



College of Engineering Pune-411 005

INVITATION OF TENDER

For

Printing work of "Abhiyanta 2021"
Annual College Magazine for Academic Year 2020-21
At College of Engineering Pune

Reference No: COEP/GYM/MAG/PRINT/2021-22/1

DATE: 08/09/2021

Cost of document **Rs. 1500/-** (Non refundable)

Reference No: COEP/GYM/MAG/PRINT/2021-22/1

DATE: 08-09-2021



COLLEGE OF ENGINEERING PUNE
SHIVAJINAGAR, PUNE-411005

0-25507000/7199

Fax: 020-25507299

Reference No: COEP/GYM/MAG/PRINT/2021-22/1

DATE: 08-09-2021

INVITATION OF TENDER

Name of the Work:

College of Engineering Pune invites Tender for printing work of "Abhiyanta 2021", The Annual College magazine for academic year 2020-21 for College of Engineering, Pune as per the Part 1: Technical Bid and Part 2: Commercial Bid in the prescribed Bid forms.

Bids are invited for printing work of "Abhiyanta 2021, The Annual College Magazine for Academic Year 2020-21 at College of Engineering, Pune from reputed/experienced organizations who have successfully carried out similar work in the past as mentioned in Part 1: Technical Bid: Annexure-I.

To view the detailed tender notice, detailed time schedule, pre-qualification criteria for this tender & subsequently to download the pre-qualification document kindly visit web site of Institute: www.coep.org.in. under **Tender Tab** as mentioned below:

Sr.No	Tender no and date	Reference No: COEP/GYM/MAG/PRINT/2021-22/1 Date:08-09-2021
1	Tender Opening and Closing date.	From 08-9-2021 to 21-9-2021
2	Last Date of submission of Tenders	21-9-2021 by 4:00 P.M.
3	Opening of Tenders	22-9-2021 by 11:00 A.M.
4	Tender Fees	The Tender fee of Rs.1500/- shall be paid by SBI Internet banking or other Bank Internet banking in State Bank of India MOPS in favor of Director College of Engineering, Pune , Account No. 11099464977 Saving Account , SBIN0010431, MICR Code- 411002060 , College Engineering Pune Branch, GST Number- 27AAATC 8276E1ZN
5	Correspondence Address	COEP Gymkhana, College of Engineering Pune, Shivajinagar, Pune 411005 020-25507699

Reference No: COEP/GYM/MAG/PRINT/2021-22/1

DATE: 08-09-2021

1. Eligibility Criteria:

1.1 The bidder must have minimum three years' experience in similar kind of work that is, printing of college magazines, college information brochures. The bidder must have executed at least one purchase order of not less than **Rs.2.50 Lakhs (Single order)** during any of the last FOUR years.

1.2 The bidder's **annual turnover must be minimum 10 Lakhs** in any of the last FOUR financial years.

Pre-Qualification / Eligibility Criteria details:

Sr. No.	Pre-Qualification Criteria	Supporting Documents to be closed with the Bid
1	Bidder should be registered in India under Appropriate Authority	Certificate
2	The bidder must be a renowned Indian/Multinational Company with primary business in printing of college magazines, college information brochures	GST/CST Registration Certificate. Certificates showing previous experience of similar work.
3	Bidder must have experience of at least 04 years in the relevant field of printing of college magazines, college information brochures	Copies/ Certificates of relevant work-order(s)
4	Bidder should have duly filed Income Tax Returns, Service Tax and other applicable Govt./Statutory body Taxes for the past three years	Relevant Documents (Income Tax Returns)
5	Prime bidder including the consortium members shall not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of the government agencies.	Self-Certification On Company Letter head
6	Bidder must have digital set up for DTP work and proof reading work of the magazine, in Pune City Area.	Undertaking should be Submitted on company letterhead.

Seal and signature of Manager / Representative of the firm On behalf of the firm submitting Tender

Telephone:

Mobile :

Fax :

Contact Person Name and Designation:

Reference No: COEP/GYM/MAG/PRINT/2021-22/1

DATE: 08-09-2021

2. Bidding Process:

The Bid / Tender document will be in two-cover system - Technical Bid (Part 1) and Commercial Bid (Part 2).

Part 1: Technical Bid - detailed profile of the agency/organization, eligibility for selection, tender terms & conditions, receipt of payment of Tender Fee etc. - to be submitted in a separate sealed cover. This should include **Annexure-I** and documents in support **of turnover, experience, list of similar project, client list, Pre-Qualification / Eligibility Criteria, Appendix -A** etc.

