



M.P.Bhoj (Open) University
(Raja Bhoj Marg (Kolar Road), Bhopal-462 016 (M.P.))

TENDER DOCUMENT

**FOR PRINTING OF INFORMATION BROCHURE
WITH COVER**

**TERMS AND CONDITIONS OF TENDER FOR PRINTING OF INFORMATION
BROCHURE WITH COVER FOR THE ACADEMIC YEAR 2009-10**

1. The Registrar, M.P.Bhoj (Open) University, Bhopal invites sealed tenders for “Printing of Information Brochure with cover. The bidding is open to all eligible bidders who qualify for bidding in accordance with the terms and conditions prescribed in this tender document.
2. Interested eligible printers may obtain the tender document, from the office of the Registrar, M.P.Bhoj (Open) University, Raja Bhoj Marg (Kolar Road), Bhopal, on any working day upto 15.00 hours of 06.07.2009, on payment of cost of tender document (non-refundable) Rs.1,000/- (Rs.One Thousand Only). The cost of document may be paid by way of a demand draft in favour of Registrar, M.P.Bhoj (Open) University, Bhopal payable at BHOPAL (M.P.). This tender document is non-transferable.
3. Bids Complete in all respect, in sealed covers must be received by post or dropped in the tender box in the office of M.P. Bhoj (Open) University, Bhopal Head Quarter latest by 15.00 hours of 06.07.2009.
4. The bidder shall sign every page of the Technical Bid and Commercial Bid with date and seal of the press.
5. The “Registrar” shall cause to examine and evaluate the BIDS submitted by the bidders and decision of Registrar regarding qualification or disqualification of any bid shall be final.
6. The quoted rates must be written both in words and figures. In case of any difference or discrepancy in words and figures of the quoted rates, the rate, whichever is lower, shall be considered. The person duly authorized by the bidding press to enter into contract with the “Registrar”, shall sign the bid with date and seal of the press.
7. The Bid shall contain the financial offer. The Financial Bid shall be filled in Annexure-I of tender document.
8. **Bid** shall include the following documents, namely submitted in Envelope-A.
 - (i) Self attested photocopy of Registration of establishment under the Press and Registration of Book Act, 1867;
 - (ii) Self attested Photocopy of Certificate of Registration of the Printing Press under the Companies Act, 1956/ The Indian Partnership Act, 1932/ The Societies Registration Act, 1860 or A sole Proprietary Business;
 - (iii) Original copy of current Electricity bill of the Press;
 - (iv) Self attested Photocopy of PAN card of the Press or of sole Proprietor issued by the Income Tax Department;
 - (v) List of machines and other equipments installed in the press **with year of manufacture** and Self attested photocopy of proof of purchase (s). Only those firms having colour machines will be entertained.
 - (vi) Self attested Photocopy of Active Insurance Policy Certificate of the Press.
 - (vii) Undertaking of the printer to execute the work within the stipulated time period;

- (viii) Demand Draft for purchase of tender document if it is downloaded from the website of the “University”.
- (ix) Demand Draft of Earnest Money Deposit.
- (x) Sales Tax Number
- (xi) Details of Sales Tax last Five years:-
- (xii) Income Tax Number and proof of income tax and last three years balance sheet will be attached.
- (xiii) Turnover of last two years and proof of at least Rs.50,00,000/- per year. Turnover requires for submission of Tender.
- (xiv) Firms should be registered “A” category in Government Press or TBC. Proof will be submitted.

9. **TENDER DOCUMENT :**

The bidder is expected to read carefully all instructions, terms and conditions, tender form of tender document. Failure to comply with the requirements of bid submission shall strictly be at the bidder’s risk. Bids, which are not substantially responsive to the requirements of the bid documents, shall be rejected without assigning any reason to the bidder.

10. Eligibility and Qualification Requirements

A tender shall not be considered valid if :

- (i) it is not received on or before the date and time or at the place prescribed for the purpose.
- (ii) it is not submitted in the prescribed tender form and for which a fee of Rs.1,000/- (Rs.One Thousand Only) has not been deposited with the “University” in manner prescribed;
- (iii) it is submitted without the prescribed earnest money for each group.
- (iv) The earnest money is made in any form other than those stated in the tender document;
- (v) More than one rate is quoted for a Group.
- (vi) Rates of more than one press are quoted;
- (vii) a printer submits more than one bid or authorizes more than one person for the submission of tender on his behalf;
- (viii) authority of the concerned press to the effect that the bidder has been authorized to submit Bid on its behalf and if an order is placed with the bidder, the press undertakes to execute the work in time, is not enclosed with the bid;
- (ix) Bids have not been signed with date by the authorized person and seal of the press is not affixed thereon;
- (x) the tender is conditional and inconsistent with the terms and conditions of the Tender Document;
- (xi) the declaration about technical competency by the press of printing the Information Brochures of the group for which rates have been quoted, is not enclosed.

