



COLLEGE OF ENGINEERING & TECHNOLOGY
(A Constituent & Autonomous College of Biju Patnaik University of Technology, Odisha)
Techno Campus, P.O.- Mahalaxmi Vihar
BHUBANESWAR-751029 ODISHA, INDIA

Ref. No. - 31/Con/CET, Date: 09.12.2017

SHORT TENDER CALL NOTICE

Sealed tenders are invited from original Printing Press / Supplier / Authorized Dealers for printing and supply of answer booklets to College of Engineering and Technology, Bhubaneswar through Speed post/Registered post only. The last date of submission is **18th December, 2017 by 1:00 PM** which will be opened at **3:00 PM** on same day in the office chamber of the Principal, CET, Bhubaneswar in the presence of bidders and/or their representatives. The tender bid documents with details of terms and conditions are to be downloaded from the College Website: www.cet.edu.in.

The authority will not be responsible for any postal delay. No hand delivery will be accepted. The Bidders must submit the tenders by Speed post/Registered post only to reach the undersigned on or before the stipulated date and time mentioned in each bid. The bids received after due date will not be considered.

The authority reserves the right to reject/cancel the tenders in whole or in part without assigning any reason thereof.

Sd/-

PRINCIPAL

BIDDING DOCUMENTS AND INSTRUCTION TO SUPPLY ANSWER BOOKLET FOR SEMESTER EXAMINATION.

FOR

EXAMINATION SECTION



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COLLEGE OF ENGINEERING & TECHNOLOGY

(An Autonomous & Constituent College of Biju Patnaik University of Technology, Odisha)
Techno Campus, PO: Mahalaxmivihar, BHUBANESWAR -751029, ODISHA, INDIA

SHORT TENDER NOTICE

Principal, College of Engineering & Technology, Bhubaneswar invites sealed bids from eligible bidders for supply of Answer booklet for Semester Examination to Examination Section.

Interested eligible Bidders may obtain detail information and list of items with technical specifications from **the website of the College www.cet.edu.in**

Particulars about submission of bidding document are as follows:

- | | | |
|-----|---|---|
| (a) | Price of bidding document | : Rs. 1000/- (non-refundable) |
| (b) | First date of availability of Bidding Document in the website | : 9 / 12 / 2017 |
| (c) | Last date and time for submission of bids | : 18 / 12 / 2017 at 1:00 PM |
| (d) | Time and date of opening of bids | : 18 /12 / 2017 at 3:00 PM |
| (e) | Place of opening of bids | : Office of the Principal
College of Engineering & Technology,
Techno Campus, P.O.: -Mahalaxmivihar,
BHUBANESWAR -751029, ODISHA |
| (f) | Address for communication | : Principal
College of Engineering & Technology,
Techno Campus, P.O.: -Mahalaxmivihar,
BHUBANESWAR -751029, ODISHA. |

Sd/-
PRINCIPAL

1. Eligibility of Tenderer and General Instructions:

1.1 Eligibility:

Those who fulfill the following criteria are eligible to participate in the tender.

1.1.1 The tenderer is preferably be a reputed Printing Press / Suppliers /Authorized Dealers for printing and supplying Answer booklets who should provide the documents relating to their **printing & supply capabilities** as follows.

- a) The Company should registered with Excise Department and Sale Tax Department.
- b) The company must have cleared Sales Tax and Income Tax payment up to date. Attested copies of Sales Tax Clearance Certificate or non-assessment certificate from the concerned Sales Tax Authority valid up to date and attested copy of Income Tax Clearance Certificate or non-assessment certificate, as the case may be, from the competent authority, up to date and PAN with GST Number must be enclosed along with the Tender documents.

1.2 General Instructions:

The selection for procurement of Answer booklets will be based on quality and performance along with cost. In this context decision of technical committee is final based on documentary evidence or actual physical verification.

