

**Biju Patnaik University of Technology, Odisha
Rourkela**

Tender Notice No. BPUT/RKL/19391 (1)

Date : 14/02/2017

TENDER DOCUMENT FOR PRINTING OF CONVOCATION MATERIALS

NATURE OF THE WORK: Printing and supply materials for 8th convocation of BPUT, Odisha

ESTIMATED COST OF THE WORK: Rs.4.00 lakh

EMD: Rs.8000.00 (Refundable)

Tender Document can be downloaded from the official website of the University (www.bput.ac.in) and submitted during the due date along with Rs.500/- (Rupees five hundred only) in shape of Demand Draft, in favour of BPUT, Odisha, payable at Rourkela, towards cost of the Tender Document.

LAST DATE & TIME FOR RECEIPT OF TENDERS: 02/03/2017 (up to 4.00 PM) at Biju Patnaik University of Technology, at- Chhend, Rourkela, Odisha.

Date of Opening of Tenders : 04/03/2017 at 11.00 AM
Venue - Biju Patnaik University of Technology, Chhend, Rourkela

BIDDER PARTICULARS
(To be filled by the bidder)

SINo	Particulars
1	Name of the Printing press/Firm/ Dealers :
2	Address :
3	Name of the Proprietor/Partner/Director :
4	Email address :
5	Telephone Number(s) :
6	Tender cost DO No. Date and Bank :
7	EMD, DO No. Date and Bank :
8	Sale Tax/ VAT/ TIN No. :
9	Permanent Account No.(PAN) :

10 Price Table

S. N.	Materials	Specification	Qty	Rate/piece(Rs.)* (to be filled by the bidder)
1	Books	Containing names of degree holders for 8 th Convocation, 1000 pages (approx) single side laser printing in Executive Bond paper of 85 gsm with hard leather bound cover	2	
2	Books	Containing names of degree holders for 8 th Convocation, 1000 pages (approx) <i>Inner page:</i> Both side printing in 80 gsm paper of A4 size <i>Cover page:</i> Bi-colour cover of 150 gsm of A4 size with lamination.	160	
3	Invitation cards with envelop	Material content printed on art paper of 300 gsm. Size:11.5"X8.5"	700	
4	Badges with ribbon		300	
5	Convocation folders	(With screen printing)	400	
6	Chief Guest's Address booklet	Containing 16 pages(approx) of 70 gsm paper with cover page (art paper) Size:5.5"X8"	400	
7	Hon'ble Chancellor's Address booklet	Containing 15 pages(approx) of 70 gsm paper with cover page (art paper) Size:5.5"X8"	400	
8	Vice Chancellor's Address booklet	Containing 25 pages(approx) of 70 gsm paper with cover page (art paper) Size:5.5"X8"	400	
9	Programme booklet	Containing 25 pages(approx) of 70 gsm paper with cover page (art paper) Size:5.5"X8"	400	

*The price is inclusive of all charges, taxes and statutory liabilities.

Signature of Tenderer
With Seal & Date

DOCUMENTS TO BE SUBMITTED

1. Self attested copy of PAN
2. Self attested copy of Sales Tax / VAT / TIN certificate
3. Self attested copy of VAT clearance certificate
4. Self attested copy of Experience certificate for doing similar job
5. DD of Rs.500/- towards tender cost
5. DD of Rs.8000.00 towards EMD
6. Tender document signed with seal & date on each page.
7. Declaration form duly signed (*Annexure-I*)

Note: If the above documents are not submitted the tender will be summarily rejected.

Terms & Conditions

Bidders responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the successful Tenderer. Tenders complying partly are liable to be rejected. Biju Patnaik University of Technology (BPUT), Odisha, Rourkela will process the tenders as per the standard procedures followed by University. The University reserves the right to reject any or all or part of tender without assigning any reason thereof and shall also not be bound to accept the lowest tender. BPUT will not under any obligation, give any clarification to the bidders whose bids are rejected / not selected.

1. The tender should be submitted in the prescribed tender format only.
2. The tender should be submitted in a sealed envelop superscribing as "**Tender for Printing and supply of Convocation Materials**".
3. All the pages of the tender document are required to be signed by the tenderer or the authorized representative on behalf of the tenderer along with seal of the firm and date.
4. **Tenders should be submitted by post/courier** addressed to "**The Registrar, Biju Patnaik University of Technology, Odisha, Chhend, Rourkela** ", which should reach BPUT by the scheduled date and time. The tenders received after the due date and time will be summarily rejected. The University will not be liable for postal delay if any.
5. The University is not responsible for accidental opening of the covers that are not properly superscribed and sealed before the time notified for opening of tenders.
6. No claim for price increase will be entertained in any case.
7. The successful tenderer has to make a security deposit of Rs.20,000/-. If required, the same may be adjusted with the EMD amount of Rs. 8,000/- submitted earlier and the balance of Rs.12,000/- may be deposited with BPUT in shape of DD by the selected party within 7 days from the receipt of work order.
8. The security is liable to be forfeited in case the bidder fails to execute the order in time or violates any other stipulations as laid down by the University and the party shall be black listed.
9. The EMD amount will be returned to the unsuccessful bidders without any interest after completion of selection process. In case of successful bidder, the same will be returned on successful completion of the job to the satisfaction of the University.
10. In case the office feels that the firm has intentionally delayed the job, penalty as deemed fit by the University shall be imposed. In addition to the penalty, the tenderer may also be black-listed. However, in case the period of execution of work is extended; the reason for delay in execution of the work must be conveyed to BPUT at the earliest and looking into the gravity of the situation, the penalty may be reduced and the University has the discretion to solely decide this.
11. If the tenderer fails to complete the job and University has to get it done through any other firm at higher rates, the difference in the rates accrued shall be deducted from the firm's bill besides forfeiting the EMD/security deposit of the firm, imposing penalty and taking such other action as may be deemed fit by the University.
12. The tenderer must not have been black listed earlier.
13. Payments will be made only after delivery of goods and submission of bill. No advance will be paid to carry out the work.

(Annexure-I)

BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA, ROURKELA

Tender for Printing of Convocation Materials

Tender No. _____ Date: 14/02/2017

Declaration

1. I have read the above terms and conditions carefully and these are acceptable to me.
2. I hereby declare that my firm/company/concern is registered for the above work. I am in the business of above work, which can be verified from my record. I have not been black listed by any Government or other organisation.

Name of Tenderer _____

Address _____

Signature of Tenderer

With Seal & Date