11. **EARNEST MONEY**

- (i) The Financial Bid shall be accompanied with Earnest Money deposit for each group as prescribed in each group of Annexure-I.
 - (ii) Earnest money of the unsuccessful bidders will be returned, as early as possible, after finalization of the Tender. The earnest money of the successful bidders may be adjusted against the Printing Security Deposit at the time of execution of the agreement, on the request of bidder, to do so in writing. No interest shall be paid on printing security deposits.
 - (iii) **The Earnest Money shall be forfeited if the bid is withdrawn within validity period.**
 - (iv) No interest shall be paid on Earnest Money Deposited with the “University”.
 - (v) Earnest money of each group to be deposited in shape of Demand Draft in favour of Registrar, M.P.Bhoj (Open) University Payable at Bhopal along with Tender Form.
12. (i) The “Registrar” reserves the right to accept or reject any bid or all the bids without assigning any reason whatsoever, at any time prior to the award of the contract without incurring any liability to the affected bidders and any obligation to inform the affected bidders of the grounds. He also does not bind himself to accept the lowest bid.
- (ii) The “Registrar” reserves the right to accept the bid in full or in part and the printer shall have no claim for revision of rates or other conditions if his bid is accepted in part.
- (iii) If circumstances arise in which the “University” is compelled to withdraw any printing work partially or fully, the Registrar, reserves the right to withdraw completely or partially any printing work allotted to the printer before or after the execution of the agreement without incurring any liability. In such condition the printer cannot claim any compensation, damages or loss from the “University”. The printer will be entitled for refund of securities of that portion of printing work, which is withdrawn by the “University” without any interest.
13. The agreement shall be executed by the successful bidder at Bhopal on Non-Judicial Stamp Paper as notified by the State of Madhya Pradesh, witnessed by two persons. The successful bidder shall bear all expenses for execution of the agreement.
14. The period of contract shall be for one year from the date of signing of the agreement.
15. Printer shall arrange the funds for making execution of printing work on his own. Registrar shall not be a party to his financial arrangements.
16. In case some brochures are found unsaleable, unfit for use on account of mistakes, bad printing or defective binding etc., **sale price** of such brochures shall be recovered from Printer and such brochures shall not be returned to the printer.
17. In case any complaint, civil suit, criminal case is filed against the “University”, in appropriate forum/court for misprint, sub-standard workmanship of brochure, misuse of paper or distortion of National symbols in any form under the

Provisions of the Prevention of Insults to National Honour Act, 1971 the Printer shall solely be liable for such legal consequences.

18. The entire Information Brochures must be printed by Multi colour sheet Fed offset printing process only.

19. PAYMENTS :

Payment will be made after supply of all Information Bruchures.

20. In case any breach of the terms and conditions and clauses of the agreement are detected, the Registrar shall take such penal action as he deems fit.

21. That, if any dispute arises out of this tender before the agreement is signed, it shall be subject to the jurisdiction of the Hon'ble Madhya Pradesh High Court, Jabalpur only. After the execution of the agreement, if any dispute arises, different clauses of agreement shall be applicable.

22. Extra per pages payment will be paid by the University as per per extra page rates given in Annexure-I and if Information Brochure is less than prescribed Annexure-I. Payment should be deducted according to per page extra rate given in Annexure-I.

REGISTRAR
M.P.BHOJ (OPEN) UNIVERSITY,
BHOPAL

Annexure-I
OFFICE OF THE REGISTRAR, M.P.BHOJ (OPEN) UNIVERSITY
Raja Bhoj Marg (Kolar Road), Bhopal-462 016 (M.P.)
Commercial Bid (Submitted in Envelop B)

S. No.	Name of Information Brochure	Description of Paper and color scheme	Description of pages	No. of Copies	Group No.	Earnest money to be deposited	Rates should be quoted per Information Brochure	Rates should be quoted per extra page of Information Brochure	Earnest money and Name of the Banker
1	2	3	4	5	6	7	8	9	10
1.	Information Brochure	Information Brochure cover-300 GSM Art Card in Multicolor Printing , Inner 130 GSM Art Paper in Multicolor Printing, Form 80 GSM mamlitho Paper single color Printing, cover lamination & Perfect Binding	4 pages cover 98 pages inner Multicolor, 10 pages form single color	50,000	I	20,000			
2.	Pathyakram Darshika	Information Brochure cover-300 GSM Art Card in Multicolor Printing , Inner 130 GSM Art Paper in Multicolor Printing, Form 80 GSM mamlitho Paper single color Printing, Central Stiche Binding	4 pages cover 16 pages inner Multicolor, 10 pages form single color	1,00,000	II	20,000			
3.	Information Brochure of B.Ed. (GE-DE)	Information Brochure cover-300 GSM Art Card in Multicolor Printing , Inner 130 GSM Art Paper in Multicolor Printing, Form 80 GSM mamlitho Paper single color Printing, cover lamination & Perfect Binding	4 pages cover 20 pages inner Multicolor, 24 pages form single color	5000	III	5000			

SEAL AND SIGNATURE OF PRINTER
DATE.....

REGISTRAR
M.P. BHOJ (OPEN) UNIVERSITY, BHOPAL