



Utkal University of Culture
Sanskriti Vihar, Madanpur, Bhubaneswar-
752054

Phone – (0674) 2972312, E-mail: mailboxuuc@gmail.com Website :
www.uuc.ac.in

TENDER CALL NOTICE FOR PRINTING OF BOOKS

Sealed quotations /tenders are invited from intending bonafide agencies/Firms/Printing Press who are executing works of printing. Details of printing of the books are mentioned in Annexure II along with terms and conditions which are available in the official website of Utkal University of Culture, **www.uuc.ac.in** (**Tenders and Quotations**). Interested agencies are requested to visit the University Website to download details of books to be printed, terms and conditions, Tender forms and other information. Tender papers in prescribed format (Annexure I), complete in all respect and self attested copy of the supporting documents shall be sent to the **Registrar, Utkal University of Culture, Sanskriti Vihar, Madanpur, Bhubaneswar – 752054** either by speed post or registered post. Tender papers can also be dropped in Tender Box kept in the administrative block of the University. The last date for receipt of tender paper is **29.3.2019 (05.00 P.M)**. The tender forms will be opened on **04.4.19 at 03.00 P.M** in the office chamber of the undersigned in presence of the bidders or their authorized representatives.





TERMS & CONDITIONS:

I. ESSENTIAL QUALIFICATION:

The tenderers shall fulfill the following eligibility criteria, failing which their quotations will be summarily rejected:-

- a. The tenderer must possess valid License for printing work, Registration etc. issued by the Competent Authority as applicable.
- b. The tenderer shall submit its terms and conditions , if any, to undertake the printing job.
- c. The tenderer must deposit Earnest Money (EMD) of Rs.5,000/- (Rupees five thousand only) along with their tender in the form of Demand Draft drawn in favour of **Utkal University of Culture, payable at Bhubaneswar.**
- d. The tenderer must possess his own Bank Account, PAN, G.S.T No. and Income Tax Clearance Certificate.

II. DOCUMENTS TO BE ENCLOSED

The tenderer shall submit copies of the following documents along with the tender, failing which their quotation will be summarily rejected:

1. Copy of registration / license for the printing work issued by the Competent Authority.
2. Copies of Bank Account, PAN, and Goods Service & Tax Registration Certificate , and Income Tax Clearance Certificate.
3. Demand Draft of Rs 5,000/- (Rupees five thousand only) drawn in favour of Utkal University of Culture payable at Bhubaneswar towards value of EMD.

III. INSTRUCTIONS TO THE BIDDER:-

1. The tenderer shall submit their Price Bid in the enclosed format as per Annexure II.
2. The tenderer are to see the specimen of the books to be printed before floating their tenders at the University website. For further enquiry regarding the printing of books, contact **Mr. Ajaya Kumar Samanta on Mobile- 8658271429.**



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3. The printing press shall be responsible for ensuring delivery of the final printed books within 10 days from the date of issue of printing order. The delivery charges shall be borne by the press/Agency.

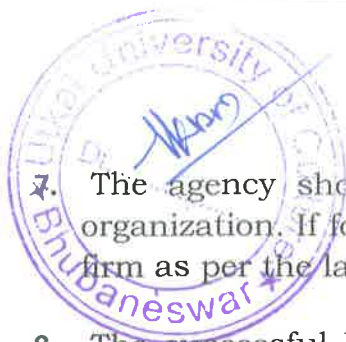
4. Advance copy of printed books shall be supplied by the printer seeking approval of the advance copies by the University. Any deviation from the approved copy will lead to cancellation of tender contract and non-payment of the contracted amount.

5. Paper for printing shall be procured by the press and shall be as per the specifications indicated in this Tender. Sample of the paper proposed to be used will require to be submitted along with the bid and certifying by the bidder. The quality of paper and printing must be at par with the specifications mentioned in the Tender document, otherwise the Tender agreement can be cancelled.

IV. Bid Opening Date and Time: Tenders shall be submitted by speed post or registered post or in person addressed to the Registrar, Utkal University of Culture, Sanskruti Vihar, Madan Pur, Bhubaneswar – 752051 so as to reach the University on or before **29.3.2019** by **17.00** Hrs. The sealed covers are to be super-scribed as **“Tender for Printing of Books”**.

The bids will be opened on **04.4.2019** at **03.00** P.M hrs in the presence of the bidders or their representatives in the office chamber of the Registrar.