Part 2: Commercial Bid - As per the tender, commercial bid should be indicated in Indian rupees in figures as well as words. The final offer given by the bidder shall be with respect to the complete cost of the project.

3. Submission of Tender Documents:

3.1 Format & signing of Bid Document:

Bids must be accompanied with:

Instruction for submitting bids is given below:

3.1.1 Part 1: Technical Bid- in prescribed format sealed and duly signed.

Part1: shall contain the following:

1. A covering letter in the format enclosed and **Annexure-I**.
2. Details of bidder's experience and capabilities in the format (Appendix -A) Balance sheets / audited accounts for the past three years.

Part 2: Commercial Bid -

A separate Envelope with commercial bid document on company letter head should be submitted with the stipulated time mentioned in tender document. If price is not quoted as per the prescribed format given in tender document will not be consider for bidding process.

Both the envelopes (Technical Bid and Commercial Bid) should be submitted to the address "Director, College of Engineering, Pune, C/o, Gymkhana Department, College of Engineering, Pune, Wellesley Road, Shivajinagar, Pune 411005.

4. Acceptance of Tender conditions:

Both cover of Part 1 & 2 are must be submitted on or before the last date for submission of tender. The last date for submission of tender document is 21-9-2021 before 16.00hrs. The Part 1 (Technical Bid) will be opened to verify its contents as per requirements on 22-9-2021 at 11.00 hrs. at the same venue in presence of the bidders' representatives who wish to attend. In the event of any change in the date of opening, corrigendum the same will be intimated on college website. Part 2 (Commercial Bid) will be opened only after the technical evaluation of tenders and only eligible and technically qualified bidders will be invited for commercial bid opening procedure at the same venue in presence of the bidders' representatives who wish to attend. The date of opening of commercial bid will be intimated to only eligible and technically qualified bidders. In the event of any change in the date of opening, the same will be intimated to all.

5. The Institute reserves the right to accept or reject any or all bids.
6. The Institute reserves the right to accept or reject any bids and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder.
7. Incomplete tenders will be rejected without consideration.
8. **Execution Period for Supplied Item:** The entire project is to be executed/ commissioned within 3 months from the release of purchase order and within 15 days from the confirmation of final proof reading by respective authority.

All Printed Magazine copies are to be supplied before 27/12/2021. No extension shall be given for supply. If supplier fails to supply the material as mentioned within stipulated date and time, in such case penalty for delay in proportion to the cost of printing

a) at the rate of 0.5% per week: maximum limit of 10% shall be charged in case of work order value is less than 2 lakh. OR

b) at the rate of 0.5% per week: maximum limit of 5% shall be charged in case of work order value is 2 lakh and above.

8 A) In case, due to pandemic or 3rd wave of Corona Virus, if market will be closed due to rules and regulations framed by the Government, extension policy will be applied depending upon the situation during that period. Rates for the work should same even though there is a delay due to such reasons.

9. The rate should be for "F.O.R." destination.

Reference No: COEP/GYM/MAG/PRINT/2021-22/1

DATE: 08-09-2021

10. The stores shall be checked at this institute & it will not be liable to pay the charges for rejected material when returned and replaced.
11. The material should be supplied on CREDIT BASIS. The limit for credit will be up to 3 months from the date of quotation invitation.
12. The final bill will be paid on actual printing work.
13. The material received in the stores will be inspected for quality and corrections. The material not confirming the quality norms will be rejected. Supplier will have to remove the rejected material at his own cost. No payment will be made for rejected material.
14. It is compulsory to provide 5 copies in the form of CD and 1 copy in PDF format of the Final Magazine apart from the hard copies to be printed finally.
15. Flipbook with basic and user friendly functionalities like zoom, next page, jump to specific page and others defined by COEP Magazine Team
16. The vendor should disclose the font for English, Marathi and Hindi typing for DTP work in which the content will be finalized at the time of proof reading by College Authority. After proof reading vendor should not change the settings and font to be printed. There shall be no retyping of material at the vendor's end. This introduces error and makes the process tedious.
17. All required illustrations for respective articles will be provided by the COEP Magazine Team.
18. Proof-reading of all the content will be done by COEP Magazine Team.
19. 3 Copies of Magazine should be given for the proof reading. The final draft approved by the authorities will be given to the printer for reference. Final printing of copies must be as per the approved draft. Any deviation in printing will attract fine accordingly. Publisher will be solely responsible for the printing work which will be out of proof reading confirmed by respective authorities.
20. Supplier must retain a soft copy of the final magazine after printing for 3 more months.
21. **Payment Terms &Conditions:**

Payment: 100% payment shall be made at the earliest (15 Days from the date of submission of the bill) after successfully completion of the work. No advance

Reference No: COEP/GYM/MAG/PRINT/2021-22/1

DATE: 08-09-2021

payment will be given. The work will be evaluated by the college Authorities.

