

**SHRI GOVIND GURU UNIVERSITY
GODHRA-PANCHMAHALS**



ARC NOTICE

**Annual Rate Contract for “printing, designing & supply of flex banners, registers, sign boards, name plates, certificates etc.”
On Annual Base**

**REGISTRAR
SHRI GOVIND GURU UNIVERSITY
Vinzol, Godhra-388713**

ARC NOTICE

Tenders are invited for **the following** works through online process on <https://nprocure.com>

No.	Name of work	
1	ARC for "printing, designing & supply of flex banners, registers, sign boards, name plates, certificates etc." On Annual Base	<ol style="list-style-type: none">1. Earnest Money Deposit (Rs.)- 10,000/-2. Tender Fee (Rs.)- 1000/-3. Time Limit- 12 Months

Tender documents are available on www.sgggu.ac.in

1	Date & time of Downloading of tender Documents.	From Dt. 13-06-2024 to Dt. 29-06-2024 up to 18.00 hrs.
2	Last date Physical submission of tender fee (Non refundable) EMD & other required tender document etc. (In hard copy)	Dt. 29-06-2024 up to 18.00 hrs.
3	Tentative date of Opening offer form / price bid on line.	Dt. 02-07-2024 up to 12.00 hrs. Onwards if possible.

Note: EARNEST MONEY DEPOSIT WILL BE ACCEPTED IN BANK DEMAND DRAFT ONLY.

Shri Govind Guru University, Vinzol, Godhra reserves the right to reject any or all tenders or part of it which in the opinion of Shri Govind Guru University, Vinzol, Godhra does not appear to be in its best interest and the tenderers shall have no cause of action or claim against Shri Govind Guru University or its officers, employees, successors or assignees for rejection of his tender

Registrar
Shri Govind Guru University,
Vinzol, Godhra

SCOPE OF Rate Contract

Salient features and details of the Work. For which applications are invited, are as under:

Sr. No.	Name of the Work	Period of completion
01.	ARC for "printing, designing & supply of flex banners, Registers, Sign boards, Name plates, Certificates etc." On Annual Base	12 Months (on annual base) Extendable for 1 more years.

Work shall be executed according to Terms and Conditions of Contract and detailed Technical Specification as per Technical Bid and financial bid.

Signature of the Applicant:

**Registrar
Shri Govind Guru University,
Vinzol, Godhra**

TERMS AND CONDITIONS

1. The printing items along with specifications are given in the Annexure – 'B' (Financial Bid). However, it is the responsibility of the bidder to take all precautions regarding the quality of the items for which they quote.
2. The bidder is advised to go through the following points carefully before filling up the tender application.
3. It is mandatory to quote against each item otherwise your bid may stand cancelled.
4. L1 will be decided on the basis of lowest rates of each item & fulfilling of the specifications prescribed in the tender terms and conditions and Annexures.
5. The rates quoted should be inclusive of GST, packing, transportation and handling charges etc. The printing items should be delivered to Shri Govind Guru University, Vinzol, Godhra.
6. The printing items should be delivered to Shri Govind Guru University, Vinzol, Godhra. It shall be the responsibility of the successful bidder/Contractor to deliver and place the items at the location(s) mentioned by the University. The entire cost/charges of transportation and labour shall be borne by the successful bidder. The University shall not be liable to pay for the charges of transportation and labour in any circumstances.
7. Rates should be quoted in figures clearly.
8. No overwriting, correction, insertion shall be permitted in any part of the tender unless duly Countersigned by the bidder.
9. The printing item should be supplied in good quality.
10. Every page of the tender document as token of the acceptance of tender conditions
11. No paper shall be detached from the tender document
12. Shri Govind Guru University **reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid.**
13. Late tenders will not be accepted.
14. The person signing the tender or other documents shall indicate his/her full name below his/her signature and must specify whether he/she has signed as sole proprietor, partner in case of partnership firm and Director in case of a company incorporated under companies act duly authorized by the board of directors for the purpose.

