per the decision of the Vice Chancellor, University of Jammu besides forfeiture of his earnest money without prejudice to any other legal action which may be taken against him.
 - To assist in the scrutiny, evaluation and comparison of offers, University of Jammu, may, at its discretion, ask some or all tenderers for the clarification of their bid. The request for such clarification and the response will necessarily be in writing.

- The University of Jammu reserves the right to verify any or all statements made by the Tenderer in the tender document and to inspect the Organization/Firm/Agency 's facilities, if necessary, to establish to its satisfaction about the Organization/Firm/Agency 's capacity to perform the job.
- The rates quoted by the Organization/Firm/Agency shall be inclusive of all the prevailing and applicable taxes and service charges of the government at the central and state level. The university will perform such duties in regard to the deduction of such taxes at source as per law applicable.
- Conditional tenders will not be accepted but outrightly rejected even though the rates quoted may be the lowest.
- Special discounts and concessions, if any, to the University should be clearly specified.
- The tender document must be signed by the authorized person/ or a person holding a Power of Attorney authorizing him/her to do so and such power of attorney must be submitted along with the technical bid.
- The tenderer shall bear all costs associated with the preparation and submission of the bid. The University, in no case, will be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
- Canvassing in any form by the agency directly or by any other agency/person on their behalf may lead to disqualification of their bid.
- The University is Polythene free zone; hence the contractor will not use Polythene bags for any purpose inside the Campus.
- The successful tenderer or his/her authorized agent shall attend all the meetings called by the Convenor of the Committee. It shall be mandatory to remain present in all such meetings and to carry out the instructions issued from time to time.

Sd/-
Convenor,
Committee for preparation of
printing material for Convocation
University of Jamm

Letter to the University on the Official Letterhead of the Organization/Firm/Agency

The Convenor,
Committee for preparation for printing material and its printing,
University of Jammu,
Jammu.

**Subject: Your Tender DocumentNo: _____ Dated _____ for
designing and printing of Convocation Material to the University of Jammu.**

Dear Madam,

In compliance of the above tender notice No. dated, I/we hereby submit our/my offer to tender services to University of Jammu, Jammu, after having examined and understood the instructions, terms and conditions forming part of the tender.

We/I further disclose that the rates of designing and printing of Convocation Material to be supplied to University of Jammu as given in the Annexure-III by the University shall remain enforced during the period of my contract.

We/I undertake that I/we have never been black listed by any agency.

I further Organization/Firm/Agency that the offer is in conformity with the terms and conditions as mentioned in your above referred letter and enclosures. I also understand that the University is not bound to accept the offer either in part or in full and that the University has a right to reject the offer in full or in part without assigning any reasons whatsoever.

I enclosed the requisite Earnest Money Deposit of Rs. _____ In the form of A/c Payee Cash Deposit Receipt (CDR) in favour of Registrar, University of Jammu, Jammu, drawn on Bank , DD No. _____ dated: _____.

Yours faithfully,

Authorized Signatories
(Name and Designation,
Seal of the Company/Firm/Agency)
Date:

Organizational Profile/ Individual Profile

S.No.	Item	Details
1.	Name of the Organization/Firm/Agency	
2.	In case of Partnership Organization/Firm/Agency, name of the partners (partnership deed must be enclosed)	
3.	Telephone and Fax Numbers	
4.	Year of commencement of Business	
5.	Name of person holding power of attorney in case of partnership Organization/Firm/Agency	
6.	Turnover per annum/ITR: 2021-22 2022-23 2023-24	
7.	PAN Number	
8.	GST No.	
9.	Past Experience	

Please furnish a copy of the audited statements (for the past three year's i.e. 2021-2022 and 2022-2023 and 2023-2024) and copy of the documents in support of the particulars given above.

Financial Bid

I hereby agree on all the terms and conditions given in the tender and will abide by the rates given in the technical bid. The financial bid is inclusive of all the charges/taxes as enumerated in the terms and conditions of tender document.

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Dated:

Signature (Name & Designation)