1. The rates quoted by the tenderers shall be strictly as per the Performa attached as Annexure -II otherwise their quote will be liable for rejection.
2. The bids sent through normal post or courier or Fax or e-mail shall not be considered.
3. All the documents submitted by the tenderers shall be serially numbered.
4. Utkal University of Culture, Bhubaneswar reserves the rights to accept / reject any offer in full or in part without assigning any reason thereof.
5. The blank bid documents may be downloaded from the University Website **www.uuc.ac.in-Tenders and Quotations**.
6. Tenders / Bids must be valid for 120 days from the date of opening of tender.



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7. The agency should have not been blacklisted by any government organization. If found later on, the action shall be initiated against the firm as per the law.
8. The successful bidder shall not assign or sublet the printing job to any other firms.
9. **Penalty:** Time is the essence of the work and delivery of the printed books must be completed not later than the date specified in the supply order. If the supplier fails to deliver the items within the stipulated period, the purchaser shall have the right to recover @ 0.1% of the value of delayed supply per week subject to maximum of 10%.
10. In case of breach of any terms and conditions and failure to supply the required books by the successful bidders, the purchaser will have the right to cancel the order without assigning any reason thereof and nothing will be payable by the Purchaser in that event and the EMD shall also be forfeited. The EMD shall be forfeited if the bidder withdraws his/her Tender during the specified period of validity period of Tender or does not respond/comply the conditions.
11. The transportation cost of the conveyance of the books to the University shall be borne by the supplier.
12. **Return of EMD:** The EMD of the unsuccessful bidders / tenderers will be returned within 15 days after finalization of the tender. No interest shall be payable on the Earnest Money. The EMD of the successful tenderer will be treated as Performance Security Deposit and shall be returned after 180 days from the date of expiry of delivery period.



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13. Settlement of Disputes : In the event of any dispute or differences between the Utkal University of Culture and the bidder, arising out of non execution of services as per specifications or any other cause whatsoever relating to the supply and services, shall be referred to the Vice-Chancellor, Utkal University of Culture, Bhubaneswar. The decision of the Vice-Chancellor shall be final and binding on the both the parties. All disputes shall be subject to the jurisdiction of courts at Bhubaneswar only.

[Signature]
01/03/2019

REGISTRAR



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Annexure I
TENDER FORMS

1. Name of the Tenderer/ Bidder
2. Full Address of the tenderer / bidder
3. Contact details of tenderer / bidder
 - a. Telephone No.
 - b. Mobile No.
 - c. Fax No.
 - d. E-mail id
4. **Details of Earnest Money Deposit Whether enclosed**
 - a. Value of DD
 - b. D.D. No. & Date Yes/No
 - c. Issuing Bank
5. List of Documents enclosed

Sl. No.	<u>Details of document</u>	<u>Whether Photocopies enclosed</u>
a.	License / Registration No.	Yes/No
b.	Bank Account No. Bank Name and Branch IFS Code	Yes/No
c.	PAN No.	Yes/No
d.	GST Regd. No.	Yes/No
e.	Up-to-date Income Tax Clearance/GST Certificate	Yes/No



f. Past Performance in last three consecutive years :-

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Year	Name of the Organization	Contract Value for printing of the books
2016-17		
2017-18		
2018-19		

6. Validity period of the Bid / Quotation :

7. Additional information, if any proposed to be furnished by the tenderer:

Certified that all the terms and conditions of tender document are accepted.

Authorized Signatory

Date :

Place :

Full name :

Designation:

Seal:



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Annexure -II

FINANCIAL BID

SL. NO.	Name of the Book	Qty Required	Rate per each Book	Total amount
1	Odia Book " Sahitya Prasanga" Size is 14cm X 21cm (Pages 171 + Cover) Cover Page to be made of 300 GSM Paper with Mat Lamination and inner page is 90 GSM paper with Gum Binding.	1000 (One Thousand)		
2	English Book " Anthology of Poems Short Stories and Essays" Size is 14cm X 21cm (Pages 200 + Cover) Cover Page to be made of 300 GSM Paper with Mat Lamination and inner page is 90 GSM paper with Gum Binding.	1000 (One Thousand)		
		Add	GST	
			G Total	

Validity Period of the Bid _____

Certificate: Certified that we accept all the terms and conditions of the tender documents.

Date :

Signature of authorized person

Full name :

Designation with Seal