



Krishna Kanta Handiqui State Open University
Patgaon, Rani Gate, Guwahati-781017

Quotation for Printing of Scripts of Jahnu Barua

Quotations are invited from the empanelled/enlisted presses of the University for printing and supply of Scripts of Jahnu Barua with the specifications given in the enclosed Tender Document.

Sealed quotations should reach to “The Registrar, Krishna Kanta Handiqui State Open University, Patgaon, Rani Gate, Guwahati-781017” on or before **18.01.2020**.

Date: 10.01.2020

Sd/-
Registrar



Krishna Kanta Handiqui State Open University

Tender Document for Printing of Scripts of Jahnu Barua

**Tender enquiry No.KKHSOU/Publication/54/2015/PART
Dated 10.01.2020**

Krishna Kanta Handiqui State Open University

H.O. Patgaon Rani, Guwahati-781017

City Office: Dispur Last Gate, Guwahati-781006

Tel. 8811016584

Email. info@kkhsou.in

NOTICE INVITING TENDER

Sub: Notice Inviting Tenders for Printing of scripts of Jahnu Barua.

Krishna Kanta Handiqui State Open University invites sealed tenders from its empanelled/enlisted printing presses for printing of scripts of Jahnu Barua.

Details of tender are as follows;

Tender Reference No.	KKHSOU/Publication/54/2015/PART
Last Date and Time for receipt of Tender	18.01.2020 on or before 5 pm
Time and Date for Opening of Financial Bid	20.01.2020 at 11 am at Head office, Patgaon, Rani
Tender Fee (non refundable)	Rs. 1,000/-
EMD (refundable but non-interest bearing)	2.5% on quoted value
Contact Telephone Numbers	8811016584
For technical Details Contact through E-mail	info@kkhsou.in

The Tender document and details of terms and conditions can be downloaded from our website www.kkhsou.in

The envelopes containing '**Financial bid**' be super scribed as under:

'Financial bid' for printing of Scripts of Jahnu Barua.

The bid document should be on the letter head of the Bidder. The said document, complete in all respects and sealed properly shall be submitted at **Krishna Kanta Handiqui State Open University (Patgaon, Rani Gate, Rani, Guwahati-781017)** till the above mentioned date upto 4:00 PM. One authorized representative of each of the vendor/supplier may be present at the time of opening of bid.

Annexure I**General Terms and Condition:**

1. Krishna Kanta Handique State Open University, Guwahati hereinafter is referred as "BUYER" and Tenderer is referred as "BIDDER", hereby invites tenders from suppliers confirming specifications of tender documents.
2. Any new taxes and duties liable on the subject contract due to change in legislation during the contract period shall be reimbursed subject to the applicability of the said Act to the satisfaction of the purchaser and the production of documentary evidence after availing of statutory concession, benefits etc.
3. The bidder shall pay and bear all other liabilities, taxes and duties not specifically agreed by the Purchaser in the contract.
4. The bids submitted without Tender Fees and/or EMD will be summarily rejected and no further communications in this regard will be entertained. The university reserves the right to cancel/reject any or all bids without assigning any reason thereof.
5. The Quotation **MUST BE ENCLOSED IN A SEALED COVER** superscribing Tender Number / due date & should reach the undersigned on or before due date mentioned in the tender notice. If the quotation cover is not sealed, it will be rejected.
6. Before the deadline for submission of the bid, The University reserves the right to modify the bidding document and to extend or not to extend the date of submission. Such amendment/modification will be notified to bidders receiving the bidding document in writing or by cable/fax/ email and will also be hosted on the University website.
7. Conditional Tenders will be summarily rejected.
8. A bidder may withdraw, substitute, or modify its bid after it has been submitted by sending a written notice signed by the authorized signatory before the date of submission of the bid. Any re-submission or modification in the bid should be submitted before the date & time of submission of bid as originally conveyed in the invitation of bid.
9. No bid may be withdrawn, substituted or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form or any extension thereof.
10. The sample and standard technical feature about books to be printed must be submitted for proper evaluation.
11. **PRICE BID MUST BE SUBMITTED IN ENCLOSED PRICE BID FORMAT ONLY.**
12. Quoting of Price (s):
Price quoted should be in Indian Currency, free delivery at University Campus at site (for Indigenous products only)
13. **Quantity:** The quantity shown in the tender can be increased or decreased to any extent depending upon the actual requirement.

14. **Other Govt. Taxes:** GST/Other Govt. Taxes, levies, etc., are to be indicated separately. BIDDER should mention the GST Registration. PAN Number are to be necessarily indicated in the offer.

15. **Delivery:** The successful BIDDER should deliver the material as per the timeline mentioned in tender document/purchase order.

