



INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY AMARKANTAK (M.P.),  
इन्दिरा गाँधी राष्ट्रीय जनजातीय विश्वविद्यालय अमरकंटक (म.प्र.)  
(A National University established by an Act of Parliament)  
(संसद के अधिनियम के अधीन स्थापित राष्ट्रीय विश्वविद्यालय)

Ref.No. IGNTU/G-031A/2016/330

Date: 09.03.2016

**Expression of Interest**

**Subject : Short term tender notice invited to Offset Printing of Different Types of Books, Brochures, Folders, Covers, office files, letter head, diary and calendars etc. in Black & White/ multi Colour-reg**

Indira Gandhi National Tribal University, Amarkantak is invited EoI for Annual Rate Contract to Offset Printing of different Types of Books, Brochures, Folders, Covers, etc. in Black & White / multi Colour. The University is planning to prepare a panel of High Quality Offset Printers for a period of one year who can execute the printing jobs on tight schedules as and when required. The price to be quoted at Form-C and submit to the Office of the Registrar, IGNTU, Amarkantak, M.P. on or before due date and time. The detail of printing work is given as section-I.

**Section-I,**

**PROCESSING**

Processing text pages

- (1) Negative making, per sq. inch
- (2) Positive making, per sq. inch

**SCANNING/PLANNING/SYSTEM OUTPUTTING**

1. Inputting/scanning of Colour Photos/TPs in m/m size (m/m size 50 sq inch),
2. Scanning Colour Photographs/TPs, etc. **over m/m size.**
3. System outputting of Cover/Text Pages/photo, etc. including planning & placement of B&W photo, 4-colour photos, drawings, graphics, etc.
  - a) Single Colour
  - b) Double Colour .
  - c) Four Colour

**OFFSET PRINTING**

Per plate per colour per 1000 or part for PRINTING on Maplitho/Offset/Art Paper/Art Card

Size:	18" × 23"/16	20" × 30"/8	23" × 36"/8
Printing rate per colour per thousand or part(Rs)	.....	.....	.....

**PAPER WASTAGE** : Paper wastage (in %) per side per colour

- i) For short print runs (less than 1000 copies)  
-- per side per colour per print order
- ii) For print runs of 1000 or more copies

-- per side per colour per thousand or part

**PAPER QUALITY-** Natural shade, white, Art Bound paper

**GSM-** Inner Page- 80 GSm, 90 GSM, Cover Page- 128 GSM, 300 GSM,

**LAMINATION**

Lamination (using high quality film) for

- (1) Glossy/Matt finish lamination

**BINDING**

- (1) Folding, Gathering & Centre wire stitching with cover (for all sizes) Up to 96 page
  - (2) Cutting & Folding of Folders (up to 4 folds)
  - (3) **Paperback:** Folding, gathering, Section thread sewing, end leave pasting (with paper 120 GSM), creasing of cover & cover pasting
  - (4) In case of printing and binding of calendars the binding will be wire binding
- (4) **Hard Case:** Folding, Gathering Section sewing, endleave pasting (120 GSM paper to be supplied by the printer), preparing case with best quality white mill board, wrapping jacket

	<b>Demy 4to</b>	<b>Royal 8vo</b>	<b>Demy 8vo</b>	<b>Crown 4to</b>
1. Upto 300 pp				
2. Upto 400 pp				
3. Upto 500 pp				

