

# INTER-UNIVERSITY ACCELERATOR CENTRE

(An Autonomous Centre of UGC)  
Aruna Asaf Ali Marg, New Delhi-110 067

## NOTICE INVITING E-TENDER

TENDER NO: IUAC/NIT/41/SAT/2019-20

Dated: 11/11/2019

### **Instructions for Online Bid Submission:**

Inter-University Accelerator Centre (IUAC), invites online bids through e-Procurement Portal under Single Bid system, from eligible and experienced parties for the work/supply of “**Annual Rate Contract for Printing Jobs**” at IUAC, New Delhi.

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app> and [www.iuac.res.in](http://www.iuac.res.in).

Aspiring bidders who have not enrolled/registered in e-Procurement Portal should enroll/ register before participating through the website <http://eprocure.gov.in/eprocure/app>.

The bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instructions provided in the e-procurement portal. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing the size of the scanned documents.

IUAC reserves the right to accept / reject any/all tenders in part/full without assigning any reasons whatsoever, and the decision of IUAC in this regard will be binding on all the bidder.

Bidders have to select the payment option as "offline" to pay the tender fee/EMD if applicable. The Earnest Money Deposit (EMD) and tender fee shall be in the form of demand draft issued in favour of "Inter University Accelerator Centre, New Delhi" and it should be deposited at IUAC before the bid opening. Bidders registered with MSME/NSIC are exempted from payments of EMD and tender fee. Copy of valid registration certificate should be uploaded.

Bidders are advised to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a Standard BOQ .XLS Format with the tender document, then the same is to be downloaded and filled and submit it online without modifying the format. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

Any Corrigendum/Amendments in respect of above tender shall be issued on website <https://eprocure.gov.in> only. Bidders should take into account any corrigendum published on the tender document before submitting their bids.

## **E-TENDER DOCUMENT**

Name of the work	<b>Annual Rate Contract for Printing Jobs at IUAC, New Delhi.</b>
Estimated Amount	Rs. 7,00,000/- Per year.
Earnest Money Deposit	Rs. 14,000/- (Fourteen thousand only)
Tender document fee	Rs. 590/- (Five hundred ninety only)
Duration of Contract	12 Months (Annual Rate Contract)
Last Date and Time of Submission of Tenders	09/12/2019 at 3.00 p.m.
Date & Time for opening of Tenders (Techno-commercial bid)	10/12/2019 at 3.30 p.m.
Contact person	Administrative Officer (S&P), Inter University Accelerator Centre, Aruna Asaf Ali Marg, New Delhi-110067. E-mail: <a href="mailto:joseph@iuac.res.in">joseph@iuac.res.in</a> Phone: 011-24126018 & 24126022
Place of opening of the Tender	Committee Room (R. No. 222), Main Lab Building, IUAC

### **Part-I: GENERAL TERMS & CONDITIONS**

1. **Submission of Tender:** Tenders should be uploaded on CPP Portal in Single Part i.e. “Technical (Part A) and Price Bid/BOQ (Part B) together.
2. **Technical Bid (Part-A):** In this bid, the bidder shall upload the following documents:
  - a. Covering letter on Company’s Letter Head
  - b. Copies of PAN Number and GST Registration Number
  - c. Copies of work orders of similar type of works executed successfully during the last 5 years as on 31st Dec 2018 in Govt., Public sector, Autonomous body or reputed Public Ltd. Company, with at least one work of value not less than Rs. 5.20 lakh per annum or two similar works, each of value not less than Rs. 3.25 lakhs per annum or three similar works, each of value not less than Rs. 2.60 lakh per annum.
  - d. A copy of this NIT duly signed & stamped by the bidder in acceptance of all terms and conditions.

(**Note** - All documents uploaded by the bidder should be self-attested along with stamp).
3. **Price Bid (Part-B):** The bidder is required to quote his prices on standard BOQ .XLS format provided as per Part - B . In this bid, the bidder is required to quote his item rates in the Schedule of Rates in accordance with the scope of work. The rates/price quoted by vendor should be all inclusive i.e. should include CGST, SGST, IGST. The bidder should quote unconditional rates and the rates should be valid for a period of one year.
4. **Earnest Money Deposit (EMD) :** An earnest money of **Rs. 14,000/-** (Rupees fourteen thousands only) has to be deposited at IUAC before the tender opening date and time. The EMD shall be only in the form of Bank Draft in favor of **Inter-University Accelerator Centre**,

payable at **New Delhi**. No Cheque/Cash shall be accepted as EMD. The refund of EMD to all other bidders except the lowest bidder shall be made within 15 days from the date of opening of price bid. The refund of EMD of the successful bidder shall be made after completion of contract.

**Exemption from EMD:** Units registered with National Small Scale Industries Corporation (NSIC) are exempted from payment of EMD, subjected to:

- a) The unit being registered with NSIC for the items tendered.
- b) Self attested copy of valid NSIC registration Certificate is enclosed.
- c) Photocopy of application for registration at NSIC or for renewal of NSIC will not be acceptable. Such offers will be treated as offers received without EMD.