SUPPLEMENTARY /MODIFIED OFFER: Tender submitted against Notice Inviting Tender shall not be returned in case the tender opening date is extended/postponed. BIDDER desirous to modify their offer/terms may submit their revised/ supplementary offer(s) within the extended Tender Opening Date (TOD) by clearly stating to the extent of updating done to the original offer. The Institute reserves the right to open the original offer along with the revised offer.

CANCELLATION OF TENDER: Notwithstanding anything specified in this tender document, Purchaser/University in his sole discretion, unconditionally and without assigning any reasons, reserves the rights:

- a) To accept OR reject lowest tender or any other tender or all the tenders.
- b) To accept any tender in full or in part.
- c) To reject the tender offer not confirming to the tender terms.
- d) To give purchase preference to Public Sector Undertakings whenever applicable as per Govt. Policy/ Guidelines.

TERMS OF PAYMENT:

1. Payment within 30 days from the date of delivery and Acceptance Certificate of concerned Department / Section / Stores & Purchase Section.
2. Payment shall be made by electronic fund transfer offered by the Bank.
3. Octroi Charges/Entry Tax: The University will issue form 402 (E-Way Bill) on request basis on submission of Tax Invoice.

VALIDITY OF THE OFFER: 180 Days from the date of submission of offer.

EARNEST MONEY DEPOSIT (EMD):

1. While submitting bid, the BIDDER shall deposit an amount mentioned in tender document as Earnest Money, with the Institute through the following instruments:
 - (i) A crossed Bank Draft in favour of "Registrar, KKHSOU Payable at Guwahati" shall be submitted in separate sealed envelope along with the quotation.
 - or
 - (ii) A confirmed Bank Guarantee by an Indian Nationalized Bank, promising payment of the guaranteed sum to the BUYER on demand within three working days without any demur whatsoever and without seeking any reasons whatsoever. The demand for payment by the University shall be treated as conclusive proof of payment.
2. The Earnest Money shall be valid upto a period of 180 days or the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER.
3. No interest shall be payable by the BUYER to the BIDDER on Earnest Money for the period of its currency.

4. In case of successful BIDDER, EMD will be returned within 30 days from the date of submission of Performance Bank Guarantee.
5. SSI/NSIC units are exempted for submitting EMD as per GOI order. Such firms are requested to submit the cost of tender which shall not be considered for exemption. SSI/NSIC registration certificate in support of the claim to be attached to the bid mandatorily, failing which offer shall be rejected.
6. EMD of a Tender will be forfeited, if the bidder withdraws or amends or modified in tender or impairs or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful bidder fails to furnish the required Performance Security within the specified period and does not comply to PO terms and fails to deliver the printed books, its EMD will be forfeited.

LEGAL MATTER: All Domestic and International disputes are subject to Guwahati Jurisdiction Only.

**Dy.Registrar/Asst. Registrar
KKHSOU**

FORMAT FOR EARNEST MONEY DEPOSIT / BID SECURITY

(To be typed on Non-judicial stamp paper of the value of Indian Currency of One Hundred)

(TO BE ESTABLISHED THROUGH ANY OF THE NATIONALISED BANKS (WHETHER SITUATED AT GUWAHATI OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT GUWAHATI OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT GUWAHATI. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED)

LETTER OF GUARANTEE

To,
Registrar,
KKHSOU
Patgaon, Rani, Guwahati - 781017

IN ACCORDANCE WITH YOUR TENDER for supply of, M/S (hereinafter called the "Bidder") having its Registered Office at wish to participate in the said bid for the supply as an irrevocable Bank Guarantee against Earnest Money Deposit for an amount of Rs. (Rupees) valid upto (180 days from the date of issue of Bank Guarantee), is required to be submitted by the bidder as a condition precedent for participating in the said bid, which amount is liable to be forfeited by the Purchaser on (1) the withdrawal or revision of the offer by the bidder within the validity period, (2) Non acceptance of the Letter of Indent / Purchase order by the Bidder when issued within the validity period, (3) failure to execute the contract as per contractual terms and condition within the contractual delivery period and (4) on the happening of any contingencies mentioned in the bid documents.

During the validity of this Bank Guarantee:

We, (Bank name) having its Registered Office at guarantee and undertake to pay immediately on first demand by the amount of Rs (Rupees) without any reservation, protest, demur and recourse. Any such demand made by the University shall be conclusive and recourse. Any such demand made by the purchaser shall be binding on the Bank irrespective of any dispute or difference raised by the Bidder.

The Guarantee shall be irrevocable and shall remain valid up to (180 days from the date of issue of Bank Guarantee) If any further extension is required, the same shall be extended to such required period on receiving instruction form the Bidder, on whose behalf the is Guarantee is issued.

Notwithstanding anything contained herein

- i. Our liability under this Bank Guarantee shall not exceed Rs.....
(Rupees.....) .
- ii. This Bank Guarantee shall be valid up to(date).
- iii. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or before
(date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office atsituated at
(Address of local branch).

