

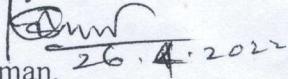
PUBLICATION DIVISION
Dr. Rajendra Prasad Central Agricultural University
Pusa(Samastipur), Bihar

Univ. Bid No. : PD/ 01/ 2022-2023 dated -----

NOTICE INVITING TENDER FOR PRINTING WORK

The Bid is in two bid system. Technical Bid and Financial Bid should be kept in separate envelope super scribing Technical Bid for printing and Financial Bid for printing of various University documents e.g. Diary, books, booklets, magazines, souvenirs, journal, office forms, folders, newsletter, cards etc. Then both the envelope should be kept in a big envelope super scribing as per terms & conditions mentioned in the tender document which can be downloaded from University website www.rpcau.ac.in. A bank draft for Rs.500/- drawn in favour of the Chairman, Publication Division, DRPCAU, Pusa payable at PNB, DRPCAU, Pusa Branch should be enclosed as tender fee along with the bid document, otherwise the bid will not be valid. The intending bidding firm (press) must be equipped with high volume commercial offset printing facilities.

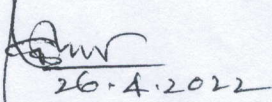
The rates may be quoted separately for each item listed in the schedules 3, 4 & 5 of the tender document. Tenders may be submitted in a sealed envelope super scribed with "**Tenders for Printing of University Documents**" at the top of the envelope to the **Chairman, Publication Division, Dr. Rajendra Prasad Central Agricultural University, Pusa - 848 125, Samastipur (Bihar)** through **Registered Post/Speed post** on or before **17.05.2022** during working hours. The University will not be responsible for any postal delay. The tender papers must be accompanied by an Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Twenty thousand) only in the form of a crossed demand draft drawn in favour of "**Chairman, Publication Division, DRPCAU, Pusa**" payable at PNB, DRPCAU, Pusa Branch. The tenders will be opened on **18.05.2022** at 11:00 AM in the office of the Chairman, Publication Division, DRPCAU, Pusa. Tenders received late or without EMD will be rejected automatically.


Chairman, 26.4.2022
Publication Division

Memo No. 176 /PD/DRPCAU

Dated 26/04/2022

1. Copy forwarded to Consultant Publicity (P & I) for Publication in Newspaper.
2. Copy to the officer In-charge, ARIS Cell, DRPCAU, Pusa with a request to place the quotation notice on University website www.rpcau.ac.in

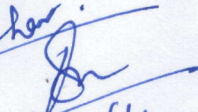

Chairman, 26.4.2022
Publication Division

DRPCAU Pusa, (Samastipur)

DATE: 27/04/22

DIARY NO: 79 ARIS Cell (H)

PIN CODE: 848125

Toshkar

27/4

Univ. Bid No.: PD/ 01/ 2022-2023 dated -----

Tender Document

Inviting Tenders for Printing of Diary, Books, Magazine, Booklets, Brochures,
Souvenirs, Journal, Newsletter, Office forms, Folders and Other documents

(Total Number of Pages: 25)

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-



Publication Division

Dr. Rajendra Prasad Central Agricultural University
Pusa - 848125, Samastipur (Bihar)

Dr. Rajendra Prasad Central Agricultural University

Pusa(Samastipur), Bihar

Tender for Printing of Diary, Books, Magazine, Booklets, Brochures,
Souvenirs, Journal, Newsletter, Office forms, Folders and Other documents

TERMS AND CONDITIONS

(a) Technical Bid

Dr. Rajendra Prasad Central Agricultural University, Pusa invites bids to get the University documents printed at a reasonable price in the most professional manner. In fact, the university is in search of a press that is good at printing, stitching and binding and can handle and finish our work to the most exacting standards. The terms and conditions of the bids are listed below.

1. Submission of bids

Bids are to be submitted on the prescribed bid form supplied with bid document and must be manually signed by pen. The bidder shall write or type his name on the bid and initial each continuation sheet thereof on which he makes an entry. If any erasures or changes appear on the form, each such correction must be initialed by the person signing the bid.

(i) All entries should be made legibly in ink or clearly typed and sealed at both ends in a cover **super scribed with the words** in ink or typed "**Tender for Printing of University documents**". The envelope should be sent only through **Registered post/Speed post** so as to reach the **office of the Chairman, Publication Division, Dr. Rajendra Prasad Central Agricultural University, Pusa – 848125, Samastipur (Bihar)** on or before **17.05.2022** during working hours.

(ii) Interested eligible printers, who are well experienced and registered firms may download Tender document from the Univ. website www.rpcau.ac.in **A Demand Draft for Rs. 500=00 (Rs. Five hundred) only drawn in favour of the Chairman, Publication Division, Dr. Rajendra Prasad Central Agricultural University and payable at PNB, DRPCA, Pusa Branch should be enclosed as the cost of tender form along with the qualifying bid without which the bid document will not be valid.** This amount, will be in addition to the earnest money of Rs. 20,000=00 (Rupees Twenty thousand) only.

(iii) Only one copy of the tender form (duly filled in) should be submitted by one bidder in an envelope sealed at both ends along with the prescribed earnest money 20,000=00. The tenders will be opened at **11:00 AM on 18.05.2022** before the tenderers or their only one authorized representative who may wish to be present.

(iv) The tenderer is expected to examine carefully all terms and conditions, tender form, work schedules, appendix given in the tender document. Failure to comply with the requirement of tender submission will be at the tenderer's risk. Tenders, which are not substantially responsive to the requirements of the tender documents, will be rejected.

(v) The rate should be quoted only in the rate sheets attached with the tender form. **All the pages of the tender document including the rate sheets should be signed with seal of the firm.**

(vi) Tenders not accompanied with Tender fee of Rs. 500=00 and earnest money deposit of Rs. 20000=00 shall not be eligible for consideration and shall stand rejected automatically.

(vii) The submission of tender shall be taken to signify the acceptance of the stipulated terms and conditioned. Incomplete/conditional tender is likely to be rejected. Similarly altering the invitation and bid form may render the bid null and void.

2. Tender validity

Tender rate shall not be considered valid if:

- (i) The tenderer does not own a high volume offset printing machine with capacity for four colour printing to handle the work independently and in time.
- (ii) The tenderer has not executed print jobs of at least Rs. 50 lakhs annually in the last three years. (Income tax return for the last three financial years to be submitted as proof with the tender form).
- (iii) It is not received on or before the date and time fixed for the purpose.
- (iv) It is not submitted in the prescribed tender form issued by the University.
- (v) It is submitted without the prescribed tender fee of Rs. 500/- (Rs. Five hundred) only and earnest money of Rs. 20,000/- (Rupees Twenty thousands) only.
- (vi) More than one rate is quoted for one and the same document.
- (vii) The tender is conditional and inconsistent with the terms and conditions of the tender form.
- (viii) The tenderer is not a registered printing Press having sound infrastructure to produce quality printing.
- (ix) Papers supporting working experience of printing books/magazine/journals etc are lacking.
- (x) It is not submitted with the sample sheets (A-4 size) of the paper to be used for printing and duly signed by the bidder.
- (xi) The tenderer should have 5 years' experience.
- (xii) The tenderer should submit GST certificate and latest GST return.