- 15.** Any violation / infringement of the terms and conditions of the contract will cause the agency to be liable for forfeiture of the security deposit without prejudice to any other rights of the University.
- 16.** No advance will be paid to the printer for the printing items specified in the work order.
- 17.** The printing material, if any, rejected by Shri Govind Guru University, for any reasons, should be taken back by the bidder at his/her own cost.
- 18.** In case of urgency, the party (bidder) will have to provide the printing materials and its services on immediate basis within a short span of time of 4 hours of the time when the demand is raised for the items as per the requirements of the University.
- 19.** The bidder or the employee of the bidder's firm shall remain at the University office for proof check reading of the matter to be printed as per the requirements of the University.
- 20.** Shri Govind Guru University, Vinzol, Godhra will have the right to cancel any order and also reserves the right to place the order to any other agency/ firm, if the required items are not supplied in time or do not to meet the specifications of Shri Govind Guru University.
- 21.** TDS will be deducted at source as per Income Tax rules and regulation in force from time to time, if applicable.
- 22.** Any other taxes applicable from time to time during the period of contract will be deducted at the time of settlement of bills.
- 23.** Partial supply or failure to ensure actual delivery shall be taken as incomplete supply/delivery.
- 24.** All bids in which any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected.
- 25.** These rates will be valid for 60 days from the date of opening of tender document.
- 26.** In case the bidder/firm uses inferior quality of paper or printing material, Shri Govind Guru University will get it tested from the approved Govt. testing lab and a penalty on the total bill shall be imposed by the Competent Authority deemed fit on the firm and disqualification for future job with Shri Govind Guru University.
- 27.** The tender document should be sent in a sealed cover addressed to The Registrar, Shri Govind Guru University, Vinzol, Po. Kakanpur, Ta. Godhra, Dist. Panchmahals-388713, superscripting the cover as "TENDER FOR PRINTING, DESIGNING & SUPPLY OF FLEX BANNERS, REGISTERS, SIGN BOARDS, NAME PLATES, CERTIFICATES ETC". They can also be dropped in the tender box placed at Shri Govind Guru University, Vinzol, Godhra. Shri Govind Guru University is not responsible for any loss or delay in transit.

- 28.** In case of the successful bidder, rates quoted shall be valid for the entire period contract.
- 29.** The tender cover received after due date and time will not be considered and no correspondence in this regard will be entertained.
- 30.** Sealed bids are invited from the printers for printing items as per requirement. Interested parties should quote their rates in the format only. Bids received in any other format will not be considered.
- 31.** The service provider shall not bring any external legal/political influence to continue services beyond the contract period or any appointment of staff through placement. The Registrar, Shri Govind Guru University, Vinzol, Godhra will not be entitled for such cases.
- 32.** GST as per government rate.
- 33.** The rates quoted in the tender should be valid for the period of contract.
- 34.** Shri Govind Guru University reserves the right to extend the tender contract duration for a period of six (6) months from the expiry of the contract, if the University deems it fit that it is satisfied with the quality work and services provided by the bidder/firm during the contract period.
- 35.** Any Dispute arising out of this Contract shall be subject to GODHRA JURISDICTION only.
- 36.** In case of any dispute, Vice Chancellor of Shri Govind Guru University, Vinzol Godhra shall be the competent authority and his decision shall be final and binding upon all concerned.
- 37.** The bidder should have a registered office in Gujarat.

Declaration: I/We have read, understood and accept all the terms and conditions of the tender Earnest money of Rs.10,000/- with EMD Draft No.: _____ of Bank_____ is enclosed herewith.

Signature of Authorized person of the Firm/Agency with Stamp

Dated: _____

Place: _____

**TENDER DOCUMENT FOR "PRINTING, DESIGNING & SUPPLY OF FLEX BANNERS, REGISTERS, SIGN
BOARDS, NAME PLATES, CERTIFICATES ETC."**

TECHNICAL BID

Annexure-A

The Technical Bid should be kept in sealed cover super scribing as "Technical Bid" on it and should contain the following details:

1. Name of Bidder Agency:

Address of the Agency:

Contact Person Name: _____

Mobile No. _____ Email ID: _____

2. Details of 03 years of experience in the similar field (attach attested copies of relevant documents as proof)

Sr. No.	Period		Name of the Organization	Details of Printing Services
	From	To		

Total Period of experience:

3. Annual IT Returns for the last 03 Financial years (**F-Y** 2020-21, 2021-22, 2022-23)

4. Should have total turnover of at least Rs. 10 lakh for last 03 years (**F-Y** 2020-21, 2021-22, 2022-23)

Sr. No	Documents required (Self Attested)	Attached (Yes / No)	Page no.
1.	PAN Card of Bidder/ Firm:		
2.	Shop Registration No:		
3.	Copy of GST Reg. No.		
4.	Copies of experience certificates for last 03 years		
5.	Bidder should not blacklisted by any department of the Central or state		