**5. Validity of Tender:** Tender shall be valid for our acceptance without any change in rates and NIT conditions for a period of 90 days from the date of opening of bid.

**6. Escalation:** No escalation over and above item rates quoted by the bidder shall be paid during the execution of contract.

**7. Scope of Work:** A list of printing jobs expected during the period of one year are given in Part-B. Separate work orders will be issued from time to time as per the requirements.

**8. Deviations:** No deviation from the stipulated commercial terms and conditions will be allowed. Tenders should be unconditional.

**9. Correspondence:** All the correspondence in respect of tender/contractual obligation shall be made to A.O.(S&P), Inter-University Accelerator Centre, Aruna Asaf Ali Marg, New Delhi-110067.

**10. Terms of Payment:** The payments shall be made on completion of each job.

**11. Right of The Director IUAC:** The Director, IUAC reserves the right to accept or reject any tender without assigning any reason and does not bind himself to accept the lowest tender.

**12. Tender submission by a firm:** In the event of tender being submitted by a firm or company (i.e. not by an individual), it must be signed by an authorized signatory.

**13. Termination of Contract :** The Director, IUAC reserve the right to terminate the contract on account of poor performance, material quality etc.

**13. Any dispute arising out of this contract will be subjected to jurisdiction of New Delhi/Delhi.**

Accepted

(Signature of bidder)

Note:- Entire NIT (except price bid) is to be uploaded with " Techno - commercial bid " duly signed & stamped by the bidder

**Annual Rate Contract for Printing Jobs at IUAC, New Delhi**

**SCOPE OF WORK (Part-B)**

<b>S.No.</b>	<b>List of printing jobs expected in one year</b>	<b>Quantity</b>
1.01	(a) Printing of Annual Report consisting of 250 pages (125 sheets back to back with 100 nos. of color photographs. Paper : Glossy imported Size A4 gsm: 130 Cover pages: 300 gsm Quantity: 150 Nos.	1 lot
1.02	(b) Charges for additional photographs (beyond the 100 mentioned above in (a): Qty. upto 25 Nos	1 lot
1.03	Qty. upto 50 Nos	1 lot
1.04	Qty. upto 100 Nos	1 lot
1.05	(c) Charges for additional pages ( beyond the 250 mentioned above in a ) Qty. upto 50 nos	1 lot
1.06	Qty. upto 100 nos.	1 lot
2.01	(a) Printing of Newsletter consisting of 4 pages (2 sheet back to back) and 8 color photographs. Paper : Glossy imported Size A4 gsm: 130 Quantity: 300 Nos.	1 lot
2.02	(b) Charges for additional pages: (beyond the 4 pages mentioned above in (a) Qty. upto 2 pages (1 back to back)	1 lot
2.03	Quantity: upto 4 pages (2 back to back)	1 lot
3	A3 size posters Paper: Glossy imported gsm: 130 Quantity: 200 Nos.	1 lot
4	A4 size posters paper: Glossy imported gsm: 130 Quantity: 200 Nos.	1 lot
5	Printing of Big Envelops (inside cloth) size 11" x 14" (140 Gsm) Quantity: 2500 Nos.	1 lot
6	Printing of Big Envelops (inside lamination) size 11" x 14" (140 Gsm) Quantity: 2500 Nos.	1 lot
7	Printing of Big Envelops (inside Net) size 11" x 14" (140 Gsm) Quantity: 2500 Nos.	1 lot
8	Printing of Envelops (Small) size 4" x 9" (120Gsm) with double side printing Quantity: 5000 Nos.	1 lot

9	Printing of Window Envelops (Small) size 4" x 9" (120 Gsm)with double side printing Quantity: 2500 Nos.	1 lot
10	Printing of Envelops (Medium) (inside lamination) size 9.5"x6.5" (120 Gsm)with double side printing Quantity: 3000 Nos.	1 lot
11	Printing of Tags, program schedules Quantity: 150 Nos.	1 lot
12	User Register	30 Nos
13	File Folder	500 Nos
14	File plastic folder with IUAC emblem and Name in Bilingual printing size 15" x 10"	1000 Nos
15	IUAC Letter head paper A4 size (21 cm x 29.7 cm) 85 gsm offset printing single color (100 sheets each)	100 Nos
16	Director Office Letter head paper A4 size (21cm x 29.7 cm) 85 Gsm with Golden Embossed and Glossing Emblem – 2 color (100 sheets each)	50 Nos
17	Ordinary file with clip	500 Nos
18	Printing of Gate Pass Book	10 Nos
19	Printing of Gate in-ward pass book	10 Nos
20	Clinic Prescription pad; with 100 sheets each	50 nos
21	Asset Register for Lab	10 Nos
22	Log book for users	10 Nos