



## **Notice Inviting Tender**

**Memo No: AC/106/18-19**

**Dated: 17-07-2018**

Tenders are invited on-line from Reputed Printers. Interested venders are to participate in the bidding process as per specifications mentioned below in the Table.

Annexure I	SPECIFICATION FOR TECHNICAL BID	Page : 02
Annexure II	SPECIFICATION FOR FINANCIAL BID	Page : 03 & 04
Annexure III	GENERAL TERMS & CONDITIONS	Page : 05 & 06

Financial bid will be opened only if technical bid is found in order as per specifications.

### **DATE AND TIME SCHEDULE**

Date of Publication of Tender Online through website <a href="https://wbtenders.gov.in/">https://wbtenders.gov.in/</a>	17.07.2018 after 16.00 Hrs.
Date of Document Download Start	17.07.2018 after 16.00 Hrs.
Date of Bid Submission Start	19.07.2018 after 16.00 Hrs.
Date of Bid Submission Closing	31.07.2018 before 16.00 Hrs.
Date of Opening of Technical Bid	03.08.2018 on or after 12.00 Noon
Date of Opening of Financial Bid	To be notified later
Date of Deposit of Earnest Money	On or before 31.07.2018

Finance Officer  
Netaji Subhas Open University  
DD-26, Sector -1, Salt Lake, Kolkata-700064  
Email: [sachindrakar@yahoo.in](mailto:sachindrakar@yahoo.in)  
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## **ANNEXURE - I**

### **TECHNICAL SPECIFICATION**

1. The Printers should have self-owned Printing Press for last 10 years.
2. The Printers should have Experience for at least 10 years in similar kind of printing jobs as specified in the Rate Chart.
3. The Printers should have good Financial Standing / Track Record of supplying printed text books of minimum value of Rs. 2,00,000/- (Two lakh) against any single order during the last three years.
4. The Printers should have yearly turnover of more than Rs. 50,00,000/- (Fifty Lakh) at least for five years during the period of last 10 years ending as on 31<sup>st</sup> March, 2018.
5. The Printers should have experience of same type of work for at least five (5) years with Higher Educational Institutions, (Viz. Universities/Research Institutes/ Colleges), or with any Departments / Undertakings of the Govt. of West Bengal / Govt. of India.
6. The Printers should have their place of Printing Works/Press located in Kolkata / KMDA Area.
7. The Printers should have legal compliance such as: (1) GST Number, (2) PAN / TAN & (3) AADHAAR (wherever applicable).
8. Printers must have at least five (5) years' experience in printing of Self Learning Materials (SLM) / Self Instructional Materials (SIMs) in in Higher Educational Institutions running Open Distance Learning (ODL) mode of education.
9. Bidder should deposit Earnest Money of **Rs. 1,00,000/-** (Rupees One Lakh Only) through online vide West Bengal Government e-procurement system "https://wbtenders.gov.in"  
EMD will be refunded after selection of bidder without any accrued interest for all unsuccessful bidders through online vide West Bengal Government e-procurement system  
<https://wbtenders.gov.in>

The intending applicant printers are to submit relevant documents in support of their Credentials as noted above.

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## **ANNEXURE - IIA**

### SPECIFICATION FOR FINANCIAL BID FOR SLM / RATE CHART FOR SLM FOR DELIVERY AT KALYANI

No. of Copies	Text Printing per Page (Mono Colour), 58 GSM, Cream Wove Paper INR	Text Printing (Bicolour)per Page, 58 GSM, Cream Wove Paper INR	Cover Printing (Mono Colour), 90 GSM, Chromo Art Paper INR	Cover Printing (Bicolour) , 90 GSM, Chromo Art Paper INR	Text Printing per Page (Multi Colour), 58 GSM, Cream Wove Paper INR	Bind ing Per Book INR	DTP per page INR	Scanni ng Charges per Page INR	Laminat ion per Page INR
1	2	3	4	5	6	7	8	9	10
1-500									
501-1000									
1001-2000									
2001-3000									
3001-4000									
4001-5000									
5001-10000									
10001-15000									
15001-20000									
20001-30000									
30001-50000									

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**Note: Method of submission of Financial Bid:**  
Kindly download the above Matrix Rate Chart, duly fill in,  
sign and upload.