3. Specifications of the work

- (i) Printing of the text shall be done either on Maplitho or Art paper as per the need. (See specifications given on the rate sheets i.e. schedules 3, 4 & 5).
- (ii) Text will be printed either in one or four colours as per the need (see bid form and specifications given on the rate sheets i.e. schedules 3, 4 & 5).
- (iii) The size of the document will be as per specifications given in schedules 3, 4 & 5.
- (iv) **Paper Quality:** The details regarding the quality of papers are given in the schedules 3, 4 & 5 of tender form along with the names of documents to be printed.
- (v) **General Information** (applicable to the publications mentioned in the schedules 3, 4 & 5)
 - **No. of Pages:** This will be decided as per need and demand of the manuscript submitted to the Publication Division of the university. Thus the exact number of pages concerning a document will be communicated to the press while placing printing order. **The rate of printing the book will be determined on basis of the rate quoted per format** of a specific size, paper and print quality, binding etc detailed in schedules 3, 4 & 5 of tender form.
 - **Text Printing:** One or four colours as specified in the schedules 3, 4 & 5 of the tender form.
 - **Cover Printing:** Four colours (on the outer side and inner side) or one colour or B & W
 - **Photographic Insertions:** There will be photographic insertions in books/ journals/souvenir etc. These photograph can be accommodated anywhere in the running text in case of single colour printing or may be placed at the end. If the colour photographs are to be inserted in book having single colour running text, they will be printed on art paper and inserted as plates as required.

4. Scope of the work

- (i) Different size of Diary, books, booklets, magazine, souvenirs, journal, newsletter, office forms, folders, invitation cards, envelopes etc. will be printed from time to time as per requirement on the approved rates.
- (ii) The exact number of copies of a particular document to be printed may vary and can be anywhere from 50 to 5000 (see details in bid form) or more.

5. Contract Time: One year from the date of notification and can be extended further with consent of both the parties.

6. Copyright

The copyright of every publication shall always rest solely with the Dr. Rajendra Prasad Central Agricultural University, Pusa or author of the concerned publication, as decided by the University.

7. Irrevocable bid period: All bids shall be irrevocable for a period of 180 calendar days after opening of the bid. In other words the tenderer shall keep his offer open for 180 (One hundred eighty) days from the date of opening of the tender.

8. Rates clarification

The rate quoted and accepted includes cost of:

- (i) Paper used in printing.
- (ii) Composing /word processing/plate making/ proof corrections.
- (iii) Printing as per specifications (including cover).
- (iv) Binding (folding, gathering, stitching, pasting of covers, trimming the edges, binding) and all other operations necessary for production of the book/document in finished form.
- (v) The packing in small bundles. The decision of the University shall be final in this regard and no complaint will be entertained in this matter.
- (vi) Rates should be quoted in terms of rupees and accepted up to only two decimals points. The rates must be quoted item wise as specified in the tender form, legibly written in ink or clearly typed both in figures as well as words. Items not quoted should be marked with a cross (×) or written in words "not quoted".
- (vii) Paper for printing the documents shall be supplied by the printer.
- (viii) **Every page of the tender form must be signed by the tenderer and the seal of the press should be affixed below the signature.**
- (ix) The tender shall be submitted in the enclosed prescribed form, accompanied with tender fee of Rs. 500.00 (Rs. Five hundred) only and an earnest money deposit of Rs 20,000/- (Rupees Twenty thousand only) by Bank Draft only drawn in favour of the Chairman, Publication Division, Dr. Rajendra Prasad Central Agricultural University, Pusa payable at PNB, DRPCAUI, Pusa Branch.

Infrastructural Details:

- (i) Binding should be with the printer.
- (ii) Case making facility should be with the printer.
- (iii) All printing facility should be with the printer.

9. Print Order

The university will place print order(s) of various documents as and when required as per the quoted rates. In no case printing will be carried out without a firm written order. An additional order of the original order for any publications can also be placed by the University with successful tenderer within the period of the contract. The publications of the additional order shall have to be supplied within the time specified by University.

Also, the printer shall print the documents strictly in accordance with the proofs as approved by the University and shall abide by all instructions given in the print order. The print order can also be curtailed of the original order by University at any time during the period of contract without any liability on University. The press needs to agree to keep the university informed about progress of the work during the entire printing process.

10. Return of Earnest money /Security Deposit

Earnest money of the unsuccessful tenderers will be returned without any interest as early as possible after finalization of the Tender. However, the earnest money of the successful tenderer whose offer has been accepted shall be retained and, on his written request, can be adjusted against the security deposit at the time of execution of the agreement (see Appendix-I).

The security deposit of the successful bidder will be refunded on the satisfactory compliance of the contract i.e. after expiry of the contract period without any interest.

11. Forfeiture of earnest money

The earnest money shall be forfeited if the tender is withdrawn:

- (i) At any time prior to its rejection; or
- (ii) Before or after its acceptance is communicated to the tenderer; or
- (iii) If the successful tenderer fails to execute an agreement and fails to furnish security deposit within 15 (Fifteen) days of the receipt of the letter of acceptance.

12. Execution of agreement:

(i) The successful bidder, on receipt of letter of acceptance shall execute an agreement within 15 (fifteen) days of the receipt of the letter of acceptance in the prescribed form and **performance security deposit (Rs. 30,000/-)**. The amount deposited with the tender as earnest money may be adjusted against performance security deposit on written request of the bidder. Agreement shall not be executed without the successful bidder furnishing the security amount. The security amount shall not be adjusted against any previous dues to the printer, if any. On request of the bidder seven (7) days additional time may be given for executing the agreement.

(ii) If the bidder fails to execute the agreement and fails to furnish security money within 15 (fifteen) days as mentioned in clause 13 below, not only the earnest money shall be forfeited, but the printer shall also be debarred from participation from future tender for a period of three Years.

13. The agreement shall be executed within 15 days by the successful tenderer at DRPCAUI, Pusa on Non- Judicial stamp paper of Rs. 100/- (Rupees Hundred) only witnessed by two persons. The successful bidder shall bear all legal expenses related to execution of the agreement.

14. Submission of manuscript

(i) Manuscript of the documents to be printed will be either hand written or as MS-Word files on a CD/Pen drive. In case it is hand written it needs to be computer typed as per specifications provided. Even the MS word files may require further setting or formatting to suite printing needs.

(ii) Manuscripts will be submitted about 15 -20 days ahead of the expected date of publication. But, in case of urgency, the printers should also be ready to print and supply the document within 4-5 days of submission of the manuscript. Considering the volume of work required for processing and formatting of the hand written document / or its soft copy, the time limit set for publication of a particular document may be extended on the request from the press.

15.Submission of Proofs

(i)A page proof stands for proof of types and graphics as they will look on the finished page complete with other elements such as headings, rules and folios. Altogether there will be three proof readings of the documents or the matters to be printed before final printing is taken in hand. The first reading of the proofs will be the responsibility of the printer himself. The University shall do the second and final reading of the proofs. The printer shall commence printing of the documents only on receipt of the print order in writing from the university.

(ii) The printer shall furnish a copy of the proof of the document to the University and University will return the approved proof as far as possible within 7 (seven) days of the receipt of the proof. In case there are several mistakes, the Chairman, Publication Division, may in his discretion demand a fresh proof from the printer after making corrections. In such case the proofs will deemed to have been submitted on the date of their resubmission. No extra time will be admissible to the printer in case of resubmission of fresh proofs. Each proof will have the full text along with all the illustrations for comparison and checking. If need be, the printer may be asked to submit fourth set of the proof in order to make the text error free.

(iii) The printer shall have to incorporate all the authorized corrections/deletions in the proofs before obtaining the final print order. The final proof will be returned to the University after printing work of the document is over.

16. Printing and binding /stitching of documents

- (i) The printing must be of standard quality. We want excellent quality publications i.e. crisply printed pages with perfectly tight binding and accurate trimming. The ink to be used for printing must be of good quality in case of four colour printing. The face of the printed type must be sharp. Half-tone reproduction must contain full details. There should be no scum/tint on the printed pages. In nutshell, the press must be able to ensure quality and efficiency in high volume printing jobs.
- (ii) The document shall be so pasted and stitched as to ensure that the illustrations or other matter printed on the cover are exactly in the center of the page.
- (iii) While wire stitching the printer shall take particular care that the stitch is as close to the spine as possible so that it may not conceal the reading matter of the page.
- (iv) Thin documents (booklets under 60 pages) shall be saddle stitched (center stitched) with two staples.
- (v) The trimmed size of the printed and bound document should be exactly as per specification/print order. The trimmed sizes for documents are given along with other specification in schedules 3/4/5 of the tender form. If the quality of the printing, binding/cover pasting, stitching, trimming etc., is found to be inferior or substandard, the University may impose at its discretion a penalty up to 2% of the total printing cost of the document.

17. Packing

- (i) The printer shall pack the document/documents in stacks/bundles of 50/25/20/10 No. of books per pack wrapped in thin polythene sheets or thick packing paper. The well packed books/documents shall be delivered to the authorized representative of the university soon after completing the job.
- (ii) The printer shall not print more than the ordered number of copies of the documents. If it comes to the knowledge of the University that the printer has printed more number of copies than ordered, the University shall confiscate such copies and also impose such penalty as the University may deem fit and also take such action in law as the University is entitled to.
- (iii) The printer will return original manuscript/illustrations/photographs etc., supplied by the University in good condition within 15 days from the date of dispatch of the books. In the event of any loss, damage or non-return and aforesaid, the Printer shall be liable to pay suitable penalty.

18. The delivery of documents

Books or any printed matter are to be delivered to the authorized representative of the university at the press within specified time frame. In case of urgency, the press must be able to complete the work within a short span of 5-6 days and deliver the document on a pre –specified date. Since such publications are related to some important events, their timely delivery is very important.

Any delay in delivery of the documents related to a specific event will force the university not to accept it and pay for it. However, in ordinary situation it may take 10-15 days to lift the printed/published documents from the Press.

In case of normal routine publications the University may extend the period/time for supply of the documents, if it is satisfied that the delay was caused or is likely to be caused by the circumstances beyond the control of the printer. However, such extension can only be considered if printer apply for the same in writing or telephonically within due date for supply of the documents.

In case of delay in delivery of books/documents to the University, the printer shall be liable to pay penalty @ 0.5 % (half percent) per day of delay on the printing charges of document remains unsupplied for first 15 (fifteen) days and thereafter at the rate of 1.0% (One percent) per day of delay. The penalty may be imposed even if the delay in supply has not resulted into any financial loss to the University. However, the University in its discretion may condone the delay on account of the printer's performance and waive the penalty in light of cooperation extended in the past in case of urgent publications brought out on short notice.

If the progress of the work at any stage is so slow that the printer will not be able to do the work in time and the printing is not being done in accordance with the specifications laid down or/and if it is found that the printer has sublet any part of the work to any other party of which he is not the owner (excluding binding) or/and if the printer commits breaches of any clauses of the agreement, the University shall cancel the contract in full or part in and give the work to some other printer at the cost and risk of the defaulting printer. In the event of such cancellation, the security deposit of the printer may be forfeited and the printer will not be entitled to any compensation on account of this cancellation.

19. Payment

- (i) The printer will be eligible to claim payment up to 100 % of the charges after supplying the documents and submitting the bill in triplicate. The bill shall be entertained only when the printer has completed the work as per given specifications within stipulated time. However, if the allotted work is not found satisfactory in the discretion of the University, then the University may withhold the payment.
- (ii) The printer may collect their Cheque/Bank draft if and when ready from the account section of the Publication Division after producing appropriate authority letter and proper receipt.

20. Award of contract

- (i) The Contract will be awarded to the successful bidder.
- (ii) The University reserves the right to reject any or all bids or any part of the bid and to waive informalities and minor irregularities in bids received (see note below). The University may accept any item or group of items of any bid, unless the bidder qualifies his bid by specific limitations.
- (iii) A signed printing order mailed (or otherwise furnished) to the successful bidder within the time for acceptance specified in the bid, results in a binding contract without further action by either party.
- (iv) The University reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever. University also does not bind itself to accept the lowest tender. The University also reserves the right to allot work to more than one printer in any manner it may deem fit.
- (v) The submission of this tender shall be deemed to be the acceptance of all the terms and conditions contained herein and those laid down in the enclosed agreement form.
- (vi) The printer shall allow the officers authorized by the University to visit and inspect the printing press where the books/documents are being printed to assess the progress of printing, the stock of paper etc. He will also be required to satisfy the visiting officer in respect of paper quality being used for printing. This is required to know investment on vital equipment's and deployment of skilled personnel necessary to produce quality work.

** Note: The University may waive minor formalities or irregularities in proposals received where such is merely a matter of form and not substance, and the correction or waiver of which is not substantially prejudicial to other bidders. Minor irregularities are defined as those that do not have an adverse affect on the University's interest and do not affect the price of the proposal by giving a bidder an advantage or benefit not enjoyed by other bidders.*

21. Withdrawal of Bids

Any prospective bidder may request withdrawal of a posted, sealed bid prior to the scheduled bid opening time provided the request for withdrawal is submitted to the Officer In-charge, Central Store, Rajendra Agricultural University, Pusa in writing and signs for its receipt.