Yours truly,

Signature and seal of the guarantor:

Name of Bank:

Address:

Date:

Instruction to Bank: Bank should note that on expiry of Guarantee Period, the Original Guarantee will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of guarantee period.

APPLICATION LETTER

(On the letter head of the Bidder)

Date:

To

Registrar

Krishna Kanta Handiqui State Open University

Patgaon, Rani Gate, Rani

Guwahati-781017

Assam

SUB: Bid for printing of Scripts of Jahnu Barua.

Dear Sir,

Being duly authorized to represent and act on behalf of.....

(Hereinafter referred to as 'the Bidder'), and having reviewed and fully understood all of the requirements of the department, the undersigned hereby apply for the project referred above.

I/We are enclosing the following documents with the details as per the requirements of the tender document

- (i) Earnest Money% of the quoted price (Vide Demand Draft no., of <.....Name of Bank.....> dated drawn in favour of Krishna Kanta Handiqui State Open University, payable at Guwahati
- (ii) All other document/information's relating to financial bid with supporting documents wherever necessary.

I/We understand that concerned authorities of Krishna Kanta Handiqui State Open University reserves the right to reject any application without assigning any reason.

I/We also understand that application along with annexure and formats not completed in all respects is liable to rejection.

Yours Sincerely

Signature

Name (Authorized Signatory)

<Company/Agency/Firm/Individual Name>

Date:

Encl:

ENQUIRY NO.

DATE:

Annexure-III

TECHNICAL SPECIFICATION

Name of the Work	Technical Specifications and Desirable Features
1. Printing of Scripts of Jahnu Barua	<ul style="list-style-type: none"> • Number of Titles = 10 • Number of copies of each title: 500 • Total Number of books: 5000. • Size: 1/8 demy • Number of pages: 200 ± 50 • Inside printing: Black and White • Inside Colour pages: 44 pages in each book to be inserted at different places (Art paper) • Cover: Multicolour with lamination (Art Paper) • Binding: Paperback with creasing • Paper quality: Standard paper as availed in the quality paperback editions. • All the books will be in a box set which is bound, designed and printed by the press (Slip case).

Annexure-IV

Tender Format-1
PRICE BID
(For Indigenous Items)

Tender Reference No.:**Date:**

Sl. No.	Name of the Equipment	Technical Specifications and Desirable Features	Quantity	Amount
1.	Printing of Scripts of Jahnu Barua	<ul style="list-style-type: none"> • Size: 1/8 demy • Number of pages: 200±50 • Inside printing: Black and White • Inside Colour pages: 44 pages in each book to be inserted at different places (Art paper) • Cover: Multicolour with lamination (Art Paper) • Binding: Paperback with creasing • Paper quality: Standard paper as availed in the quality paperback editions. • All the books will be in a box set which is bound, designed and printed by the press (Slip case). 	<ul style="list-style-type: none"> • Number of Titles = 10 • Number of copies of each title: 500 • Total Number of books: 5000. 	
			Total	
			Discount (%)	
			Value after discount	
			GST (%)	
			Any other charges	
			Grand Total	

- 1) Delivery Mode: Free Delivery at KKHSOU site.
- 2) Total Bid price should be inclusive of all taxes and levies, transportation, loading, unloading, etc.
- 3) Validity Date: Maximum 180 days from the date of opening of technical bid.
- 4) Payment Term: Payment term within 30 days from the date submission of bill Acceptance Certificate to KKHSOU H.O. / Concerned Department
- 5) Rates may vary proportionately of the quoted price if the conditions vary including change in the pages i.e. deviation from the range 200±50.

PAN No.:

GST Registration No.:

Signature:

Name:

Bank Address:

Affix Rubber Stamp:

Place:

Date:

Annexure-V**MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER**

Date: / /

To

The Registrar,
 Krishna Kanta Handiqui State Open University
 Patgaon, Rani,
 Guwahati - 781017

Sub: Authorization for release of payment / dues from Krishna Kanta Handiqui State Open University, Guwahati through Electronic Fund Transfer/RTGS Transfer.

1. Name of the Party/Firm/Company/Institute:

2. Address of the Party:

City _____ Pin Code _____

E-Mail ID _____ Mob No: _____

Permanent Account Number(PAN) _____

3. Particulars of Bank:

Bank name		Branch Name	
Branch Place		Branch City	
PIN Code		Branch Code	
MICR No.			
(9 digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach Xerox copy of a cheque of your bank for ensuring accuracy of the bank name, branch name and cod number)			
IFS Code: (11 digit alpha numeric code)			
Account Type	Savings	Current	Cash Credit
Account Number			

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Registrar, KKHSOU, Guwahati responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: _____

Date: _____

Signature & Seal of the Authorized Signatory of the Party

Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date: _____

Signature of the Authorized Official from the Bank

N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable

