

**SARDAR PATEL UNIVERSITY OF POLICE, SECURITY &
CRIMINAL JUSTICE**

Mathania Road, Daijar, Jodhpur -342304 (Raj.)



**TENDER DOCUMENT
FOR
PRINTING & SUPPLY OF SPUP DIARIES & CALENDAR 2016**

Issued By:

SPUP, Jodhpur

Print of this Tender Document	Rs. 200/- Only by DD/PO (Non refundable)
Tender Submission Closing Date & Time	19.11.2015 upto 4.00 p.m
Tender Opening Date & Time	20.11.2015 at 12.00 pm
Earnest Money Deposit	5000/- (Refundable)

TENDER DOCUMENT

Sadar Patel University Of Police, Security & Criminal Justice DIARIES & CALENDAR 2016

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INSTRUCTIONS TO THE BIDDERS

OPEN COMPETITIVE BIDDING FOR THE PRINTING & SUPPLY OF SPUP DIARIES & CALENDAR, 2016

1. The prospective bidders may download the tender form from official website of **www.policeuniversity.ac.in** or **www.sppp.rajasthan.gov.in**.
2. Bidders are also requested to furnish a workable sample (dummy of diary) incorporating the required features and information to be tested on the ground by the **Printing & Publications Service**.
3. Approved Sample may be seen/examined by committee's members at Sardar Patel University of Police, Security & Criminal Justice, Daijar, Jodhpur.
4. Detailed Rates be quoted as per given specifications for the printing of **SPUP Diaries & Calendar** in *Annexure III*, as per Form of Quotation in *Annexure IV*.
5. **Eligibility of the bidders**
 - (i) Should have minimum three years of experience in printing of Diaries/Publications with Govt. Deptts./PSUs/etc. of similar nature.
 - (ii) Should have minimum turnover of **Rs. 15 Lakhs** per annum during each of the last three years (valid and certified proof has to be attached).
 - (iii) Should not have been blacklisted by the Departments/Ministries of the Govt. of India. Declaration has to be given in the prescribed format (*Annexure I*).
6. **Earnest Money Deposit**
 - (i) An amount of **Rs.5,000 (Rupees Five Thousand Only)** should be deposited as Earnest Money Deposit (EMD) in the form of Demand Draft drawn in favour of **Registrar, Sardar Patel University of Police, Security & Criminal Justice, Jodhpur** and should be kept in a separate sealed envelope super scribing as E.M.D. The value of DD should not be mentioned on the cover. Tender received without EMD or EMD for lesser amounts will be summarily rejected.
 - (ii) EMD will be forfeited if the bidders withdrew after submission of the bids or opening of the tenders.
8. **Performance Security Deposit (PSD)**
 - (i) PSD of an amount of **Rs. 10,000 (Rupees Ten Thousand only)** will have to be deposited by the successful Bidders **within 7 days** of receipt of supply order to ensure due performance of the contract.

- (ii) PSD shall be in the form of Demand Draft payable to **Registrar, Sardar Patel University of Police, Security & Criminal Justice or Registrar, SPUP** payable at Jodhpur.
- (iii) The PSD should remain **valid** for a period of **one year** up to completion of all contractual obligations by the Printer including warranty obligation, if any. EMD will be refunded to the successful bidder on receipt of Performance Security Deposit.
- (iv) PSD will be released after all contractual obligations by the Printer are over. This can be withheld or forfeited in full or in part in case the supply order is not executed satisfactorily within the stipulated period.
- (v) No interest will be payable on the amount of Performance Security Deposit (PSD).

9. **Documents/Certificates required for Bid**

The firms are required to submit the following documents in bid with self attested photocopies with firm/company rubber stamp on each page(s), failing which their bid will be summarily/out-rightly rejected and will not be considered any further:

- (a) Registration Certificate as per existing norms from Government Department;
- (b) Copy of CST/VAT/TIN Registration Certificates and copy of VAT deposit slip for the financial year 2012-13;
- (c) Copy of PAN/GIR Card;
- (d) Copies of Income Tax Returns filed for last 3 financial years (2012-13, 2013-14 & 2014-15);
- (e) Audited Balance Sheet of the last three financial years having minimum turnover of **Rs. 15 Lakh** per annum;
- (f) Proof of minimum 3 years experience in printing work with Govt. Deptts./PSUs, etc.; List of Clients etc. to be submitted;
- (g) Declaration regarding blacklisting or otherwise (*Annexure-I*); and
- (h) **Samples of Dummy Diary is required to be attached.**
- (i) DD of EMD
- (j) Duly filled Proforma of Annexure-IV & V (separate envelopes) which clearly mark Technical bid and Financial bid