22. Disqualification of Bidders

Bidders may be disqualified and rejection of bids may be recommended by the Chairman, Publication Division, Dr. Rajendra Prasad Central Agricultural University, Pusa for any of (but not limited to) the following causes:

- (i) Failure to use the bid prescribed form.

- (ii) Lack of signature by an authorized representative on each document/pages of bid.
- (iii) Failure to properly complete the bid.
- (iv) Evidence of collusion among bidders.
- (v) Unauthorized alteration of bid form.
- (vi) Failure to submit requested documents required in bid terms, conditions and specifications.
- (vii) Failure to furnish proof of receipt of any addendum pertaining to that particular bid project.
- (viii) In the event of guarantees along with full security deposit not being submitted within the stipulated period, the provisional acceptance will stand automatically cancelled without any further reference or notice unless time is extended in writing by the University or his representative pursuant to request received from the Press to the expiry of the period giving sufficient reasons for grant of further time.

23. Protests

Any bidder, who is allegedly aggrieved in connection with the solicitation or award of a contract, may protest. The protest must be submitted in writing to the Chairman, Publication Division, within seven days after such aggrieved person knows or should have known of the facts giving rise thereto. If the protest is not resolved by mutual agreement, the Registrar of the University will promptly issue a decision in writing to the Protester. If the Protester wishes to appeal the decision rendered by the Registrar, such appeal must be made in writing to The Vice-Chancellor, RAU, Pusa. The decision of the Vice-Chancellor will be final. The Registrar and /or Chairman, Publication Division, Dr. Rajendra Prasad Central Agricultural University, Pusa need not consider protests unless proper procedure is followed in this regard.

24. Arbitration

If any dispute arises between the parties in respect of the agreement or breach thereof, except in respect of the matters on which the decision of the University is declared final, the same shall be referred finally to the Vice-Chancellor, DRPCA, Pusa or his nominee for arbitration, whose decision thereon, shall be final and binding on the parties. However, if the dispute is yet not resolved and it is deemed fit to seek the verdict from the court, such disputes shall be subject to jurisdiction of Civil Court, Samastipur.

25. Other Terms

- (i) Persons or firms submitting an offer on this invitation are certifying that they have had no contact with an employee or member of the Dr. Rajendra Prasad Central Agricultural University, Pusa in any manner which would give that company or person submitting such an offer, any advantage over any other company or person submitting an offer. Employees and members of the Dr. Rajendra Prasad Central Agricultural University Pusa shall not receive any compensation, in any manner or form, nor have any vested interest, directly or indirectly, of any kind or nature inconsistent with loyal service to the public.
- (ii) Canvassing in connection with tenders is strictly prohibited and the tender submitted by any party who resorts to canvassing will be liable for rejection.
- (iii) All Schedules including Annexure are the integral part of the tender and deemed to have been accepted by the tenderer once the tenderer has participated in the bidding.
- (v) The individual (s) signing the tender form or any document forming part of the contract on behalf of another or on behalf of a firm, shall be responsible to produce a proper power of attorney duly executed in his favor stating that he has the authority to bind other such persons of the firm, as the case may be. If subsequently the person so signing fails to provide the said 'Power of Attorney' within a reasonable time, the University or his representative may, without prejudice to the other civil and criminal remedies cancel the contract. In the case of registered or unregistered partnership firm, all the partners shall sign the quotations/bids. In the case of Limited Company, individual signing the tender shall state the capacity in which he is signing and shall produce a copy of the document empowering him to sign on behalf of the Company.

(vi) If unauthorized/ spurious copies of the documents published by the University are found in the market or elsewhere, the University will take suitable legal action against the culprits. In such case the concerned press shall also bear the responsibility to take legal action against the defaulter press/party/offenders because the print line of the documents carry the name of the printer which is also being misused.

(vii) A violation of any of the above shall be just cause for rejection of that particular offer without further consideration.

TENDER FORM

Forwarding letter

No.

Dated:

From:

To,
 Chairman, Publication Division
 Dr. Rajendra Prasad Central Agricultural University,
 Pusa, Samastipur – 848 125

Subject: Tenders for Printing of Diary, Books, Magazine, Booklets, Brochures, Souvenirs, Journal, Newsletter, Office forms, Folders and Other documents

Ref.:

Sir,

In response to your notice inviting tenders for the printing of Diary, books, bulletins, brochures, souvenirs, newsletters, folders & other documents. I/we hereby quote our offer as per details given in Schedule 3, 4 & 5.

I/we hereby declare that I/we have gone through the terms and conditions stipulated in the Tender Notice and agree to abide by them in the event of acceptance of my/our offer.

Demand draft No. Dated for Rs.
 paid towards the Tender fee and Earnest Money Deposit are enclosed herewith.

Yours faithfully,

Signature with Seal

Name in Block Letters:**Capacity in which the tender is signed.****Full address of the Tenderer**

Signature of Tenderer with Seal

Note: Tender received without this forwarding may be rejected.

TENDER FORM
TENDER APPLICATION FOR PRINTING AND SUPPLY
OF UNIVERSITY DOCUMENTS
Technical Bid
Profile of the Bidder

The Bidder should furnish the following details:

1. Name of The Bidder :
2. Nature of the Bidder (Govt./ Public/ Private/
Partnership/Proprietorship) :
3. Address with Phone no. and Fax no. :
4. Name of the firm and address with Phone & Fax
No. :
5. Name of the printing Press & Address with
Phone & fax No. (Attached proof) :
6. No. of the offset Machine with its capacity :
7. Annual Turnover of the firm for the last 3
successive years. (Attach the relevant papers) :
8. Tender Fee and Earnest Money Deposited (Bank
Draft) :
9. Infrastructural details :
10. Minimum 5 work order for printing :

Sl. No.	D.D. No. & Date	Name of the Bank	Amount (Rs.)
1.			
2.			

Total -

I/We (Name & Desig.).....of M/s.
hereby submit the tender
 for printing of the documents of DRPCAU, Pusa as per specification given in the tender form. The terms and
 conditions enumerated from clause 1 to 25 in the tender document have been read by me/us and are acceptable to
 me/us. As on this date the all information's furnished in this form about the press are accurate and true to the best of
 my/our knowledge. I/we shall be responsible for any information if found false or incorrect.

Date :

Place:Signature of the bidder with Name & seal

Schedule – 2
Declaration by the Bidder

1. I/Weof M/Sdo hereby declare that I/We have read and understood all terms and conditions of the tender carefully and I/We declare to abide them.
2. I/Wedo hereby declare that I/We will not withdraw our offer up to 180 days after opening of the tender. I/We further declare that after opening of the tender, I/We shall be abiding with the Terms and Conditions of the Tender and the print order given to our press.
3. In case of failure in compliance of the Tender by me/us, I/We shall be bound to pay/ bear the penalty levied upon me/us according to the terms and conditions given in the tender document and my/our earnest money deposited at the University will be forfeited.