Submission of more than one bid by a particular tenderer under different names is strictly prohibited. In case it is discovered later on that, this condition is violated, all the tenders submitted by such tenderer/s would be rejected or contract cancelled.

The tender should mention in the tender paper, the location of its service centre nearest to Bhubaneswar, Odisha.

All offers should be in English and the price quoted for each item should be firm.

The rates and the conditions of the offer will remain valid for three months from the date of opening of the tender and no change or alteration of the rate will be acceptable on any account.

Submitted tender forms with overwriting or erased or illegible specifications and rates will be rejected.

Request from tenderer in respect of additions, alterations, modifications, corrections, etc. of either terms & conditions or rate after opening of the bid may not be considered. However, negotiation may be made before finalization.

Tenderers shall carefully examine the bid documents and fully inform themselves of all the conditions, which may in any way affect the work of the cost thereof.

Should a tenderer find discrepancies or omissions from the specification or other documents and any doubt as to their meaning, he should at once notify the purchaser and obtain clarification in writing.

This, however, does not entitle the tenderer to ask for time beyond the due date fixed for receipt of tenders.

Verbal clarification and/or information given by the purchaser or its employees or representatives shall not be binding on the purchaser.

Submission of sealed bid will carry with the implication that the tenderer agrees to abide by the conditions laid down in the detailed particulars of the bid notice.

Conditional offers and offers qualified by vague and indefinite expression, as 'subject to immediate acceptance' 'subject to prior sale', etc. will not be considered.

While tenders are under consideration, tenderers and their representatives or other interested parties are advised to refrain from contacting by any means, to the purchaser's personnel or representatives on matter relating to the tenders under study.

The purchaser, if necessary, will obtain clarification on tenders by requesting such information from any or all the tenderers either in writing or through personal contact as may be necessary.

The tenderer will not be permitted to change the substance of his offer after the tenders have been opened.

In the event of non-compliance with this provision, the tenderer is liable to be disqualified.

The College requires around 15,000 Answer booklets, however, this number may vary --- placing the order.

1.3 Procedure for Submission of Tenders:

The Tenderers must submit their bids as required in two parts in separate sealed covers prominently superscribed as Part-I "Technical Bid" and Part-II "Price Bid" and also indicating on each of the covers the "Tender call Notice Number & Date for printing & supplying of Answer booklets" . These two bids (technical and price bids) are placed inside a third envelope and superscribed as "Tender call Notice Number & Date for printing & supplying of Answer booklets" and submit by Registered Post/Speed Post only to Principal, College of Engineering and technology, Techno Campus, Mahalaxmi Vihar, Bhubaneswar-751029.

Documents to be submitted with Part-I (Technical Bid)

All the documents in support of the following information should be submitted with the technical bid and the content of submission of documents in Annexure-I should also to be submitted.

- (a) Copy of Firm Registration Certificate from the competent authorities,
- (b) Sale Tax / GST certificate,
- (c) Income Tax Clearance,
- (d) PAN Card copy,
- (e) details of technical specifications, leaflet,etc.
- (f) authorization certificate from Manufacturer in case of Dealer,
- (g) Demand drafts towards EMD
- (h) DD towards cost of Tender document
- (i) Sample paper
- (j) Five (05) number of sample answer booklets
- (k) Clentile list in support of printing of answer booklets of any educational institution, preferably government degree level engineering institutions,
- (l) RBI license for printing press, if any.
- (m) Documents in support of Turn over for last three years i.e. 2014-15, 2015-16 and 2016-17 (certified by the Chartered Accountant)

- (n) Any other document in support of tenderer with regard to the capability of printing and supply of answer booklets.

The DDs should be drawn in favour of Principal, College of Engineering & Technology, Bhubaneswar at any Nationalized Bank payable at Bhubaneswar. The sample paper and answer booklets are to be submitted with signature and official seal of the tenderer.

Part-II (Price Bid)

All indications of price shall be given in Part-II (Price Bid) in the prescribed format.

