



## **Notice Inviting Tender**

**Memo No: AC/137/18-19**

**Dated: 26-07-2018**

e-Tenders are invited on-line through website <https://wbtenders.gov.in/> from Reputed Printers for Printing of Prospectus of BDP,PG & BLIS. Interested printers are to participate in the bidding process as per specifications mentioned below in the Annexure - I,II & III.

Tender ID :	2018_DHE_183597_1	Tender Reference No. :	AC/137/18-19
-------------	-------------------	------------------------	--------------

### **DATE AND TIME SCHEDULE**

Date of Publication of Tender Online through website <a href="https://wbtenders.gov.in/">https://wbtenders.gov.in/</a>	27.07.2018 after 16.00 Hrs.
Date of Document Download Start	27.07.2018 after 17.00 Hrs.
Date of Bid Submission Start	31.07.2018 after 12.00 Hrs.
Date of Bid Submission Closing	10.08.2018 before 17.00 Hrs.
Date of Opening of Technical Bid	13.08.2018 at 12.00 Noon
Date of Opening of Financial Bid	To be notified later
Pre Bid Meeting	30.07.2018 at 12.00 Hrs.

Finance Officer  
Netaji Subhas Open University  
DD-26, Sector -1, Salt Lake, Kolkata -700064  
[Email: sachindrakar@yahoo.in](mailto:sachindrakar@yahoo.in)  
Mobile No: 9432747119



## **ANNEXURE - I**

### **SPECIFICATION FOR TECHNICAL BID**

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 Annexure-II.
3. The Printers should have good Financial Standing/ Track Record of supplying Prospectus/Leaflet/Booklet for a minimum value of Rs. 2,00,000/- (Two lakh) against any single order for three years during the period of 10 years ending on 31.03.2018
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).

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

Finance Officer  
Netaji Subhas Open University  
DD-26, Sector -1, Salt Lake, Kolkata-700064  
[Email: sachindrakar@yahoo.in](mailto:sachindrakar@yahoo.in)  
Mobile No: 9432747119



## **ANNEXURE - II**

### SPECIFICATION FOR FINANCIAL BID

Sl. No.	Item	BDP	PG	BLIS
1	General Page Quality	80gsm Maplitho	80gsm Maplitho	80gsm Maplitho
2	General Page Print Colour	Multi-Colour	Multi-Colour	Single Colour
3	Cover Page Quality	130gsm Art Paper	130gsm Art Paper	130gsm Art Paper
4	Cover Page Print Colour	Multi-Colour	Multi-Colour	Multi-Colour
5	Cover Page Lamination	Gloss Lamination	Gloss Lamination	Gloss Lamination
6	Number of Pages (General) in each Prospectus(approx.)	72	48	20
7	Number of Pages (Perforated Form)	2 (80gsm) & 1 130gms)	2 (80gsm) & 1 130gms)	1 (80gsm) & 2 130gms)
8	Number of Pages (glossy paper, multi-colour)	2	2	No
9	Printing of Serial Number on Backside of Prospectus before lamination	Yes	Yes	Yes
10	Binding	Bookbinding	Bookbinding	Bookbinding
11	Envelope containing one page leaflet to be attached inside the back cover page	Yes	Yes	No
12	Multi-colour, 100gsm, glossy paper leaflet	Yes	Yes	No
13	Required DTP	Yes	Yes	Yes
14	Packaging	50 Units per packet	50 Units per packet	50 Units per packet

Finance Officer  
Netaji Subhas Open University  
DD-26, Sector -1, Salt Lake, Kolkata-700064  
[Email: sachindrakar@yahoo.in](mailto:sachindrakar@yahoo.in)  
Mobile No: 9432747119



## **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 should be including 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. Tenders must be submitted in two Separate Bids- (1) Technical Bid covering all the credentials noted above, (2) Financial Bid for printing of Prospectus as specified in Annexure - II. The Technical Bid, if found suitable to meet the specifications noted above, will be followed by Financial Bid.
7. The place of delivery is at the Store, Ground Floor, Netaji Subhas Open University, DD-26, Sector I, Salt Lake, Kolkata-700064 until further notice.
8. The applicant printers are to submit all relevant documents in support of their Credentials viz. Copies of (a) Audited Financial statements of last two years, (b) credentials as proof of Financial Standing/ Track Record and (c) proof of execution of supply as noted above in Annexure - I.
9. The decision of the University will be final in relation to the processing of the tender.
10. The jurisdiction of any legal disputes will be under the Hon'ble High Court, Calcutta.
11. The Authority of NETAJI SUBHAS OPEN UNIVERSITY reserves the right to reject the entire bid received without assigning any reason thereof.
12. The interested printers / bidders are hereby informed to be present in the Board Room of Netaji Subhas Open University at DD 26, Sector – 1, Salt Lake, Kolkata – 700064 at 12.00 noon sharp on 30th July, 2018 for the Pre-bid Meeting. Contact Person: Smt. Sudeshna Chatterjee, Deputy Registrar(Academic), Mob- 9831044460.
13. The applicant printers to participate in the bidding process are to fill in the following Formats given in the page No. 5,6 & 7.

