



दिल्ली कौशल और उद्यमिता विश्वविद्यालय
DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY
(A State university Established under Govt. of NCT of Delhi Act 04 of 2020)
Integrated Institute of Technology Complex
Sector 9, Dwarka, New Delhi – 110077

Tender ID : 2021_DSEU_210388

F. No. 1(123)/DSEU/Estt/2021/863

Date 29-02-2021

Short Term E-Tender Notice

1. Competitive offers are invited online from the reputed printers, operating within NCR of Delhi and across India for the Printing & Supply of Student Handbook/Booklet for newly admitted students in academic session 2021-22 in Delhi Skill and Entrepreneurship University.
2. The Tender Notice containing detailed terms and conditions are also available on Delhi Skill and Entrepreneurship University website www.dseu.ac.in and Delhi Government E-Procurement Portal <https://govtprocurement.delhi.gov.in> Interested vendor can download the Tender Document and submit their offer.
3. The bid shall be submitted in two covers Technical Bid and Financial Bid online on <https://govtprocurement.delhi.gov.in> only. Bids received by another mode like speed post/email shall be rejected without assigning any reason and will not be considered for the evaluation.
4. All document of technical bid shall be signed and stamp by authorised signatory of the organization and submitted in pdf files only. The financial bid has to be uploaded in BoQ in Excel Format (formatted BoQ can be downloaded with the tender document). The Financial Bid Template must not be renamed for any purpose (Must be same file name as downloaded). Renamed BOQ template will be rejected by the e-Procurement Portal.
5. Delhi Skill and Entrepreneurship University reserves the right to accept/reject any/all offer(s) without assigning any reason whatsoever.

Ashwani Kumar Kansal
Registrar

Copy to:

F. No. 1(123)/DSEU/Estt/2021/863

Date : 29-02-2021

1. PS to VC (for kind information Please)
2. Assistant Registrar (I.T) for uploading the document on University Website under tender document.
3. All Campus-Director for uploading the document on their respective website.

Ashwani Kumar Kansal
Registrar

Bid Document

1. Bid Details

Bid End Date/Time	05-11-2021 16:00:00
Bid Opening Date/Time	05-11-2021 16:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	20 (Days)
State Name	Delhi
Item Category	Paper-based Printing Services - Printing with Material
Years of Past Experience of Organization required	2 Year (s)
Past Experience of Similar Services required	Yes
MSE Exemption for Years of Experience and Turnover	Yes
Startup Exemption for Years of Experience and Turnover	Yes
Scope of Work	As mentioned in Scope of Work section
Document required from seller	Experience Criteria, Bidder Turnover, Certificate (as Requested in terms and condition)
Past Performance	30%
Estimated Bid Value	10 Lac.
Evaluation Method	Total value wise evaluation
EMD	NIL
Performance Security	3% of the Bid value
Period of Performance Security	3 months from accepting Award of Supply
Beneficiary	Registrar, Delhi Skill and Entrepreneurship University
Mode of Performance Security	Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank
GeM availability Report ID	GEM/GARPTS/28102021/HWFK652411AO

2. Scope of the Work

There are about 6500 Student Handbook Booklets to be printed with material & supplied. Upto 25% of the print order quantity/ booklet may be increased or

decreased by the University. Printing and binding should be carried out as per the following specification

Specification

Page Size	A5 Portrait
Inner Pages	Maximum of 70 pages, 95 GSM Sunshine paper (white) with multicolour printing as per the design provided by the university, numbering on every page, Printing on both side of the page, Text + Pictorial printing content/material.
Cover	Hardboard (Front and Back) white having 2 mm width. Multicolour art paper printing as per the design provided by university with Matte Lamination.
Binding	Perfect Binding
Additional Support	Logistics Support
Delivery Time	7 days after accepting the offer
Address of Delivery	Delhi Skill and Entrepreneurship University

3. Experience and past performance on similar work:

- a) The bidder must be in existence in the field of Printing of Book/Booklet for the last 2 years for which registration of the firm is required for Printing.
- b) Experience and past performance in Book/Booklet production work for at least two years. The work orders for such works along with their completion certificates (if work is completed) or copies of invoices (if work is running) are to be submitted by the bidder.

4. Financial standing:

The Bidder will upload the following:

- a) The proof of average annual turnover duly certified by C.A. for the last 2 financial years, ending 31st march 2021 of the previous Financial Year. The average annual turnover should be at least 30% of the estimated cost of the work.
- b) Trading and Profit & Loss A/c and Balance Sheet for last two previous Financial Years ending 31st March 2021 (Assessment year ending 2021-22) duly attested by C.A.
- c) Upload the copy of GST Registration and PAN Card of Firm/Company/Proprietor.
- d) Bidder seeking exemption from past experience and turnover, relevant valid document shall be uploaded.

5. Terms and Conditions

- a) Availability of Office of Service Provider: An office of the Service Provider must be located in the state of Consignee. **Documentary Evidence to be submitted.**
- b) After award of contract – Successful Bidder shall have to get advance sample approved from buyer before bulk manufacturing / starting bulk supplies. Successful Bidder shall submit 3 sample for Buyer's approval, within 2 days of

award of contract. Buyer shall, as per contract specifications framework, either approve the advance sample or will provide complete list of modification required in the sample within 2 days of receipt of advance sample. Seller shall be required to ensure supply as per approved sample with modifications as communicated by Buyer.