	Government or any PSU (State/Central) or any other organization. An affidavit in this effect must be closed.		
6.	Signed all the pages of tender documents and enclosed		
7.	Copy of terms and conditions and every page of the tender duly signed with seal of the firm and undertaking letter		

1. To be deposited along with e-tender document in sealed cover super scribed as "Technical Bid".
2. All the supporting documents should be enclosed along with this bid. If not enclosed the bid will not be Considered.
3. The rates and discount quoted in tender should be valid for the contract period.

**ARC DOCUMENT FOR "PRINTING, DESIGNING & SUPPLY OF FLEX BANNERS, REGISTERS, SIGN
BOARDS, NAME PLATES, CERTIFICATES ETC."**

FINANCIAL BID

Annexure-B

S.No.	Particulars/Specification	Qty. Per No./Per Sq.ft.	Rate in Rs. (Inclusive of GST and other charges)
1	Multi colour Flex Banner with Designing Printing, Riveting 2-pass.		
	Multi colour Flex Banner with Designing Printing, Riveting 4-pass.		
2	(Hoardings) Multi colour Flex Banner with Designing Printing, Pasting 2-pass On Metal Frame. 2-pass		
	(Hoardings) Multi colour Flex Banner with Designing Printing, Pasting 4-pass. On Metal Frame. 4-pass.		
3	Sign Board to be applied by pasting on flex 2-pass		
	Sign Board to be applied by pasting on flex 4-pass.		
4	Registers / Ledgers etc <i>Size: 17 x 27/4 Ledger Paper. No. of Leaves: 100 with cloth binding. Paper: 80 GSM. And Size: 20 x 30/4 Ledger Paper. No. of Leaves: 100 with cloth binding. Paper: 80 GSM. or (As per the sample)</i>		
5	Sign Boards with ACP Panel & Wooden Hangers.		
6	Retro Sign Board with Steel Frame & Post etc.		
7	Name Plates Acrylic Name Plates (5mm) with Golden vinyl laminated printing (A-Cast), Vinyl		

	Print name plates on ACP etc.		
8	Certificates for various Seminars, Workshops etc.(250 GSM) (Per paper)		
9	Journals, Newsletters etc		
10	Note Sheets (<i>Paper: Legal Size</i>)and – 80GSM		
11	Rubber Stamps & Self Ink Stamps (<i>Per Line/Letter</i>)		
12	iCard- Multicolor printing Printing lace, with plastic cover		
13	Smartcard- Multicolor printing Printing lace, with plastic cover		
14	Invitation Card Multicolor		
15	Book gift packing		
16	Textile Logo		
17	Textile Logo 1- Wavy		
18	Textile Logo 2- Wavy		
19	Textile Logo 3- Wavy		
20	Textile Logo 4- Wavy		
21	Acrylic Logo		
22	Leaflet-A-4 size -one side Multicolor-80 GSM Paper		
23	Leaflet-A-4 size - two sided Multicolor-80 GSM Paper		
24	Leaflet-A-3 size -one side Multicolor-80 GSM Paper		
25	Leaflet-A-3 size - two sided Multicolor-80 GSM Paper		
26	Leaflet - Legal Size - One Side Multicolor-80 GSM Paper		
27	Leaflet - Legal Size - Two Sides Multicolor-80 GSM Paper		
28	Leaflet-A-4 size -one side Multicolor-130 GSM Paper Glossy		
29	Leaflet-A-4 size - two sided Multicolor-130 GSM Paper Glossy		

30	Leaflet-A-3 size -one side Multicolor-130 GSM Paper Glossy		
31	Leaflet-A-3 size - two sided Multicolor-130 GSM Paper Glossy		
32	Leaflet - Legal Size - One Side Multicolor-130 GSM Paper		
33	Leaflet - Legal Size - Two Sides Multicolor-130 GSM Paper		
34	Sticker A-4 Size -Multicolor		
35	Designing		

Note:

1. L1 will be decided on basis of lowest rate of each item.
2. The rates quoted should be inclusive of GST, packing, transportation and handling charges etc. The printing items should be delivered to Shri Govind Guru University, Vinzol, Godhra.
3. Rates should be quoted in figures clearly.