22. **Performance Security Deposit / Bank Guarantee:** Performance Security Deposit / Bank Guarantee (Nationalized Bank only) for an amount @ 5% value of the contract (if order is placed) is to be submitted immediately after accepting the work order. The performance security must be valid during the period i.e. for **4 Months**. The same will be returned without any interest after completion of the work and support period.
23. **Verification of Bank Guarantees:** Bank Guarantee submitted by the Bidder as EMD/Performance Security is subject to verification from the issuing bank by purchaser before its acceptance.
24. The vendors shall have to quote for all the items of the Tender. Part Tenders/incomplete Tenders shall be summarily rejected.
25. Offers in bid should be written in English and price should be written in both figures and words.
26. The relevant supporting document(s) should be enclosed along with the offer.
27. Bid(s) received after last date of bid submission will be rejected.
28. **No bid will be entertained by E-mail /FAX.**
29. The Institute reserves the rights to cancel the tender without any reason thereof and tender fee will not be refunded.
30. The Institute reserves the rights to split the work order.
31. The Institute reserves the rights to cancel any of the items of tender without any reason thereof.
32. The Institute reserves the rights to decide the quantity of any of the items of tender for finalizing the purchase order without any reason.
33. The Institute reserves the right to cancel work order, before or after the delivery of material, before making payments without giving any reasons thereof.

Appendix A (To be filled up by the bidder)

Following details required for all bidders:

Sr. No.	Name & Full Address of the firm:	Necessary Documents Submitted (Yes/No)
1.	Registered Office with Address (Copy of registration certificate of firm may be enclosed)	
2.	Pan no.	
3.	Previous Purchase order details	
4.	Whether limited company or Pvt. ltd. or Partnership	
5.	Undertaking on company letter head for digital set up provision in Pune City Area	
6.	Name & Addresses of the person who will represent the firm while dealing with the Institute.	
7.	Turnover for the last four financial years. 2017 - 2018 2018 - 2019 2019 - 2020 2020 - 2021	
8.	Do you have printing of college magazines, college information brochures as a primary business?	
9.	Do you have experience of at least 04 years in the relevant field of printing of college magazines, college information brochures?	
10.	Have you duly filed Income Tax Returns, Service Tax and other applicable taxes for the past three years?	
11.	Have you been blacklisted by any government authority in India? If so, then you will not be eligible. Submit Self-Certification stating you are not blacklisted in the past.	

Seal and signature of Manager / Representative
of the firm on behalf of the firm submitting
Tender

Telephone:.....

Mobile:.....

Fax:.....

Mail:.....

Contact Person Name:.....

Contact Person Designation:.....

Reference No: COEP/GYM/MAG/PRINT/2021-22/1

DATE: 08-09-2021

Part 1: Technical Bid:

Printing work of “Abhiyanta 2021” The Annual College Magazine for Academic Year 2020- 21at College of Engineering Pune

FORMAT & REQUIREMENTS

1. Tender Ref. No:.....
2. Name of Vendor:.....
3. Complete office address of Vendor.....
4. Contact details of authorized person of Vendor who have signed the tender.
 - a. Name.....
 - b. Designation.....
 - c. Phone(Office).....
 - d. Phone(Mobile).....
 - e. E mail.....
5. Due date & Time of submission of bid:.....
Submission of technical confirmation to the requirement

Annexure- I

Format of printing work of "Abhiyanta 2021" The Annual College Magazine for Academic Year 2020-21 at College of Engineering Pune

A]:

Sr.No.	Guide lines for Magazine Printing (DESCRIPTION / SPECIFICATION)		No. of Copies (Qty)
01]	Size of magazine	8.5" x 11" (American Paper Size-Letter)	500
02]	Printing Sections (Languages)	Marathi, Hindi, English with Designing, Typing and Page Setting and complete DTP work.	
03]	No. of pages	250 (Approx)	
04]	Paper quality	Glossy Art type for grayscale and Glossy Art paper(90 gsm) for color printing	
02]	Standardization of soft copy in Flipbook format	Should be available in standard open access portable document format and have basic functionalities such as zoom, jump to specific page, next page etc.	1

B]:

Sr.No	Guide lines for Magazine Printing (DESCRIPTION / SPECIFICATION)		No.of Copies(Qty)
01]	Cost per page for grayscale (Black and white) pages(approved matter)	Approximate 120 pages (Single Side)	500
02]	Cost per page for multi color pages (4colour)for photographs Art Paper (90gsm)	Approximate 130 pages (Single Side)	
03]	Cover Page	1& 4 in Multi Color, Laminated2&3 in four	

Reference No: COEP/GYM/MAG/PRINT/2021-22/1

DATE: 08-09-2021

		color art paper(300 gsm)	
04]	Binding -	Staple Perfect	
05]	Total charges for standardizing soft copy in Flipbook format	Open access from any OS of any device. Must be unloadable and readable when uploaded on website according to specifications given by COEP Magazine Team.	1

7. Higher technical specifications may be considered subject to competitive price offer.

8. Documents to be enclosed with the Technical bid are as under:

- a. Duly signed & stamped Tender documents (All pages) as a mark of your acceptance.
- b. Details of latest two customer/clients with order details for which similar work was done.

(Printing work of "Abhiyanta 2021" The Annual College Magazine for Academic Year 2020-21 at College of Engineering Pune) were made should be submitted in the following format: -

Sr. No.	Name of Client along with contact details
1.	
2.	
3.	

- c. Supporting information with respect to the technical data, booklets of inquiry. Any service manual brief, test certificates if any may be closed.
- d. Copies of PAN, VAT/ TIN, GST duly Signed & Stamped.

Signature of Vendor
with a stamp

Reference No: COEP/GYM/MAG/PRINT/2021-22/1

DATE: 08-09-2021

Part 2: Commercial Bid

Printing work of "Abhiyanta 2021" Annual College Magazine for Academic Year
2020-21 at College of Engineering Pune

FORMAT & REQUIREMENTS

Tender Ref. No.:

Name of the Vendor/Bidder:

The offer with rates for the schedule of requirements of items, as elaborated under, to be submitted. Adhering to the format given below is a pre-requisite for considering your quotations: However, quantity may increase/ decrease. The format of commercial offer is as below:

Sr. No	DESCRIPTION / SPECIFICATION		Qty.	Rate per unit in Rs. (Exclusive of all taxes)	Total Amount in Rs. (Exclusive of all taxes)
1	Cost per page for grayscale (Black and white) pages (approved matter)	Approximate 120 pages (Single Side)	For 500 copies of Magazine		
2	Cost per page for multi color pages (4colour) for photographs Art Paper(90gsm)	Approximate 130 pages (Single Side)			
3	Cover Page	1& 4 in Multi Color, Laminated 2&3 in four color art paper (300 gem)			
4	Title of magazine	Embossed(approx. 8 letters)			
5	Binding	Staple Perfect			
6	Standardizing soft copy in Flipbook format	Open access from any OS of any device. Must be unloadable and readable when uploaded on website	1		
				GST %	
				Total Amount	

The rate quoted shall be in accounting units (A/U) and should be quoted as basic price. All other costs, if to be quoted, separately. Note: Custom duty exemption certificate will be provided, if applicable.

Sd/-
Director
College of Engineering, Pune -05

Reference No: COEP/GYM/MAG/PRINT/2021-22/1

DATE: 08-09-2021

[Covering letter to submitted by the bidder]

To,
The Director,
College of Engineering Pune,
Shivajinagar, Pune -411005,

Sub: Tender for printing work of "Abhiyanta 2021" Annual College Magazine for Academic Year 2020-21 at College of Engineering Pune.

Sir,

I have carefully gone through the tender document regarding the prequalification of agencies/ vendors for printing work of "Abhiyanta 2021" Annual College Magazine for Academic Year 2020-21 at College of Engineering Pune.

I shall be bidding in this tender as the sole representative of my company. I hereby declare that

1. All the information related to my company, customer base, projects, financial details, data, provided in my offer is true and without any alteration/modification.
2. All the provisions of these tender documents are acceptable to my company. No violation of the terms and conditions as mentioned in the tender document has been made.
3. I declare that my company or any member of the company has not been debarred / black listed by any Government / Semi -Government organizations in India.
4. I certify that the period of validity of bid is 90 (Ninety Days) days from the last date of submission of proposal I further certify that I am authorized signatory of my company and I am, therefore competent to make this declaration.

Yours faithfully,

(Signature of the bidder)

Seal and signature of Manager
/ Representative of the company/ firm On behalf of the company/
Firm submitting tender Telephone:
Mobile:
Fax:
Mail:
Contact Person Name:.....
Contact Person Designation:

Reference No: COEP/GYM/MAG/PRINT/2021-22/1

DATE: 08-09-2021

[This page is intentionally kept blank]

List of Documents attached by the Bidder