- c) After award of contract – Successful Bidder shall have to get Detailed Design Drawings approved from buyer before starting fabrication. Successful Bidder shall submit Detailed Design Drawings for Buyer's approval, within 5 days of award of contract. Buyer shall, either approve the drawings or will provide complete list of modification required in the drawings within 5 days. Seller shall be required to ensure supply as per approved Drawings with modifications as communicated by Buyer. If there is delay from buyer side in approval of drawing– the delivery period shall be refixed without LD for the period of delay in approval of Drawing.
- d) The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.
- e) Net Worth of the OEM should be positive as per the last audited financial statement.
- f) Supplier shall ensure that the Invoice is raised in the name of buyer with GSTIN of Buyer only.
- g) In case, the sample is found to have major deviations / not conforming to the Contract specifications, the buyer at its discretion may call for fresh samples for approval before allowing bulk supplies or may terminate the contract after notifying the deviations to the seller.
- h) Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regard. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.
- i) Bidder's offer is liable to be rejected if they don't upload any of the certificates/documents sought in the bid document, ATC and Corrigendum if any.
- j) Each Bidder is required to confirm and declare with his bid that no agent, middleman or any intermediary has been, or will be, engaged to provide any services or, any other items or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construct as an agency commission will be paid and that the tender price will not include any such amount. If Delhi Skill and Entrepreneurship University subsequently finds to the contrary, the University reserves the right to declare the Bidder as non-compliant and declare any contract if already awarded to the Bidder to be Null and void.
- k) The Delhi Skill and Entrepreneurship University Delhi may terminate the contract if it is found that the agency is black listed on previous occasion by the

any of the Department/ Institutions/ Local Bodies/Municipalities/Public Sector Undertakings, etc.

- l)** Liquidated Damages: If the Seller fails to deliver any or all of the Goods/Services within the original/re-fixed delivery period(s) specified in the contract, the Buyer will be entitled to deduct/recover the Liquidated Damages for the delay, unless covered under Force Majeure conditions aforesaid, @ 0.5% per week or part of the week of delayed period as pre-estimated damages not exceeding 10% of the contract value without any controversy/dispute of any sort whatsoever.
- m)** Contract Prices are all inclusive hence no reimbursement over and above the contract price(s) shall be allowed to seller towards payment of local taxes (such as levy of town duty, Octroi Duty, Terminal Tax and other levies of local bodies etc).
- n)** Copy of the contract should be available with the messenger / dispatching agency that delivers the Goods at consignee / delivery location (preferably pasted / attached outside the consignment / package) for easy reference and ease in delivery acceptance.
- o)** Contracted goods should be delivered at the consignee or designated delivery location as per the working time of the buying organisation. Seller may get the same confirmed from consignee before scheduling delivery.
- p)** Free Delivery at Site including loading/unloading. In respect of items requiring installation and / or commissioning and other services in the scope of supply and the cost of the same is also included in the Contract price.
- q)** The purchase order/offer of award will be issued to the successful bidder(L-1) and bidder shall acknowledge the acceptance of award with 2 days of receiving of the order/offer.
- r)** Short duration bid has been published by the buyer with the approval of Competent Authority due to urgency procurement of necessary services.

Technical Bid Checklist Proforma

1.	Name of the Firm (As per Registration Certificate)	
2.	Complete Postal Address	
3.	Name, Designation and Telephone of the contact person, Fax No and email address	
4.	Year of Commencement of Business	
5.	Statutory Details (Photocopy to be attached) a. PAN b. GST No.	
6.	Income Tax Assessment Completion Certificate for last two financial years duly certificate by a Chartered Accountant/Statutory Auditor	Yes / No
7.	Performance Certificate	Yes / No
8.	Certificate stating that the firm is not under liquidation, Court Receivership or similar proceedings or bankrupt	Yes / No.

Undertaking

I/We hereby confirm having read and understood the tender documents and the requirements of work under this tender. I/We agree to abide by all the terms and conditions of the tender documents, in case the job is awarded to me. I/We declare that none of my sister / group / partnership concerns is participating in this tender. I/We agree to cancel the contract and to debar me from future participation in this tender, in case any concealment of facts on my part is detected at any stage after the award of the contract. I/We agree to carry out the work as per instructions of and to the full satisfaction of the officer in-charge. I/We shall have no objection to the forfeiture of security deposit amount, in case I/We fail to execute the contract faithfully and the contract is terminated as per contract conditions. I/We shall fulfil all applicable statutory requirements for and in connection with the execution of the contract. I/We or my authorized competent representative shall personally remain available at site for supervision of the contract. I/We hereby certify that none of the regular employees working in university is related to me.

**Name of Authorised Signatory
Signature and Stamp**

Financial Bid Proforma

S. No.	Item Description Handbook Specification	Quantity	Unit Price	CGST %	Amount	UTGST/ SGST %	Amount	Total without tax	Total without tax
1.01	A5 Portrait, Inner Pages - Maximum of 70 pages, 95 GSM Sunshine paper (white) with multicolour printing as per the design provided by the university, numbering on every page, Printing on both side of the page, Text + Pictorial printing content/material., Cover - Hardboard (Front and Back) white having 2 mm width. Multicolour art paper printing as per the design provided by university with Matte Lamination. Binding-Perfect, Additional Support- Logistics	6500							