- b)** Both sealed covers Part-I “Technical Bid” and Part-II “Price Bid” should be placed in a third cover and sealed. The sealed cover containing tender documents as per procedure indicated above should be submitted to the Principal, CET, Mahalaxmivihar, Ghatikia, Bhubaneswar - 751029 by Registered Post/Speed Post within the due date and time as stipulated in Tender. The sealed envelope must show the name of the tenderer and his address and should be superscribed as “*Tender for supply Answer Booklets for Semester Examination to Examination Section*” on the top of the envelope.
- c)** All the documents submitted must be in the papers showing signature of the tenderer and printed official name of the tenderer on official seal.
- d)** All the documents must be submitted in a sequential manner with separator/flags to help in quick scanning of the topics. Wherever possible, data in tabular form should be given.

2. Inspection:

All materials shall be inspected and tested for completeness, proper stitching, and state of physical condition and performance as per quoted specification.

The test shall be conducted, reported and certifications to be provided by the tenderer.

The tenderer shall provide all test and measuring equipment/tools required for inspection / testing.

The cost of all such tests shall be borne by the Tenderer.

3 Requirements by Tender after Supply:

3.1 Supply:

The material would be delivered by the supplier at CET, Techno Campus, P.O.: -Mahalaxmivihar, Bhubaneswar -751029, Odisha at their own cost.

The items should be supplied directly from the manufacturing terminal having passed all tests successfully with Certifications as required.

In case, articles are found damaged in transit or found short at the time of delivery the full cost of the same will be deducted from the bill of the supplier in case the supplier does not replace the stock within a week from the date of the complain.

The articles ordered must be supplied in one lot within 2 (two) weeks of placing of the order.

In case of delay in delivery, a penalty of 1% (one per cent) per week shall be levied.

CET reserves the right to procure the materials from alternative sources at the risk and cost of the successful tenderer giving 15 days notice.

Any increase in tax and duties after expiry of delivery period will be borne by the supplier.

In case the items supplied by the supplier are found not up to the specification shall be rejected.

The supplier will be intimated to take back the stocks at his own cost within three days from the date of rejection and to replace the same within 7 days, failing which the EMD will be invoked in addition to taking legal actions.

All taxes, levies, surcharges etc. should be paid and borne by the tenderer.

4. Financial Terms:

4.1 EMD

The tenderer has to submit a Demand Draft / Banker's Cheque / Pay order of Rs.10,0000/- (rupees ten thousand only) **in favour of Principal, College of Engineering and Technology, Bhubaneswar** payable at Bhubaneswar in any Nationalised Bank towards EMD.

There will be no interest paid to the tenderer towards EMD money.

In no case, the EMD Money in cash or other forms will be accepted at the time of opening of the bid.

No request for adjustment of claims, if any, will be accepted.

The EMD of unsuccessful tenderers will be refunded as soon as possible after the tenders are finalized.

4.3 PRICES:

Price quoted should be **FOR College of Engineering & Technology, Bhubaneswar only. Tax components as applicable should be mentioned clearly in the financial bid.**

Price should be quoted for unit item. Purchase order will be placed as a single lot.

4.4 Sales Tax Concession:

Central Sales Tax Concession is to be availed on production of the required certificates applicable to Educational Institution.

4.5 Discount:

Our Institute is a pioneer Institution in the field of Teaching and Research in Engineering and allied disciplines and do not run with profit motive.

As such we are availing the rate of discount or any other Institutional benefit arising out of Govt. Policy etc., on each item may also be indicated in the bid specifically.

4.6 In case of purchase in Indian Rupees, payment of 100 percent of the ordered value will be made after successful compliance as per purchase order.

4.7 Penalty:

If the delivery is not carried out in time as specified in other part of the tender document, the tenderer/manufacturer will be charged @ 1 % (one per cent) per week of the total value as per purchase order.