10. **Mode of Submission and last date for submission**

Tender in a sealed envelopes (Technical and Financial Bid separately) should be addressed to the **Registrar, Sardar Patel University of Police, Security & Criminal Justice, Daijar, Jodhpur**, and must reach on or before **19 Nov.,2015 by 04:00 pm**. Tenders may be hand delivered at Registrar, Sardar Patel University of Police, Security & Criminal Justice, Jodhpur. If sent by post, SPUP, Jodhpur shall not be responsible for loss or delay in transit. **Bid will be opened at 20th Nov. 2015 at 12.00 am** on the above mentioned date in the University Conference Room. Bidders/ Authorized Representative of the Bidders are allowed to be present during the opening of Tender.

12. Rejection of incomplete and conditional tenders

The incomplete and conditional tenders will be rejected. Quoting unrealistic rates will be treated as disqualification.

13. Non-acceptance of the tenders received after the last date

Tenders received after the closing date and time prescribed in the tender enquiry shall NOT be accepted under any circumstances.

14. Non-transferability

This tender is non-transferable.

15. Extension of last date at the Discretion of SPUP

Registrar, SPUP may in their discretion extend the last date for submission of the Tender and such extension shall be binding on all the Bidders.

16. Termination of Contract

SPUP reserves the right to terminate the contract at any time without assigning any reason.

**TERMS & CONDITIONS
FOR THE PRINTING OF DPUP DIARIES & CALENDAR 2015**

Rates/ Prices

1. The rates should be quoted in Indian Rupees in words as well as in figures.
2. Tender rates should be valid for One year from the date of awarding of the contract. Tender quoted for a shorter period shall be rejected as non-responsive. No claim for compensation or loss due to fluctuations or any other reasons/causes will be entertained.
3. Prices should be quoted F.O.R. Destination (Free delivery at SPUP)

Penalty

4. In case the Printer fails to adhere to prescribed time schedule and other deficiency is found in respect of quality of paper, cover, printing or layout, etc. the Performance Security Deposit is liable to be forfeited and penalty can be imposed as deemed fit by the Secretariat.
5. If the Bidder/firm leaves the supply without completing it, the SPUP may get the work completed from another firm and the bidder will have to reimburse the extra expenditure incurred.

Settlement of disputes

6. All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the arbitrator appointed by the Registrar, SPUP or any person nominated by him. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the agreement shall be suspended on the ground of pending arbitration proceedings.

Purchasers Rights

7. The SPUP reserves the right to accept/reject any or all the Bidders in whole or in part without assigning any reason whatsoever and is not bound to accept the lowest tender.
8. The SPUP reserves the right to reject the material supplied in case it is of inferior quality and are not of requisite standards.

Execution of Job

9. Printing of Diary, 2016 should be as per the specifications (*Annexure III*).

Process of Printing

10. Two colour Offset printing by SPUP Plate making.

Delivery

11. Diaries and Calander will have to be supplied within 15 days after approval of the final proof.

Mode of Payment

12. Payment against Bill / Invoice shall be released only after supply of the items to the satisfaction of Committee. No interest will be payable on the delayed payments. Payment will be made direct to the Printer through A/c payee cheque only. No request for other mode of payment will be entertained. **No advance payment will be made in any case.**

Change in quantity

13. Approximate quantity only of the required item is given in the tender notice. The quantity is likely to be +/- 10 % of the given figure.

Printing of Diaries for additional requirement

14. Printing of additional diaries, minimum quantity 500, if arises, the Printer has to print the same at the quoted rates. The print orders for requirement of additional diaries may be given any time during the year to which the diary pertains.

Agreement

15. The bidder who is awarded the contract will be required to sign Proforma Rate Contract Agreement with the SPUP, Jodhpur as per the specimen (Annexure II).

General /others

16. The bidder will be bound by the details furnished by him / her to SPUP, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be fictitious at any stage, it would be deemed to be a breach of terms of contract making him / her liable for **legal action besides termination of the contract.**
17. No charges such as Octroi, packing, forwarding, freight insurance, loading and unloading, entry tax, demo, etc. will be allowed. All these are to be borne by the tenderer only.
18. Samples of Diaries (dummy diary) is to be attached as per detail given in Annexure-III.
19. PDF/Open file of SPUP Diary to be provided.