## **ANNEXURE - IIB**

### SPECIFICATION FOR FINANCIAL BID FOR SLM / RATE CHART FOR SLM FOR DELIVERY AT KOLKATA

No. of Copies	Text Printing per Page (Mono Colour), 58 GSM, Cream Wove Paper INR	Text Printing (Bicolour)per Page, 58 GSM, Cream Wove Paper INR	Cover Printing (Mono Colour), 90 GSM, Chromo Art Paper INR	Cover Printing (Bicolour) , 90 GSM, Chromo Art Paper INR	Text Printing per Page (Multi Colour), 58 GSM, Cream Wove Paper INR	Bind ing Per Book INR	DTP per page INR	Scanni ng Charges per Page INR	Laminat ion per Page INR
1	2	3	4	5	6	7	8	9	10
1-500									
501-1000									
1001-2000									
2001-3000									
3001-4000									
4001-5000									
5001-10000									
10001-15000									
15001-20000									
20001-30000									
30001-50000									

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**Note: Method of submission of Financial Bid:**  
Kindly download the above Matrix Rate Chart, duly fill in, sign and upload.

## **ANNEXURE – III**

### **GENERAL TERMS & CONDITIONS AND INSTRUCTIONS**

- 1) The bidders are to participate in the bidding process for the Tender only online at <https://www.wbtenders.gov.in>. as per prescribed format (BOQ).
- 2) Price quoted should be excluding GST.
- 3) Price shall be quoted in INR only.
- 4) Any additional cost not mentioned in the offer has to be borne by the bidder.
- 5) Incomplete and Conditional Bids will be summarily rejected without assigning any reasons thereof.
- 6) In case of any dispute, the decision of the University authority shall be final and binding on the bidders.
- 7) Tenders must be submitted in two Separate Bids- (1) Technical Bid covering all the credentials noted above, (2) Financial Bid for different types of printing specified in the Rate Chart annexed in the Tender Notice. The Technical Bid, if found suitable to meet the specifications noted above, will be followed by Financial Bid.
- 8) Refundable Security Money of Rs. 5,00,000/- (five lakh) only are to be deposited on-line as per above specifications by the Selected Printer(s) within 15 days from the date of empanelment. The Security Money is refundable on successful completion of execution of the work or termination of empanelment or withdrawal of consent to continue printing job without interest.
- 9) On the basis of the lowest rates quoted for each category of (vide Annexure - II) printing job one L-1 Matrix will be prepared and the bidders will have to accept to work as per the rates in said L-1 Matrix and accordingly a panel of Printers will be prepared. On acceptance of the rates depicted in L-1 Matrix, the empanelled Printers are to enter into an agreement with the



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University regarding execution of the job wherein the essential terms and conditions of the execution of the assignment will be indicated.

- 10) The quantum of assignment to be given to the Printers will be decided upon by the University authority from time to time.
- 11) The place of delivery is at Regional Centre, Ghosh Para, Kalyani until further notice.
- 12) The rate quoted in the Rate Chart of Financial Bid under Annexure IIA and IIB will be inclusive of Delivery Charges for Regional Centre, NSOU, Ghosh Para, Kalyani and Kolkata & New Town Rajarhat.
- 13) The said agreement with the empanelled Printers will be initially for two years and may be renewed further on same terms and conditions on the basis of their satisfactory performance.
- 14) The applicant printers are to submit all relevant documents in support of their Credentials viz. Copies of (a) Audited Financial statements of last three years, (b) credentials as proof of Financial Standing/ Track Record and (c) proof of execution of supply as noted above in Annexure - I.
- 14) However, in all the aforesaid matters the decision of the University will be final.
- 15) The judicature of any legal disputes arising out of the above matters will under the Hon'ble High Court, Calcutta.
- 16) The Authority of NETAJI SUBHAS OPEN UNIVERSITY reserves the right to reject any or the entire bids received without assigning any reason thereof.
- 17) The applicant printers / bidders are hereby informed to be present in the Board Room at DD 26, Sector – 1, Salt Lake, Kolkata – 700064 on or before 12.00 noon sharp on 3<sup>rd</sup> August, 2018.
- 18) The applicant printers to participate in the bidding process are to fill in the following Formats given in the page No. 7, 8, 9, 10 & 11.

Finance Officer  
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Mobile No: 9432747119



To  
The Finance Officer  
Netaji Subhas Open University  
DD 26, Sector – 1, Salt Lake  
Kolkata – 700064

Ref: Memo No: AC/106/18-19 Dated: 16-07-2018

Sub: Submission of Bid – Technical & Financial with reference to the above.

Sir,

As per guidelines given in the Tender Notice we are quoting the printing rate in the prescribed Rate Chart along with the Technical Credentials supported with relevant documents as applicable.

We have read all the terms and conditions given in the Tender Notice and do hereby undertake to obey the rules and regulations of e-Tender.