Signature with Seal

VERIFICATION

I/Wedo hereby verify that the contents of para 1 to 3 of the declaration made by we/us are correct and believed to be true. Hence, I/We have verified and signed on theday of2022 at.....

Signature & Seal of Tenderer

Witnesses:

1. Signature
Name & Address
.....
.....

2. Signature
Name & Address
.....
.....

Financial Bid
Schedule - 3
**Proposed Rates for Printing of Diary/Books/
 Booklets/Magazine/Journal/Souvenirs etc. with cover**

Size		Number of copies per format	Specifications	Proposed Rate (Rs.)	
				In Digits	In Words
1.	18 cm x 24 cm	5000 (Single 8 page format)	Text in single color on 80gsmmaplitho +multicolor cover on 250 gsm art paper with lamination	Text:	
				Cover:	
		4000 (Single 8 page format)	Text in single color on 80gsmmaplitho +multicolor cover on 250 gsm art paper with lamination	Text:	
				Cover:	
		2000 (Single 8 page format)	Text in single color on 80 gsmmaplitho +multicolor cover on 220 gsm art paper with lamination	Text:	
				Cover:	
		1000 (Single 8 page format)	Text in single color on 80gsmmaplitho +multicolor cover on 250 gsm art paper with lamination	Text:	
				Cover:	
2.	18 cm x 24 cm	1000 (Single 8 page format)	Text in single color on 80 gsmmaplitho +multicolor overon220gsm art paper with lamination	Text:	
				Cover:	
		500 (Single 8 page format)	Text in single color on 80 gsmmaplitho +multicolor overon220gsm art paper with lamination	Text:	
				Cover:	
		250 (Single 8 page format)	Text in single color on 80 gsmmaplitho +multicolor overon220gsm art paper with lamination	Text:	
				Cover:	
		100 (Single 8 page format)	Text in single color on 80 gsmmaplitho +multicolor overon220gsm art paper with lamination	Text:	
				Cover:	
3.	18 cm x 24 cm	1000 (Single 8 page format)	Text in single color on 110 gsmart paper +multicolor cover on 220 gsm art paper with lamination	Text:	
				Cover:	
		500 (Single 8 page format)	Text in single color on 110gsmart paper +multicolor cover on 220gsm art paper with lamination	Text:	
				Cover:	
		250 (Single 8 page format)	Text in single color on 110gsmart paper +multicolor cover on 220gsm art paper with lamination	Text:	
				Cover:	
		100 (Single 8 page format)	Text in single color on 110gsmart paper +multicolor cover on 220gsm art paper with lamination	Text:	
				Cover:	
4.	18 cm x 24 cm	1000 (Single 8 page format)	Text in single color on 130gsm art paper +multicolor cover on 220 gsm art paper with lamination	Text:	
				Cover:	
		500 (Single 8 page format)	Text in single color on 130gsm art paper +multicolor cover on 220 gsm art paper with lamination	Text:	
				Cover:	
		250 (Single 8 page format)	Text in single color on 130gsm art paper +multicolor cover on 220 gsm art paper with lamination	Text:	
				Cover:	

		100 (Single 8 page format)	Text in single color on 130gsm art paper +multicolor cover on 220 gsm art paper with lamination	Text: Cover:	
5.	18 cm x 24 cm	1000 (Single 8 page format)	Text in multicolor on 110gsm art paper+multicolor cover on 220gsm art paper with lamination	Text: Cover:	
		500 (Single 8 page format)	Text in multicolor on 110gsm art paper+multicolor cover on 220 gsm art paper with lamination	Text: Cover:	
		250 (Single 8 page format)	Text in multicolor on 110gsm art paper+multicolor cover on 220 gsm art paper with lamination	Text: Cover:	
		100 (Single 8 page format)	Text in multicolor on 110gsm art paper+multicolor cover on 220 gsm art paper with lamination	Text: Cover:	
6.	18 cm x 24 cm	1000 (Single 8 page format)	Text in multicolor on 130gsm art paper+multicolor cover on 220gsm art paper with lamination	Text: Cover:	
		500 (Single 8 page format)	Text in multicolor on 130 gsm art paper+multicolor cover on 220gsm art paper with lamination	Text: Cover:	
		250 (Single 8 page format)	Text in multicolor on 130 gsm art paper+multicolor cover on 220gsm art paper with lamination	Text: Cover:	
		100 (Single 8 page format)	Text in multicolor on 130 gsm art paper+multicolor cover on 220gsm art paper with lamination	Text: Cover:	
7.	18 cm x 24 cm	500 (Single 8 page format)	Text in single colour 70 gsm paper+multicolor cover on 130gsm	Text: Cover:	
		250 (Single 8 page format)	Text in single colour 70 gsm paper+multicolor cover on 130gsm	Text: Cover:	
		100 (Single 8 page format)	Text in single colour 70 gsm paper+multicolor cover on 130gsm	Text: Cover:	
8.	18 cm x 24 cm	1000 (Single 8 page format)	Insertion in multicolor on 110gsm art paper		
		500 (Single 8 page format)	Insertion in multicolor on 110gsm art paper		
		250 (Single 8 page format)	Insertion in multicolor on 110gsm art paper		
		100 (Single 8 page format)	Insertion in multicolor on 110gsm art paper		
9.	18 cm x 24 cm	5000 (Single 8 page format)	Insertion in multicolor on 130 gsm art paper		
		1000 (Single 8 page format)	Insertion in multicolor on 130 gsm art paper		
		500 (Single 8 page format)	Insertion in multicolor on 130gsm art paper		
		250 (Single 8 page format)	Insertion in multicolor on 130 gsm art paper		
		100 (Single 8 page format)	Insertion in multicolor on 130 gsm art paper		
10.	16.2 cm x 24 cm	1000 (Single 8 page format)	Text in single color on 80 gsm maplitho +multicolor overon220gsm art paper with lamination	Text: Cover:	
		500 (Single 8 page format)	Text in single color on 80 gsm maplitho +multicolor overon220gsm art paper with lamination	Text: Cover:	