4. Additional per copy per 100 pages or part.....

### **General Terms and Conditions.**

1. The languages of the printing work shall be Hindi/English or may be any other Regional Languages like Kannad, Tamil, Malayalam etc..
2. The Firms/Publisher shall have to must submit Copy of valid SARAL/PAN Registration, Copy of valid VAT/ Service Tax Regd. certificate and Copy of Press registration(s) where the plate making and printing, binding works are carried out.
3. The jobs are of highly prestigious nature and hence its quality and production schedule have to be scrupulously maintained. The print order may vary from 100 – 10,000 copies from job to job. The printer must have sufficient capacity to handle single/2/4-colour jobs on urgent basis.
4. The empanelled Firms may be eligible for extension of services for another period of one year, subject to satisfactory performance and with due consideration of the Competent Authority. This is also to kind notice that, the services of the empanelled firms may be terminated at any time without any excuse if the quality, production schedule and performance not maintained by the firm.
5. The tenderers are requested to please quote competitive rates for items as mentioned at Form–C so as to reach to the Office of Registrar, Indira Gandhi National Tribal University, Lalpur, Amarkantak-484887 (M.P.) **on or before 22 March at 03 .00 PM through Registered Post /Speed Post** only. After due date and time tender form will not be accepted and the University is not liable for any postal delay also.
6. The EoI / Bid will open on 22 /03/ 2016 at 04:00 PM at IGNTU, Amarkantak Premises.
  - a) The suppliers or their authorized representative may also be present during the opening of the bids, if they desire so, at their own expenses.
  - b) The EoI Committee reserves its right to select or reject any or all of the items / equipment without any query.
7. The Cost of the EoI form which can be downloaded from university websites i.e. [www.igntu.ac.in](http://www.igntu.ac.in), is **Rs.500/- (Five hundred only)** which is to be deposited in the shape of DD only (**non refundable**) and submitted along with the Bid. The DD should be made in the same manner that is of EMD Deposit. The bidder must submit **an EMD of Rs. 50,000/- (Fifty Thousand Only)** in form of Demand Draft from any nationalized bank in favour of “Indira Gandhi National Tribal University, payable at Central Bank of India. Amarkantak (IFSC CodeCBIN0284695) or State Bank of India. Amarkantak (IFSC code SBI0004674). Without EMD the EoI will be rejected. The EMD of the successful bidder will be returned to them without any interest after completing the successful installation. The earnest money of unsuccessful bidders will be returned to them without any interest within thirty (30) working days after awarding the offer.
8. The EMD of empanelled Bidders shall be kept for a period of 15 Months from the date of implementation of the Contract which will be refunded after completion of contract. No interest would be paid.
9. If the supplier / firms are manufacturer / authorized dealer / sole distributor of any item, the Certificate to this effect should be attached.
10. Quotations should be valid for One Year from the EoI due date. The quotation should clearly indicate the period of delivery, warranty terms etc.

11. Relevant literature pertaining to the items quoted with full specifications, photographs, and drawing, (if any) should be sent along with the Quotations, wherever applicable, and sample of clothes in a folder.
12. EoI must provide evidence of having supplied government organizations in India of similar nature of items.
13. The EoI document must be accompanied by copy of PAN, Certificate of firm/company registration, TIN/VAT registration (Sales tax) and service tax registration.
14. The quotations should be given for the items in the same order as in the EoI document.
15. The quantity shown against each item is approximate and may vary as per demand of the Institute at the time of placing order.
16. The Vendor must be able to provide the product / items within specified time period as prescribed in the Purchase Order. Failing the EMD will be forfeited. Furthermore on completion of the stipulated time period, Purchase Order will be cancelled and award will be given to another qualified bidder with the negotiated terms & conditions.
17. All disputes shall be subject to Anuppur Jurisdiction only.
18. **IGNTU, Amarkantak reserves the rights to accept/reject any offer in full or in part. Any offer containing incorrect and incomplete information shall be liable for rejection.**
19. Payment will be released after successful supply, fitting and successful installation of items as mentioned in supply order. No advance or partial payment request will be entertained.
20. Taxes as per norms of Govt. of India and No packing/forwarding charges will be paid extra.
21. The rate should be quoted on F.O.R. University Campus, Lalpur, Amarkantak basis.
22. Unsealed quotations will be rejected summarily and quotations must reach on or before the due date.
23. Any delay in supplying the article from the stipulated date of delivery, will attract LD. Liquidated Damage at the rate of 0.5% per week and limited to maximum 10% of total value of the Work Order. The authority reserves the right to cancel the purchase order when LD accumulates to 10% or more.
24. The applicable TDS will be deducted at the time of payment of bills and TDS certificate shall be issued to the successful bidder as per rule

**Registrar**



**INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY**

इन्दिरा गाँधी राष्ट्रीय जनजातीय विश्वविद्यालय

**AMARKANTAK (M.P.),अमरकंटक (म.प्र.)**

**(A National University established by an Act of Parliament)**

(संसद के अधिनियम के आधीन स्थापित राष्ट्रीय विश्वविद्यालय)

Ref. No. : IGNTU/G-31A/2016/...

Date :09/03/2016

**Subject : Subject : Short term tender notice invited to Offset Printing of Different Types of Books, Brochures, Folders, Covers, office files, letter head, diary and calendars etc. in Black & White/ multi Colour-reg**

**Form-A**

**Section 1: Organisation Details and General Information :**

1. Name of Company/ Organization/ Dealership Firm : .....
2. Street Address : .....
3. P.O. Box and Mailing Address : .....
- Postal Code : ..... City : .....
- Country : .....
4. Tel. :..... 5. Fax : .....
6. Email : ..... 7. Address : .....
8. Type of Business (Tick only)  
Corporate/Limited : Partnership : Other (Specify) :
9. Nature of Business :  
Manufacturer : Authorised Dealer : Trader :  
Consulting Company : Other (Specify) :  
If you mark "Authorized Agent", please provide proof or certificate(s) from your manufacturer(s) that you are authorized to offer their products. Valid Dealership Certificate must be enclosed .(without this certificate the EoI will not be considered)
10. Year of Establishment .....
11. Other Information  
( a) License No./ Regn. Details/Country .....  
where registered (Attach proof)  
(b) PAN No. ( attach photocopy of PAN Card)  
(b) CST No. (attach proof of regn. no)  
VAT No.(attach proof of regn.no.)

**Date**

**Seal & Signature of the bidder**

**Full name address of the bidder**

**Form-B**

**PARTICULARS FOR REFUND OF EMD TO SUCCESSFUL/UNSUCCESSFUL BIDDER**

RTGS / National Electronic Fund Transfer (NEFT) Mandate Form

<b>Sl. No</b>	<b>Particulars</b>	<b>Details to be Provided</b>
<b>1</b>	<b>Name of the bidder</b>	
<b>2</b>	<b>PAN No.</b>	
<b>3</b>	<b>Particulars of Bank A/c.</b>	
	a) Name of the Bank	
	b) Name of the Branch	
	c) Branch Code	
	d) Address	
	e) City Name	
	f) Telephone No	
	g) NEFT/IFSC Code	
	h) RTGS Code	
	i) Type of Account	
	j) Account No	
	k) Contact No with Email ID	

**Date  
bidder**

**Seal & Signature of the**

**Full name address of the bidder**

**Section 2: Financial Information (Please attach a certified copy of recent balance sheet)**

12. Annual Value of Total Sales for the last 3 years :  
Year ..... : Rs. .... Year ..... : Rs. ....  
Year ..... : Rs. ....
13. Annual Value of Export Sales for the last 3 years :  
Year ..... : Rs. .... Year ..... : Rs. ....  
Year ..... : Rs. ....
14. Bank Name : .....  
Address : .....  
.....  
.....  
IFSC Code : .....
15. Bank Account Number : .....
16. Please attach a listing of reference sources for equipment supplied by your firm within the last 12 months. (*Please also indicate fax numbers and contact person for your reference sources.*)

**Technical Capability and other relevant Information:**

17. (a) The EoI must be submitted in **prescribed format** and all the information should be furnished accordingly in proper manner.  
(b) Vendor must be a registered corporate entity in India. Vendor should be a registered or Authorized publisher on behalf of such printing work having at least 5 years experience in similar business (Please attach copy of the same).  
(c) **SPECIFICATIONS** are basic essence of the product. It must be ensured that the offers are strictly as per our specifications. At the same time it must also be kept in mind that merely copying our specifications in their quotation shall not make firms eligible for consideration.

A quotation has to be supported with the printed technical leaflet/literature (wherever applicable and available like in case of scientific items, and the specifications mentioned in the quotation must be reflected/ supported by such printed technical leaflet/literature specifications should invariably be highlighted in the leaflet/literature for easy reference.

18. Detail of EMD : Amount in INR : .....  
DD No and Date. : Bank Details :  
.....
19. Do the Goods being supplied by you confirm the National/International Standards?  
Yes : No
-

**Section 4: Experience**

20 Recent supplies with the Government Organization :

Organization	Value	Year	Equipments Supplied	Destination
_____	Rs. _____	_____	_____	_____
_____	Rs. _____	_____	_____	_____
_____	Rs. _____	_____	_____	_____
_____	Rs. _____	_____	_____	_____
_____	Rs. _____	_____	_____	_____

**Section 5: Other**

23 Please list any current legal disputes in which your company may be involved.

24 List any national or International Trade or Professional Organizations of which your Company is a Member (If applicable).

25 Certification:

I, the undersigned, warrant that the information provided in this form is correct, and in the event of any changes in any information given the details will be provided as soon as possible.

**26 List of attachments**

- 1.
- 2.
- 3.
- 4.

**Date**

**Seal & Signature of the bidder**

**Full name address of the bidder**



**Form-C**

**Quote your rates for processing, Plate-making, Printing, Binding, etc.**

**TYPESETTING**

1) Rates for Laser Typesetting (DTP) of scientific text both in English & Hindi or bilingual **per page** or part thereof for:

	<b>Data entry of the Job given</b> Rate per page (Rs)	<b>Formatting (data supplied by NISCAIR)</b> Rate per page(Rs)	<b>Data Entry and Formatting</b> Rate per page(Rs)
Demy 4to (6.5 × 9.5 )	.....	.....	.....
Demy 8vo (4 × 7 ) (Rs.)	.....	.....	.....
Royal 8vo (4.5 × 8 ) (Rs.)	.....	.....	.....
Crown 4to (5 × 8 ) Rs.)	.....	.....	.....

**PROCESSING**

Quote your rates for processing text pages

- (1) Negative making, per sq. inch (Rs.) .....
- (2) Positive making, per sq. inch (Rs.) .....