Finance Officer  
Netaji Subhas Open University  
DD-26, Sector -1, Salt Lake, Kolkata-700064  
[Email: sachindrakar@yahoo.in](mailto:sachindrakar@yahoo.in)  
Mobile No: 9432747119



NETAJI SUBHAS OPEN UNIVERSITY  
DD 26, Sector - I, Salt Lake, Kolkata - 700064  
Website: wbnsou.ac.in, Tele-Fax: 03340663224, Ph: 03340663213

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

Ref: Memo No: AC/137/18-19 Dated: 26-07-2018

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

Sir,

As per guidelines given in the Tender Notice we are quoting the rate per Prospectus for each category in the prescribed BOQ format in the Financial bid 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:



### CHECK LIST OF TECHNICAL SPECIFICATION

SL. No.	Particulars	Put Y if Yes/N if No Respectively
1	Self-owned Printing Press for 10 years. (Copies of Licences)	
2	At least 10 years' experience in similar kind of printing jobs (Copies of Orders)	
3	Track record of supplying Prospectus/Leaflet/Booklet for a minimum value of Rs. 2,00,000/- (Two lakh) against any single order for three years during last 10 years ending on 31.03.2018	
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. (Copy of Trade Licence)	
7	Legal compliance such as: (1) GST Number, (2) PAN / TAN & (3) AADHAAR (wherever applicable).	

Signature with Seal & Date:

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

SL. No.	Particulars	Put Y if Yes/N if No respectively
1	Price quoted including 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	

Signature with Seal & Date:



## Format of BOQ

Tender Inviting Authority: Finance Officer, Netaji Subhas Open University				
Name of Work: Printing of Prospectus for BDP,PG & BLIS				
Name of the Bidder/ Bidding Firm / Company :				
Sl. No.	Description	Quantity(approx.)	Rate(Rs.)	Total Amount(Rs.)
1	Prospectus for BDP (Undergraduate)	55000		
2	Prospectus for PG (Post Graduate)	20000		
3	Prospectus for BLIS (Bachelor of Library Information & Science)	2000		
4	GST @ .....%			
	<b>Total</b>			
Rupees in Words .....				
Signature with Seal & Date:				

### Enclosures:

1. Copy of GST Registration Certificate
2. Copy of PAN & TAN
3. Copy of AADHAAR as applicable
4. Copy of Audited Accounts for 2015-16 & 2016-17
5. Copy of Proof of Financial Standing / Track Record of supplying Prospectus/Booklet & Leaflet for a minimum value of Rs. 2,00,000/- (Two lakh) against any single order during the three years in a period of last 10 years ending on 31.03.2018(copy of work orders)
6. Copy of Proof of yearly turnover of more than Rs. 50,00,000/- (Fifty Lakh) at least for three years during the period of last 10 years ending as on 31<sup>st</sup> March, 2018(copy of P/L A/C)
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(copy of work orders)
8. Copy of Proof of place of Printing Works/Press located in Kolkata / KMDA Area(copy of Trade License)

Signature with Seal & Date:



NETAJI SUBHAS OPEN UNIVERSITY  
DD 26, Sector - I, Salt Lake, Kolkata - 700064  
Website: [wbnsou.ac.in](http://wbnsou.ac.in), Tele-Fax: 03340663224, Ph: 03340663213





NETAJI SUBHAS OPEN UNIVERSITY  
DD 26, Sector - I, Salt Lake, Kolkata - 700064  
Website: [wbnsou.ac.in](http://wbnsou.ac.in), Tele-Fax: 03340663224, Ph: 03340663213



NETAJI SUBHAS OPEN UNIVERSITY  
DD 26, Sector - I, Salt Lake, Kolkata - 700064  
Website: [wbnsou.ac.in](http://wbnsou.ac.in), Tele-Fax: 03340663224, Ph: 03340663213



NETAJI SUBHAS OPEN UNIVERSITY  
DD 26, Sector - I, Salt Lake, Kolkata - 700064  
Website: [wbnsou.ac.in](http://wbnsou.ac.in), Tele-Fax: 03340663224, Ph: 03340663213



NETAJI SUBHAS OPEN UNIVERSITY  
DD 26, Sector - I, Salt Lake, Kolkata - 700064  
Website: [wbnsou.ac.in](http://wbnsou.ac.in), Tele-Fax: 03340663224, Ph: 03340663213