		250 (Single 8 page format)	Text in single color on 80 gsmmaplitho +multicolor overon220gsm art paper with lamination	Text: Cover:	
		100 (Single 8 page format)	Text in single color on 80 gsmmaplitho +multicolor overon220gsm art paper with lamination		
11.	16.2 cm x 24 cm	1000 (Single 8 page format)	Text in single color on 110gsmart paper +multicolor cover on 220 gsm art paper with lamination	Text: Cover:	
		500 (Single 8 page format)	Text in single color on 110gsmart paper +multicolor cover on 220gsm art paper with lamination	Text: Cover:	
		250 (Single 8 page format)	Text in single color on 110gsmart paper +multicolor cover on 220gsm art paper with lamination	Text: Cover:	
		100 (Single 8 page format)	Text in single color on 110gsmart paper +multicolor cover on 220gsm art paper with lamination	Text: Cover:	
12.	16.2 cm x 24 cm	1000 (Single 8 page format)	Text in single color on 130 gsm art paper +multicolor cover on 220 gsm art paper with lamination	Text: Cover:	
		500 (Single 8 page format)	Text in single color on 130gsm art paper +multicolor cover on 220 gsm art paper with lamination	Text: Cover:	
		250 (Single 8 page format)	Text in single color on 130gsm art paper +multicolor cover on 220 gsm art paper with lamination	Text: Cover:	
		100 (Single 8 page format)	Text in single color on 130gsm art paper +multicolor cover on 220 gsm art paper with lamination	Text: Cover:	
13.	16.2 cm x 24 cm	1000 (Single 8 page format)	Text in multicolor on 110gsm art paper+multicolor cover on 220gsm art paper with lamination	Text: Cover:	
		500 (Single 8 page format)	Text in multicolor on 110gsm art paper+multicolor cover on 220gsm art paper with lamination	Text: Cover:	
		250 (Single 8 page format)	Text in multicolor on 110gsm art paper+multicolor cover on 220gsm art paper with lamination	Text: Cover:	
		100 (Single 8 page format)	Text in multicolor on 110gsm art paper+multicolor cover on 220gsm art paper with lamination	Text: Cover:	
14.	16.2 cm x 24 cm	1000 (Single 8 page format)	Text in multicolor on 130 gsm art paper+multicolor cover on 220 gsm art paper with lamination	Text: Cover:	
		500 (Single 8 page format)	Text in multicolor on 130gsm art paper+multicolor cover on 220gsm art paper with lamination	Text: Cover:	
		250 (Single 8 page format)	Text in multicolor on 130gsm art paper+multicolor cover on 220gsm art paper with lamination	Text: Cover:	
		100 (Single 8 page format)	Text in multicolor on 130gsm art paper+multicolor cover on 220gsm art paper with lamination	Text: Cover:	
15.	16.2 cm x 24 cm	1000 (Single 8 page format)	Insertion in multicolor on 110gsm art paper		
		500 (Single 8 page format)	Insertion in multicolor on 110gsm art paper		
		250 (Single 8 page format)	Insertion in multicolor on 110gsm art paper		

		100 (Single 8 page format)	Insertion in multicolor on 110gsm art paper		
16.	16.2 cm x 24 cm	1000 (Single 8 page format)	Insertion in multicolor on 130gsm art paper		
		500 (Single 8 page format)	Insertion in multicolor on 130gsm art paper		
		250 (Single 8 page format)	Insertion in multicolor on 130gsm art paper		
		100 (Single 8 page format)	Insertion in multicolor on 130gsm art paper		
17.	21cmx27.6cm	500 (Single 8 page format)	Text in single color on 80 gsmmaplitho +multicolor cover on 220gsm art paper with lamination	Text:	
		250 (Single 8 page format)	Text in single color on 80 gsmmaplitho +multicolor cover on 220gsm art paper with lamination	Text: Cover:	
		100 (Single 8 page format)	Text in single color on 80 gsmmaplitho +multicolor cover on 220gsm art paper with lamination	Text: Cover:	
18.	21cmx27.6cm	500 (Single 8 page format)	Text in single color on 110gsm art paper +multicolor cover on 220 gsm art paper with lamination	Text: Cover:	
		250 (Single 8 page format)	Text in single color on 110gsm art paper +multicolor cover on 220 gsm art paper with lamination	Text: Cover:	
		100 (Single 8 page format)	Text in single color on 110gsm art paper +multicolor cover on 220 gsm art paper with lamination	Text: Cover:	
19.	21cmx27.6cm	500 (Single 8 page format)	Text in single color on 130gsm art paper +multicolor cover on 220 gsm art paper with lamination	Text: Cover:	
		250 (Single 8 page format)	Text in single color on 130gsm art paper +multicolor cover on 220 gsm art paper with lamination	Text: Cover:	
		100 (Single 8 page format)	Text in single color on 130gsm art paper +multicolor cover on 220 gsm art paper with lamination	Text: Cover:	
20.	21cmx27.6cm	500 (Single 8 page format)	Text in multicolor on 110 gsm art paper+multicolor cover on 220 gsm art paper with lamination	Text: Cover:	
		250 (Single 8 page format)	Text in multicolor on 110 gsm art paper+multicolor cover on 220 gsm art paper with lamination	Text: Cover:	
		100 (Single 8 page format)	Text in multicolor on 110 gsm art paper+multicolor cover on 220 gsm art paper with lamination	Text: Cover:	
21.	21cmx27.6cm	500 (Single 8 page format)	Text in multicolor on 130 gsm art paper+multicolor cover on 220 gsm art paper with lamination	Text: Cover:	
		250 (Single 8 page format)	Text in multicolor on 130 gsm art paper+multicolor cover on 220 gsm art paper with lamination	Text: Cover:	
		100 (Single 8 page format)	Text in multicolor on 130 gsm art paper+multicolor cover on 220 gsm art paper with lamination	Text: Cover:	
22.	21cmx27.6cm	500 (Single 8 page format)	Insertion in multicolor on 110 gsm art paper	Text:	

				Cover:	
		250 (Single 8 page format)	Insertion in multicolor on 110 gsm art paper	Text: Cover:	
		100 (Single 8 page format)	Insertion in multicolor on 110 gsm art paper	Text: Cover:	
23.	16.2 cm x 24 cm	500 (Single 8 page format)	Text in Single colour on 70 gsm paper without Lamination.	Text: Cover:	
		250 (Single 8 page format)	Text in Single colour on 70 gsm paper without Lamination.	Text: Cover:	
		100 (Single 8 page format)	Text in Single colour on 70 gsm paper without Lamination.	Text: Cover:	
24.	16.2 cm x 24 cm	500 (Single 8 page format)	Text in multicolour on 70 gsm paper without Lamination.	Text: Cover:	
		250 (Single 8 page format)	Text in multicolour on 70 gsm paper without Lamination.	Text: Cover:	
		100 (Single 8 page format)	Text in multicolour on 70 gsm paper without Lamination.	Text: Cover:	
25.	21cmx27.6cm	500 (Single 8 page format)	Text in Single colour on 70 gsm paper without Lamination.	Text: Cover:	
		250 (Single 8 page format)	Text in Single colour on 70 gsm paper without Lamination.	Text: Cover:	
		100 (Single 8 page format)	Text in Single colour on 70 gsm paper without Lamination.	Text: Cover:	
26.	21cmx27.6cm	500 (Single 8 page format)	Text in multicolour on 70 gsm paper without Lamination.	Text: Cover:	
		250 (Single 8 page format)	Text in multicolour on 70 gsm paper without Lamination.	Text: Cover:	
		100 (Single 8 page format)	Text in multicolour on 70 gsm paper without Lamination.	Text: Cover:	
27.	21cmx27.6cm	500 (Single 8 page format)	Insertion in multicolor on 130 gsm art paper	Text: Cover:	
		250 (Single 8 page format)	Insertion in multicolor on 130 gsm art paper	Text: Cover:	
		100 (Single 8 page format)	Insertion in multicolor on 130 gsm art paper	Text: Cover:	