**PAPER QUALITY-** Acid Free (Natural shade)/ white, Art Bound paper

**GSM-** 90 GSM, 120 GSM, 300 GSM

**SCANNING/PLANNING/SYSTEM OUTPUTTING**

- 1. Charges for inputting/scanning of Colour Photos/TPs in m/m size (m/m size 50 sq inch), **per Photo Rs.....**
- 2.Charges for scanning Colour Photographs/TPs, etc. **over m/m size, per sq. inch. Rs.....**
- 3.Charges for System outputting of Cover/Text Pages/photo, etc. including planning & placement of B&W photo, 4-colour photos, drawings, graphics, etc., **per sq. inch.**

<b><u>In m/m size (50 sq inch)</u></b>	<b><u>Above m/m size</u></b>
<b>Min. Rate</b>	<b>Rate per sq. inch</b>
(a) Single Colour (Rs) .....	(Rs.) .....
(b) Double Colour (Rs.) .....	(Rs.).....
(c) Four Colour (Rs.) .....	(Rs.).....

## **PLATE MAKING**

Quote your plate making rates per PLATE (P. S. Plates) for different sizes:

Plate/Machine Size	18" × 23"	20" × 30"	23" × 36"
Rate per plate (Rs.)	.....	.....	.....

## **OFFSET PRINTING**

Quote your rates per plate per colour per 1000 or part for PRINTING on Maplitho/Offset/Art Paper/Art Card, etc.

Size:	18" × 23"	20" × 30"	23" × 36"
Printing rate per colour per thousand or part(Rs)	.....	.....	.....

**PAPER WASTAGE:** Quote paper wastage (in %) per side per colour

- i) For short print runs (less than 1000 copies) (%)  
-- per side per colour per print order .....
- ii) For print runs of 1000 or more copies (%)  
-- per side per colour per thousand or part .....

## **LAMINATION**

Rates for Lamination (using high quality film), **per sq. inch** for

- (1) Glossy/Matt finish lamination .....

## **BINDING**

(1) Folding, Gathering & Centre wire stitching with cover (for all sizes)

Up to 96 pp, per copy (Rs.).....

(2) Cutting & Folding of Folders per 100 folders

(Up to 4 folds) (Rs.).....

(3) **Paperback:** Folding, gathering, Section thread sewing, endleave pasting (with paper 120 GSM), creasing of cover & cover pasting, per copy

Rate per copy	<b><u>Demy 4to</u></b>	<b><u>Demy 8vo</u></b>	<b><u>Royal 8vo</u></b>	<b><u>Crown 4to</u></b>
Up to 200 pp Rs.	.....	.....	.....	.....
Up to 300 pp Rs.	.....	.....	.....	.....
Up to 400 pp Rs.	.....	.....	.....	.....

(4) **Hard Case:** Folding, Gathering Section sewing, endleave pasting (120 GSM paper to be supplied by the printer), preparing case with 44 OZ white mill board, full rexine, head band, gold tooling, wrapping jacket

<b>Rate per copy</b>	<b>Demy 4to</b>	<b>Royal 8vo</b>	<b>Demy 8vo</b>	<b>Crown 4to</b>
1. Upto 300 pp Rs.	.....	.....	.....	.....
2. Upto 400 pp Rs.	.....	.....	.....	.....
3. Upto 500 pp Rs.	.....	.....	.....	.....

4. Additional rate per copy per 100 pages or part .....

Signature.....

Date.....

Address.....

.....

.....

Office Stamp.....

**Special terms and conditions:**

1. Rates quoted should be inclusive of packing, forwarding, postage and transportation charges, installation, Testing, taxes, commissioning & other Expenses of the item with **One** year guarantee/warranty and one year free maintenance service (If applicable) at FOR IGNTU, Amarkantak basis.
2. No any other charges would be payable by the University.
3. The EoIs should keep their offer valid upto **One** year from the date of entering into rate contract.
4. There would be **no increase** in rates during the **Contract Period including extension period**.
5. All the rates should be mention in Indian National Currency (INR) only.
6. The EoIs must confirm in writing that the goods supplied by them shall be as per specification.
7. The article is to be delivered within 15 days from the issue of Supply Order.
8. Any delay in supplying the article from the stipulated date of delivery, will attract LD. Liquidated Damage at the rate of 0.5% per week and limited to maximum 10% of total value of the Work Order. The authority reserves the right to cancel the purchase order when LD accumulates to 10% or more.
9. The applicable TDS will be deducted at the time of payment of bills and TDS certificate shall be issued to the successful bidder as per rule.
10. The empanelled firms must be sign rate contract with the University.

**Date: .....**

**Seal & Signature of the bidder**

**Full name and address of the bidder**