4.8 Rate Contract with DGS&D or any other Government Organisation:

In case the tenderer has entered into a Rate Contract with DGS & D or any other Government Organization such as EPM, rate contract preference, number & copy of rate contract have to be submitted along with tender.

5. Technical Specifications:

The technical specifications of the answer booklets are as follows:

Sl.No.	Technical Specifications of the answer booklets
1	Purchase of Answer booklet for End Semester Examination
2	No. of pages 36 including cover pages (rolling); page number to be printed at the top of each page. Cover page to be printed (bicolour) with barcode(s) as per instructions given by the College
3	GSM = 60 gsm paper or more except cover page
4	Cover page: 90 GSM or more
5	Size :
6	No. of stiches 5 stiches per inches.
7	Monolith type paper, rolled and number pages to be printed in each page.

6 Solving Disputes:

CET, the tenderer shall make all efforts to resolve amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with this contract.

All disputes arising out of the contract shall be referred to courts under the jurisdiction of the Bhubaneswar court only.

The above terms and conditions except those otherwise agreed upon, shall form a part of the Purchase Order.

Sign on each page of this tender document and Return it along with the offer enclosing this part together with the Technical Offer.

***** * The CET authority has all rights to accept / reject any tender without assigning any reasons thereof.***

(in the letter head of the bidder)

Annexure-I

Copy of the signed (by the tenderer) documents to be submitted along with the technical bid. DDs , sample paper, sample answer booklets are to be submitted in original.

Sl. No.	Name of the documents	Submitted 'yes" or "No"	Page no. (if yes)
1	Copy of Firm Registration Certificate from the competent authorities,		
2	Sale Tax / GST certificate		
3	Income Tax Clearance		
4	PAN Card copy		
5	Details of technical specifications, leaflet,etc		
6	Authorization certificate from Manufacturer in case of Dealer		
7	Demand drafts towards EMD		
8	DD towards cost of Tender document		
9	Sample paper (signed and sealed)		
10	Five (05) number of sample answer booklets		
11	Clentile list in support of printing of answer booklets of any educational institution, preferably government degree level engineering institutions		
12	RBI license for printing press, if any,		
13	Documents in support of Turn over for last three years i.e. 2014-15, 2015-16 and 2016-17 (certified by the Chartered Accountant)		
14	Any other document in support of tenderer with regard to the capability of printing and supply of answer booklets.		

Date;

Place:

Signature of the authorized person & seal

(in the letter head of the bidder)

TECHNICAL BID

1. Name of the Firm :
2. Official Address :
3. Contact person with designation :
4. Contact Info: e-mail :
Mobile no. :
5. Tender paper cost deposited : Yes /No (tick one)
If yes, give details :
6. EMD deposited : Yes/ No (tick one)
If yes, give details :
7. Registration of the firm :
8. Tax Clearance up to :
Name of the document(s) submitted :
9. TIN/PAN :
10. GST/GSTIN as applicable
10. Manufacturer's Authorisation :
11. Any other document etc. submitted :

Date;
Place:

Signature of the authorized person & seal

(in the letter head of the bidder)

PRICE BID

1. Name of the Firm :
2. Official Address :
3. Contact person with designation :
4. Contact Info: e-mail :
Mobile no. :
5. Tax Clearance up to :
6. TIN/PAN :
7. Technical Specifications of the answer booklet:

SI.No.	Technical Specifications of the answer booklets	Quantity	Rate per Unit item in Rs.
1	Purchase of Answer booklet for End Semester Examination	~15,000 (approx.)	
2	No. of pages 36 including cover pages (rolling); page number to be printed at the top of each page. Cover page to be printed (bicolour) with barcode(s) as per instructions given by the College		
3	GSM = 60 gsm paper or more except cover page		
4	Cover page: 90 GSM or more		
5	Size :		
6	No. of stiches 5 stiches per inches.		
7	Monolith type paper, rolled and number pages to be printed in each page.		

Date;
Place:

Signature of the authorized person & seal