PRINTING OF SPUP DIARIES & CALENDER, 2016

DECLARATION

To

Registrar,
Sardar Patel University of Police,
Security & Criminal Justice
Daijar, Jodhpur

Dear Sir,

1. I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.
2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Performance Security Deposit (PSD), as applicable, in the format to be provided by your office as per-condition for obtaining the Purchase Orders.
3. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned / suspended business dealing. I/We further undertake to report to the Registrar, SPUP, Jodhpur immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

(Signature of the Tenderer)

Name:

Designation with Seal of the Firm

Date:

**PROFORMA RATE CONTRACT AGREEMENT
PRINTING OF SPUP DIARIES & CALENDER 2016**

To be executed at the time of entering into agreement before placing order. Each page of this form shall be signed by the tenderer for acknowledging that he/she has seen the terms and conditions of the agreement.

AGREEMENT

The agreement is made on this _____ day of _____, 2015 between M/s. _____

herein referred to as the Printer under the name and style of M/s. _____ of the one part.

Dy.Registrar, SPUP, acting through the **Registrar, SPUP**, herein after referred to as the other part whereas the said contractor has agreed with the **SPUP** for printing and supply of the required publication with the specifications.

Now this indenture witnessed that in consideration of the promise, it is mutually agreed and declared between parties hereto as follows:

1. The contractor agrees to undertake to **printing of SPUP, Diaries & Calendar** as per the requirement as agreed to in their tender and letter dated _____ at the rates quoted by him/them. The rates are inclusive of all the levies taxes like freight and exclusive as the case may be insurance etc.
2. The printing of **SPUP Diaries & Calendar** which are not in conformity with the requirements/ specifications are liable to be rejected.
3. This contract shall be effective from _____ to _____. The Tender is valid for **One year** from the date of signing of the agreement, which can be extended for a further period may be fixed on the same rate & terms and conditions if the both parties agreed. The quantities shown in the tender with +/- 10% variation will be procured by placing purchase order. Printing of additional diaries, minimum 500 quantity, if arises, the Printer has to print the same at the quoted rates.
4. The Printer shall execute the Purchase Orders (POs) placed by the concerned Officer with great promptness and satisfaction to the Dy. Registrar. In case the Printer fails to adhere to prescribed time schedule and other deficiency is found in respect of quality of paper, cover, printing or layout, etc. the Performance Security Deposit is liable to be forfeited and penalty can be imposed as deemed fit by the Dy. Registrar, SPUP.

5. The security deposit paid by the printer for due and faithful performance of the contract by the contractor of all and several covenants herein contained of his part to be observed with full power. **Dy. Registrar, SPUP in charge of the Printing** on behalf of the SPUP to appropriate the said sum to any damage, penalties and other sums which the contractor may be required to pay in case the contractor fails to perform / fulfill or to keep and observe all or any of the said conditions of the agreement on his part herein after contained.
6. The Performance Security Deposit (PSD) shall be released without any interest after successful completion of the work at the end of the contract period including the extended period, if any.
7. That all disputes arising out of this contract will be referred to the arbitration of the arbitrator appointed by Registrar, SPUP under the Arbitration and Conciliation Act, 1996. The award of the arbitrator shall be final and binding on the parties to this contract. Provisions of the Indian Arbitration Act, 1996 and any statutory modification / enactments thereto and the rules made there under from time to time shall apply to such arbitration.
8. The Security Deposit is to be forfeited to the SPUP without any prejudice to any other rights and remedies of SPUP in case the printer fails to undertake the contract work, as per the work orders and as per the terms and conditions given in tender schedule during the currency of the contract including the extended period, if any.
9. SPUP reserves the right to terminate the contract at any time without assigning any reason.
10. That the tender schedule and terms & conditions shall also form part of the agreement.
11. That the printer acknowledges that he has fully acquainted himself with all the terms and conditions and he shall not plead ignorance of the same. In witness whereof, the printer has set his hand and the SPUP has caused for and on his behalf to set his hand, the day and the year first above written.

Signature of the authorized official of the
Company/Firm

Signature:

Name :

Address :

Signature of the authorized official of the
SPUP

Signature:

Name :

Address :

SPECIFICATIONS FOR THE PRINTING OF SPUP DIARIES & CALENDAR, 2016

Following are the specifications for the printing of SPUP Diaries & Calendar, 2016:

Diary

A. Size & other details :

- (a) Size - 22 cm. x 16 cm. approx. Type-setting, Processing, CTP Plate printing of text matter in diglot version of 50-60 pages approx. containing Inner cover, Personal Memoranda, Name & Telephone Numbers of Important Dignitaries, Government of India Holidays for 2016, Calendar 2015, 2016 & 2017 and other information in single colour offset printing;
- (b) 70 GSM good quality paper to be used.
- (c) Cover page Harboard bindign
- (d) Diglot version on 365 pages approx.;
- (e) Color photographs of Sardar Patel and SPUP Building etc are to be printed and pasted on cover page and back of diary
- (f) 16 Pages University profile
- (g) 12 Pages Multicolour with Photo
- (h) 12 pages Multicolour month planner
- (i) Wiro binding & best quality Duplex board to be used
- (j) Book Marker (piece of green ribbon) to be attached.
- (k) Packing 50 Diaries in separate carton Box
- (l) After examine/seen the approved sample, the dummy sample to be furnished.

B. No. of copies 700 Diaries

WALL CALENDAR)

A. Size & other details :

- (a) 50" x 35"
- (b) 7 fly sheets - one each for 1months and one cover sheet with multi color printing matter on both sides. Printing should be by offset process in Hindi and English in multi colors. The calendar should be spiral binding with metal hanger coated rimming on 34.5 cms side. The complete art work for all pages will be provided by SPUP
- (c) Indian Art Paper – 130 gsm

B. No. of copies 1000 No

3. Proof Reading First Proof Reading of the Text is to be done by the Dy. Registrar Office . Revised proof/ferro proof to be furnished until final approval of competent authority. Final Proofs are to be thoroughly checked by the Printer himself to ensure that all corrections, alterations, additions and deletions, etc. are carried out. Final printing must be error free in all respects.
4. Time Schedule Proofs/Revised proof are to be submitted as and when required. All Diaries to be supplied within 15 days after approval of the final proof. The Printer has to make arrangements for collecting manuscripts and proofs from the SPUP/Dy. Registrar office immediately during office hours or on odd hours and on holidays as and when called for.
5. Delivery of printed material The printed diaries are to be supplied in packing of 50 Diaries in separate carton Box to the SPUP, Daizer alongwith properly arranged Author Proofs and C.D. of the Diaries.
6. Validity of Tender One Year

Note: The sample of the diary & calendar, 2016 is available in the Sardar Patel University, at Dy. Registrar office, Daizer, if any printer wants to see they can check/see at the said place.

Manuscript of preliminary pages containing Personal Memoranda and other information of SPUP along with names and telephone numbers of Members will be supplied by the SPUP in English and Hindi for insertion and printing in the Diaries.

**FORM OF QUOTATION
FOR PRINTING OF SPUP DIARIES & Calendar 2016**

Sl.No.	Particulars	*Rate (Rs.) per diary
1.	Diary, 2016 700 Nos.	Rs..... [Rupees.....]
2.	Calender 1000 NO.	Rs..... [Rupees.....]

All inclusive rates (including paper etc.) as per the specifications given in Tender Document.

(Signature of Tenderer with seal of the Firm)

*The rates should be quoted in Indian Rupees in words as well as in figures only.

The following proforma of the Check-list has to be filled by the Tenderer Mandatory.

PROFORMA FOR THE CHECK-LIST

Name & Address of Firm/Company _____

Tel. No:

- | | |
|---|---|
| 1. DD/Pay Order No.; amount & date of EMD | DD/Pay Order No. ,
Bank
Amount Rs. Dated..... |
| 2. Registration
Certificate from Govt. Deptt. | No. & Date
Issuing Authority |
| 3. CST/VAT/TIN Registration No.; and

Enclose copy of VAT deposit slip for
the financial year 2013-14; | No. & Date

Yes.....
No..... |
| 4. PAN/GIR Card No. | No. & Date |
| 5. Income Tax Returns
(last 3 financial years) | 2012-13 _____
2013-14 _____
2014-15 _____ |
| 6. Audited Balance Sheets indicating turn
over for last 3 financial years | 2012-13 _____
2013-14 _____
2014-15 _____ |
| 7. Proof of 3 years experience
in printing work with Govt./
Deptt./PSU's etc. | Yes.....
No..... |
| 8. Declaration for not black listed by the
Govt. Deptt./PSUs. Etc. | Yes.....
No |
| 9. Attach samples of Dummy diary | Yes.....
No..... |

I/We certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

Dated:

Name with Designation of Authorised Signatory & Seal of the Firm