With regards

Signature with Seal & Date:

Name of Bidder:

Name of Organization:

Mailing Address:

Mobile No of Contact Person:

Email Address of the Organization:

## **ANNEXURE - I**

### **CHECK LIST OF TECHNICAL SPECIFICATION**

SL. No.	Particulars	Put y if Yes/N if No Respectively
1	Self-owned Printing Press for 10 years.	
2	At least 10 years' experience in similar kind of printing jobs	
3	Track record of supplying SLM of minimum value of Rs. 2,00,000/- (Two lakh) against any single order during the last three years	
4	Yearly turnover of more than Rs. 50,00,000/- (fifty lakh) at least for five years during the period of last 10 years ending as on 31 <sup>st</sup> March, 2018.	
5	Experience of same type of work for at least five (5) years with Higher Educational Institutions, or with any Departments / Undertakings of the Govt. of West Bengal / Govt. of India.	
6	Place of Printing Works/Press located in Kolkata / KMDA Area.	
7	Legal compliance such as: (1) GST Number, (2) PAN / TAN & (3) AADHAAR (wherever applicable).	
8	At least five (5) years' experience in printing of Self Learning Materials (SLM) / Self Instructional Materials (SIM) in Higher Educational Institutions running Open Distance Learning (ODL) mode of education.	
9	Deposit of Earnest Money of <b>Rs. 1,00,000/-</b> (Rupees OneLakh)	

Signature with Seal & Date:

:





## **ANNEXURE – IIA**

### FINANCIAL BID FOR SLM / RATE CHART FOR SLM FOR DELIVERY AT KALYANI

No. of Copies	Text Printing per Page (Mono Colour), 58 GSM, Cream Wove Paper INR	Text Printing (Bicolour)per Page, 58 GSM, Cream Wove Paper INR	Cover Printing (Mono Colour), 90 GSM, Chromo Art Paper INR	Cover Printing (Bicolour), 90 GSM, Chromo Art Paper INR	Text Printing per Page (Multi Colour), 58 GSM, Cream Wove Paper INR	Bind ing Per Book INR	DTP per page INR	Scanni ng Charges per Page INR	Laminat ion per Page INR
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3001-4000									
4001-5000									
5001-10000									
10001-15000									
15001-20000									
20001-30000									
30001-50000									

Signature with Seal & Date:



## **ANNEXURE - IIB**

### FINANCIAL BID FOR SLM / RATE CHART FOR SLM FOR DELIVERY AT KOLKATA

No. of Copies	Text Printing per Page (Mono Colour), 58 GSM, Cream Wove Paper INR	Text Printing (Bicolour)per Page, 58 GSM, Cream Wove Paper INR	Cover Printing (Mono Colour), 90 GSM, Chromo Art Paper INR	Cover Printing (Bicolour), 90 GSM, Chromo Art Paper INR	Text Printing per Page (Multi Colour), 58 GSM, Cream Wove Paper INR	Bind ing Per Boo k INR	DTP per pag e INR	Scanni ng Charg es per Page INR	Laminat ion per Page INR
1	2	3	4	5	6	7	8	9	10
1-500									
501-1000									
1001-2000									
2001-3000									
3001-4000									
4001-5000									
5001-10000									
10001-15000									
15001-20000									
20001-30000									
30001-50000									

Signature with Seal & Date:

## **ANNEXURE – III**

### **CHECK LIST OF GENERAL TERMS & CONDITIONS AND INSTRUCTIONS**

SL. No.	Particulars	Put y if Yes/N if No respectively
1	Price quoted excluding GST	
2	Price quoted in INR	
3	Any additional cost not mentioned in the offer to be borne by the bidder.	
4	Submission of Audited Financial statements of last three years	
5	Willingness to be present in the bidding process on 03/08/2018	

Signature with Seal & Date:

Enclosures:

1. Copy of GST Registration Certificate
2. Copy of PAN
3. Copy of AADHAAR as applicable
4. Copy of Audited Accounts for 2015-16, 2016-17 & 2017-18
5. Copy of Proof of Financial Standing / Track Record of supplying printed text books of minimum value of Rs. 2,00,000/- (Two lakh) against any single order during the last three years.
6. Copy of Proof of yearly turnover of more than Rs. 1,00,00,000/- (One crore) at least for three years during the period of last 10 years ending as on 31<sup>st</sup> March, 2018.
7. Copy of Proof of experience of same type of work for at least five (5) years with Higher Educational Institutions, or with any Departments / Undertakings of the Govt. of West Bengal / Govt. of India.
8. Copy of Proof of place of Printing Works/Press located in Kolkata / KMDA Area.
10. Copy of Proof of Printers having at least five (5) years' experience in printing of Self Learning Materials (SLM) / Self Instructional Materials (SIMs) in Open Distance Learning Institutions.
9. Proof of Deposit of Earnest Money of **Rs. 1,00,000/-** (Rupees One Lakh Only) through online

Signature with Seal & Date: