



Notice Inviting Tender

Memo No: AC/182/2022-23

Dated: 26-08-2022

Tenders are invited on-line from Reputed Printers. Interested vendors 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 https://wbtenders.gov.in/	26.08.2022 after 17.00 Hrs.
Date of Document Download Start	26.08.2022 after 17.00 Hrs.
Date of Bid Submission Start	30.08.2022 after 17.00 Hrs.
Date of Bid Submission Closing	09.09.2022 before 17.00 Hrs.
Date of Opening of Technical Bid	12.09.2022 on or after 12.00 Noon
Date of Opening of Financial Bid	To be notified later
Pre Bid Meeting	On 29.08.2022 at 1 p.m

Finance OfficerP
Netaji Subhas Open University
DD-26, Sector -1, Salt Lake, Kolkata-700064
Email: sachindrakar@yahoo.in
Mobile No: 9432747119



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 printing jobs of SLM 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. 3,00,000/- (Three lakh) against any single order during the last three years.
4. The Printers should have 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 31st March, 2021.
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 Higher Educational Institutions running Open Distance Learning (ODL) mode of education.
9. Only one Tender will be accepted if multiple Tenders are submitted by same enterprise and its sister-concern/allied concern.
10. 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 as per Rules of e-Tender 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 for all items.

Finance Officer
Netaji Subhas Open University
DD-26, Sector -1, Salt Lake, Kolkata-700064
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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	4 Colour Cover Printing with Lamination	Text Printing per Page (Multi Colour), 58 GSM, Cream Wove Paper INR	Binding Per Book INR	DTP per page INR	Scanning Charges per Page INR	Lamination per Page INR
1	2	3	4	5	6	7	8	9	10	11
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	4 Colour Cover Printing with Lamination	Text Printing per Page (Multi Colour), 58 GSM, Cream Wove Paper INR	Binding Per Book INR	DTP per page INR	Scanning Charges per Page INR	Lamination per Page INR
1	2	3	4	5	6	7	8	9	10	11
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 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 pre-bid Meeting in the Chamber of the Finance Officer, NSOU at DD 26, Sector – 1, Salt Lake, Kolkata – 700064 on or before 1.00 PM sharp on 29th August, 2022(Monday).
- 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
Netaji Subhas Open University
DD-26, Sector -1, Salt Lake, Kolkata-700064
Email: sachindrakar@yahoo.in
Mobile No: 9432747119



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

Ref: Memo No: AC/182/22-23 Dated: 26-08-2022

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/ put N if No
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. 3,00,000/- (Three lakh) against any single order during the last three years.	
4	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 st March, 2022.	
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 Rs. 1,00,000/- -(Rupees One Lakh)	

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	4 Colour Cover Printing with Lamination	Text Printing per Page (Multi Colour), 58 GSM, Cream Wove Paper INR	Binding Per Book INR	DTP per page INR	Scanning Charges per Page INR	Lamination per Page INR
1	2	3	4	5	6	7	8	9	10	11
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 - 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	4 Colour Cover Printing with Lamination	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	11
1-500										
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5001-10000										
10001-15000										
15001-20000										
20001-30000										
30001-50000										

Signature with Seal & Date:



ANNEXURE – III

CHECK LIST OF GENERAL TERMS & CONDITIONS AND INSTRUCTIONS

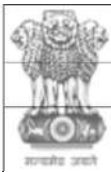
SL. No.	Particulars	Put y if Yes/N if No respectively
1	Price quoted excluding GST	
2	Price quoted in INR	
3	Any additional cost not mentioned in the offer to be borne by the bidder.	
4	Submission of Audited Financial statements of last three years	
5	Only one Tender is submitted by our organisation and sister concern.	

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 2018-19, 2019-20 & 2020-21
5. Copy of Proof of Financial Standing / Track Record of supplying printed text books of minimum value of Rs. 10,00,000/- (Ten 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 31st March, 2021.
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.
9. 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.
10. Proof of Deposit of Earnest Money of **Rs. 1,00,000/-** (Rupees One Lakh Only) through online

Signature with Seal & Date:



West Bengal
Tenders

eProcurement System of Government of West Bengal

Tender Details

Date : 26-Aug-2022 05:28 PM

Print

Basic Details

Organisation Chain	DEPARTMENT OF HIGHER EDUCATION NETAJI SUBHAS OPEN UNIVERSITY		
Tender Reference Number	AC/182/22-23		
Tender ID	2022_DHE_398698_1		
Tender Type	Open Tender	Form of contract	Item Rate
Tender Category	Works	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Online	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments

Online Bankers	S.No	Bank Name
	1	ICICI BANK
	2	ICICI NEFT/RTGS

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual /Technical	.pdf	NIT
2	Finance	.xls	BOQ
		.pdf	BOQ

Other Important Documents

S.No	Category	Sub Category	Sub Category Description	Format/File
1	CERTIFICATES	GST Registration Certificate	GST Registration Certificate	
2	CERTIFICATES	Permanent Account Number	Permanent Account Number	
3	COMPANY DETAILS	COMPANY DETAILS 2	COMPANY DETAILS 2	
4	CREDENTIAL	CREDENTIAL 1	CREDENTIAL 1	
5	DECLARATION	DECLARATION FILE 1	DECLARATION FILE 1	
6	DECLARATION	DECLARATION FILE 2	DECLARATION FILE 2	
7	FINANCIAL INFO	P/L AND BALANCE SHEET 2017-18	P/L AND BALANCE SHEET 2017-18	
8	FINANCIAL INFO	P/L AND BALANCE SHEET 2018-19	P/L AND BALANCE SHEET 2018-19	
9	FINANCIAL INFO	P/L AND BALANCE SHEET 2019-20	P/L AND BALANCE SHEET 2019-20	

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	1,00,000	EMD through BG/ST or EMD Exemption Allowed	No
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Nil	EMD Payable At	Nil

[Click to view modification history](#)

Work /Item(s)

Title	AC/182/22-23
Work Description	PRINTING OF SLM

Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	NA				
Show Tender Value in Public Domain	No				
Tender Value in ₹	0.00	Product Category	Supply	Sub category	NA
Contract Type	Empanelment	Bid Validity(Days)	270	Period Of Work(Days)	30
Location	KOLKATA	Pincode	700064	Pre Bid Meeting Place	KOLKATA
Pre Bid Meeting Address	NSOU, DD 26, SECTOR-I, KOLKATA-700064	Pre Bid Meeting Date	29-Aug-2022 01:00 PM	Bid Opening Place	KOLKATA
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	26-Aug-2022 05:30 PM	Bid Opening Date	12-Sep-2022 12:00 PM
Document Download / Sale Start Date	26-Aug-2022 05:30 PM	Document Download / Sale End Date	09-Sep-2022 05:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	30-Aug-2022 05:00 PM	Bid Submission End Date	09-Sep-2022 05:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
		1	Tendernotice_1.pdf	NIT

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
		1	BOQ	BOQ_782500.xls	BOQ

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	sachindrakar@yahoo.in	SACHINDRA CHANDRA KAR	SACHINDRA CHANDRA KAR
2.	debanjanhr@gmail.com	DEBANJAN GHOSHAL	DEBANJAN GHOSHAL
3.	gopaldas1984@gmail.com	Gopal Das	GOPAL DAS

Tender Properties

Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Show Bids Details	Yes
BoQ Comparative Chart model	Normal	BoQ Compative chart decimal places	2
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No

Tender Inviting Authority

Name	FINANCE OFFICER
Address	NSOU, DD 26, SECTOR-I, KOLKATA-700064

Tender Creator Details

Created By	SACHINDRA CHANDRA KAR
Designation	FINANCE OFFICER
Created Date	26-Aug-2022 05:13 PM