28.	14 cm x 20.5 cm	1000 (Single 16 page format)	Text in single color on 80 gsmmaplitho +multicolor cover on 220 gsm art paper with lamination	Text:	
		500 (Single 16 page format)	Text in single color on 80 gsmmaplitho +multicolor cover on 220 gsm art paper with lamination	Cover:	
		100 (Single 16 page format)	Text in single color on 80 gsmmaplitho +multicolor cover on 220 gsm art paper with lamination	Text:	
29.	14 cm x 20.5 cm	1000 (Single 16 page format)	Text in single color on 110 gsm art paper+multicolor cover on 220 gsm art paper with lamination	Cover:	
		500 (Single 16 page format)	Text in single color on 110 gsm art paper+multicolor cover on 220 gsm art paper with lamination	Text:	
		100 (Single 16 page format)	Text in single color on 110 gsm art paper+multicolor cover on 220 gsm art paper with lamination	Cover:	
30.	14 cm x 20.5 cm	1000 (Single 16 page format)	Text in single color on 130 gsm art paper+multicolor cover on 220 gsm art paper with lamination	Text:	
		500 (Single 16 page format)	Text in single color on 130 gsm art paper+multicolor cover on 220 gsm art paper with lamination	Cover:	
		100 (Single 16 page format)	Text in single color on 110 gsm art paper+multicolor cover on 220 gsm art paper with lamination	Text:	
31.	14 cm x 20.5 cm	1000 Single 16 page format	Text in multicolor on 110 gsm art paper+multicolor cover on 220 gsm art paper with lamination	Cover:	
		500 (Single 16 page format)	Text in multicolor on 110 gsm art paper+multicolor cover on 220 gsm art paper with lamination	Text:	
		100 (Single 16 page format)	Text in multicolor on 110 gsm art paper+multicolor cover on 220 gsm art paper with lamination	Cover:	
32.	14 cm x 20.5 cm	1000 Single 16 page format	Text in multicolor on 130 gsm art paper+multicolor cover on 220 gsm art paper with lamination	Text:	
		500 (Single 16 page format)	Text in multicolor on 130 gsm art paper+multicolor cover on 220 gsm art paper with lamination	Cover:	
		100 (Single 16 page format)	Text in multicolor on 130 gsm art paper+multicolor cover on 220 gsm art paper with lamination	Text:	
33.	14 cm x 20.5 cm	1000 (Single 16 page format)	Insertion in multicolor on 110 gsm art paper	Cover:	
		500 (Single 16 page format)	Insertion in multicolor on 110 gsm art paper	Text:	
		100 (Single 16 page format)	Insertion in multicolor on 110 gsm art paper	Cover:	
34.	14 cm x 20.5 cm	1000 (Single 16 page format)	Insertion in multicolor on 130 gsm art paper	Text:	
		500 (Single 16 page format)	Insertion in multicolor on 130 gsm art paper	Cover:	
		100 (Single 16 page format)	Insertion in multicolor on 130 gsm art paper	Text:	
				Cover:	

35.	21 cm x 30 cm	1000 (16 page)	Examination copy with security features (80 gsm art paper)		
	21 cm x 30 cm	1000 (4 page)	Additional sheets with security feature (80 gsm art paper)		
36.	Premium Printing of Cofee Table Book Size: (21cm×30cm)	250	Best quality paper (photographic) . All color printing including Cover Page. With Jacket	Rate Per Page Cover Page Jacket Page	
		500			
		1000			
37.	Premium printing digital (to be supplied within three days) Size: (21cm×30cm)	250	220 gsm art paper	Rate Per Page Cover Page	
		500			
		1000			

Note : The rates for printing of text should be quoted strictly as per single 8 page/16 page format as desired in the tender document.

Signature with Seal

Schedule - 4

Proposed Rates for Printing of Office forms/Money Receipts/Milk Coupons etc.

Size		Number of copies	Specifications	Proposed Rate (Rs.)	
				In Digits	In Words
1	42 cm x 69 cm	5000	Cash book : Text in single color on 80 gsm ledger paper. Both side printing. Loose sheets to be supplied		
		1000	Cash book : Text in single color on 80 gsm ledger paper. Both side printing. Loose sheets to be supplied		
		250	Cash book : Text in single color on 80 gsm ledger paper. Both side printing. Loose sheets to be supplied		
		100	Cash book : Text in single color on 80 gsm ledger paper. Both side printing. Loose sheets to be supplied		
2.	35 cm x 43 cm	5000	Leave Account Proforma : Text in single color on 80 gsm ledger paper. One side printing. Loose sheets to be supplied		
		1000	Leave Account Proforma : Text in single color on 80 gsm ledger paper. One side printing. Loose sheets to be supplied		
		250	Leave Account Proforma : Text in single color on 80 gsm ledger paper. One side printing. Loose sheets to be supplied		
		100	Leave Account Proforma : Text in single color on 80 gsm ledger paper. One side printing. Loose sheets to be supplied		
3.	35 cm x 43 cm	5000	Advance ledger/Dispatch Register /Attendance Register Proforma: Text in single colour on 80 gsm ledger paper. Both side printing. Loose sheets to be supplied.		
		1000	Advance ledger/Dispatch Register /Attendance Register Proforma: Text in single colour on 80 gsm ledger paper. Both side printing. Loose sheets to be supplied.		
		250	Advance ledger/Dispatch Register /Attendance Register Proforma: Text in single colour on 80 gsm ledger paper. Both side printing. Loose sheets to be supplied.		
		100	Advance ledger/Dispatch Register /Attendance Register Proforma: Text in single colour on 80 gsm ledger paper. Both side printing. Loose sheets to be supplied.		
4.	17 cm x11 cm	100 books	Money receipt : Text in single colour on 60 gsmmaplitho paper in two colours. Complete book with numbering, binding. One book should contain 200 sheets (original copy-100 No., duplicate copy-100 No.		
		50 books	Money receipt : Text in single colour on 60 gsmmaplitho paper in two colours. Complete book with numbering, binding. One book should contain 200 sheets (original copy-100 No., duplicate copy-100 No.		
5.	10cm x 18 cm	100	Cash Memo :Text in single colour on 60 gsmmaplitho paper in two colours. Complete book with numbering, binding. One book should contain 200 sheets (original copy-100 No., duplicate copy-100 No.		
		50	Cash Memo :Text in single colour on 60 gsmmaplitho paper in two colours. Complete book with numbering, binding. One book should contain 200 sheets (original copy-100 No., duplicate copy-100 No.		

6.	13 cm x 21 cm	100	Demand note :Text in single colour on 60 gsmmaplitho paper in two colours. Complete book with numbering, binding. One book should contain 200 sheets (original copy-100 No., duplicate copy-100 No.		
		50	Demand note :Text in single colour on 60 gsmmaplitho paper in two colours. Complete book with numbering, binding. One book should contain 200 sheets (original copy-100 No., duplicate copy-100 No.		
7.	22 cm x 28 cm	2000 sheet	Milk coupons (size: 10 cm × 5.5 cm) : 10 such coupons in one sheet (21 cm x 30 cm, A-4 size) to be printed in different colour papers (75gsm). Duly Numbered and perforated in books of hundred leaves.		
		1000 sheet	Milk coupons (size: 10 cm × 5.5 cm) : 10 such coupons in one sheet (21 cm x 30 cm, A-4 size) to be printed in different colour papers (75gsm). Duly Numbered and perforated in books of hundred leaves.		

Signature with Seal

Schedule – 5

Proposed Rates for Printing of Folders, Invitation Cards, Newsletter & Envelops etc.

Sl. No.	Document	Paper size (unfolded)		No. of copies	No. of fold	Printing/ Paper quality	Proposed Rate (Rs.)	
							In digits	In words
1.	Folders	A	21.5 cm x 28.0 cm	1000 500 250 100	2 folds	Multicolor on 220gsm art paper with lamination		
		B	24.5 cm x 36.5 cm	1000 500 250 100	3 folds	Multicolor on 220gsm art paper with lamination		
		C	44.0 cm x 28.5 cm	1000 500 250 100	2 folds	Multicolor on 220gsm art paper with lamination		
		D	54.0 cm x 21.5 cm	1000 500 250 100	4 folds	Multicolor on 220gsm art paper with lamination		
2.	Invitation Card with printed envelops *	A	36.0 cm x 18.0 cm	500 250 100	2 folds	Card - Multicolor on 300 gsm art paper with lamination		
		B	25.0 cm x 18.0 cm	500 250 100	2 folds	Card - Multicolor on 300 gsm art paper with lamination		
		C	14.0 cm x 21.0 cm	500 250 100	No fold	Card - Multicolor on 250 gsm art paper with lamination		
		D	13.0 cm x 17.5 cm	500 250 100	No fold	Card - Multicolor on 250 gsm art paper with lamination		
		E	9.0 x 14.0 cm	500 250 100	No fold	Card - Black & White on 150 gsmmaplitho paper		
3.	University Newsletter	A	22.0 cm x 28.0 cm	1000 500 250 100	16 pages	Four colour on 130 gsm art paper with lamination		
4.	Envelop for Newsletter	B	22.0 cm x 28.5 cm	1000 500 100	-	Black & White on 90 gsmmaplitho paper		
5.	e-Newsletter	C				Rate of composing and designing multicolour e-Newsletter and other material		

* Envelops for Cards/Newsletter will be printed on 90 gsmMaplitho paper in single colour.

Signature with Seal

Bidder's Checklist

Bidders are advised to check that their bids must contain the complete tender form. If any of following document is missing the tender will be rejected.

1. Notice inviting tender

2. Terms and conditions

3. Tender form

- a) Forwarding letter
- b) Profile of the bidder (**Schedule-1**)
- c) Bidder's Declaration (**Schedule-2**)
- d) Proposed Rates for Publication of Diary /Books /Booklets /Magazine /Journal /Souveniretc. with cover (**Schedule-3**)
- e) Proposed Rates for Printing of Office forms/Money Receipts/Milk Coupons etc. (**Schedule- 4**)
- f) Proposed Rates for Publication of Folders, Invitation cards Newsletter and Envelops (**Schedule-5**)

4. Supplements: Appendix I

5. Technical Bid

- a) Tender fee of Rs. 500.00 (Rs. Five hundred) only.
- b) EMD of Rs. 20000.00 (Rs. Twenty thousand) only.
- c) Copy of Audited reports related to annual gross turnover of Rs. 20.00 Lakh (Rs. Twenty Lakh) during last three financial years.
- d) Copy of Income Tax return for the last three financial years.
- e) Copy of the Registration of printing press.
- f) VAT/TIN registration
- g) Proof of experience in printing work.
- h) Supporting documents indicating that bidding firm (press) is equipped with high volume commercial offset printing machine with facility for four colour printing.
- i) Duly signed sample sheets of paper to be used for printing.

Appendix I

Non Judicial Stamp Paper worth Rs. 100=00

Contract*

Party A / address of the successful bidder:

Party B: **Dr. Rajendra Prasad Central Agricultural University, Pusa (Samastipur), Bihar – 848 125.**

1. Simultaneously herewith we (the two parties) are entering into an agreement to publish various documents (hereinafter referred to as "the Work") of Dr. Rajendra Prasad Central Agricultural University on terms and conditions listed in the University tender document No.----- issued on dated.....2022. The following shall set forth our understanding with respect to our respective rights in the Work and other considerations to which we may be entitled pursuant to said Agreement.
2. It is expressly understood that we hereunder do not intend to form nor shall this agreement be construed to constitute a partnership between us. The work will be done strictly as per specifications given in the tender form and rate quoted by the bidder.
3. The terms of this Agreement shall be coextensive with the life of the tender. The party A agrees to print University documents as per quoted rates till expiry of the contract period i.e. One year from signing the agreement. The party B agrees to make prompt payment on satisfactory completion of the work.
4. Each party hereto warrants and represents to the other that any material written or provided by him in connection with the Work is not in any way a violation of a copyright or common law or right of privacy and that it contains nothing of a libelous, obscene or illegal character, and each party agrees to indemnify and hold the other party harmless against any loss or damage arising out of a breach of the terms and conditions.
5. If, we agree to discuss and modifying the relevant clauses of this agreement to reflect the new proportion of work we each will contribute, and, if we are unable to reach an agreement, to submit these negotiations to binding arbitration. We agree that we will not take any action that will harm the Work or the concerned organizations.
6. The terms and conditions of this agreement shall be binding and inure to the benefit of the executors, administrators and successors of each of us. Our respective signatures herein below shall constitute this to be a complete and binding agreement between us subject to the terms and conditions given in the printing tender document issued by the University.

Signed and agreed to:

Party A:

Party B:

Date:

Date:

* This is simply to give an idea about the contract paper to be signed after acceptance of the bid. There may be some modifications in the text, if needed.