



Estd. – 2009
A Government Engineering College
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Website – www.pmec.ac.in

PARALA MAHARAJA ENGINEERING COLLEGE

(A constituent college of Biju Patnaik University of Technology, Odisha, Rourkela)

SITALAPALLI: BERHAMPUR: DIST.: -GANJAM: PIN – 761003

No. PMEC/Estt./ 2099

Date:- 18/10/2019

INVITATION TO TENDER AND INSTRUCTIONS TO TENDERERS

Parala Maharaja Engineering College, Berhampur invites sealed tenders for the printing of Institute annual Magazine(English, Hindi & Odia) 'DARBAR' 2018-19 from the reputed offset printers from 18.10.2019 till the following dates of acceptance 25.10.2019 @ 11:00AM. All offers should be made in English and should be written in both figures and words. Detailed specification, terms and conditions are mentioned etc. and complete tender can be downloaded from the website www.pmec.ac.in or can be purchased up to 25.10.2019 from this office by sending a demand draft of Rs. 500/- drawn in favor of Principal Parala Maharaja Engineering College, Berhampur. Tenders will be accepted up to 25.10.2019 @11:00AM and it will be opened at 12:00pm in presence of all the bidders.

The PMEC reserves the right to select certain items (in single or multiple units) and reject the other mentioned in the schedule. The PMEC also reserves the right to revise or alter the specifications of the printing before acceptance of any tender.

Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

Tender Cost Cash/DD	EMD	Description.	Tender No.
Rs. 500/-	Rs. 5,000/-	Printing of annual magazine 'DARBAR'	

NOTICE INVITING SEALED TENDER FOR PRINTING OF MAGAZINE.

Name of the item: 'DARBAR' Magazine.

1. Tender Reference No.:
2. Issue of Tender forms: 18.10.2019
3. Last date of receipt of sealed Tender: 25. 10.2019
4. Date & Time of opening of Tender: 25.10.2019
5. Validity of Quoted rates:
6. Pre-Bid Meeting will be held on: 25.10.2019 at 10:00AM
7. Address to which Tender to be sent:
The Office-in-charge,
Parala Maharaja Engineering College, 'Berhampur'
Sitalapalli, Ganjam-761003

Delivery:

The tender shall be responsible for delivery of the printed materials as per specifications at destination site. The tenders should be fully sealed while arrival at the destination in

exception it will be rejected.

Cost of Tender:

A demand draft of Rs.500/- (Rupees five hundred only) drawn in favor of P MEC Berhampur at Syndicate Bank (Code- 8042) towards cost of tender paper must accompany the tender. Those tender without cost of tender will be rejected.

EMD:

A demand draft for Rs.5,000/- (Rupees five thousand only) drawn in favor of P MEC Berhampur payable at Syndicate Bank (Code – 8042) towards EMD must accompany the tender. Those tender without cost EMD will be rejected. The EMD will be refunded to the unsuccessful tenderers only after the purchase order are placed on the successful tenderer. The final acceptance of the printing material will be made only after delivering in good condition and to the satisfaction of the specifications given by the College.

Prices:

The prices must be quoted per copy considering overall requisites as a whole. It must be inclusive of all taxes packing, forwarding, freight, insurance, delivery charges at destination site (P MEC, Berhampur).

Validity:

The tenders should be valid for acceptance up to a period of 10 days. The tenders should be ready to extend the validity, if required.

Delivery:

The printed material in the prescribed form should be delivered within 10 days from the date of issue of work order and entering into agreement.

Terms of Payment:

Payment shall be made by the P MEC, Berhampur only after receipt of Institute Magazine 2018-19 in good condition with all specifications and standards to the entire satisfaction of the College.

Terms and Conditions of the Tendering Firms:

The terms and conditions will be applicable by the College only.

Delivery of Tender:

The sealed tender should be addressed to:

The Registrar, P MEC, Berhampur, Ganjam-761003

Super scribed on the right-hand side "Tender for Printing of Institute Magazine 2018-19" should indicate clearly the name and address of the tenderer. In addition, left hand corner of the envelope/container should indicate the Tender No., date and time of opening of tender. The college reserves the right to reject any tender which fails to comply with the above instructions. All tenders should be sent by **Speed Post/Regd. Post/By hand** only. It is the responsibility of the tenderer to see that his tender offer is delivered by the specified time at the above address. All further communication should be addressed to Registrar, P MEC, Berhampur, Dist. Ganjam - 761003 only.

Time for Receipt of Tender:

The tender must reach the Office-in-charge, P MEC, Berhampur, Ganjam -761003 not later than 28.10.2019 by 10.00 AM. Tenders submitted after the specified time shall not be considered and no intimation will be sent in this regard.

Right to Acceptance :

P MEC, Berhampur does not bind itself to accept the lowest on any tender and reserves the right of accepting the whole or any part of the tender and the tenderer shall supply the same at the rate quoted. The P MEC, Berhampur reserves the right to reject any or all offers received in response to tender or cancel or withdraw the tender notice without assigning any reason, whatsoever.

Other Terms:

The tenderer should produce (1) Up-to-date GST Registration Certificate (2) Up-to-date Income Tax Clearance Certificate along with the tender (3) Turnover. Last 3 years

Tenderer should be responsible and bear any price escalation within the validity period and also after the indent has been placed till the supply.

The Tenderer has to give a Proof Copy before final print, if there is any modification, deletion or addition they need to be incorporated as suggested by the University at the cost of the tenderer. Only after approval of the draft and format of Institute Magazine 2018-19, the final copies of the Institute Magazine 2018-19 need to be printed. However, the final responsibility of the correctness lies with the tender.

All the final printed data should be provided in the form of soft copy (CD form) and Word format. The University has the right to make any number of copies of the CD and word.

WARRANTY DECLARATION

All tenderers should give a warranty declaration as detailed below:

We warrant that everything to be supplied by us hereunder shall be free from all defects and faults in material, workmanship and shall be at the best quality and material of the type ordered shall be in full conformity with the specification

Any deviation in the printed material, including format, from the accepted proof check may liable to be rejected and the tenderer need to print and bind all the copies in correct form to the satisfaction/specifications specified in the order/contract at the their own. The payment shall be made only after receiving the material in the required format and quality to the satisfaction of the College authorities.

For any further information in this regard please contact the Principal, Faculty & Planning, P MEC, Berhampur during working hours.

Signature of the Tenderer

PARALA MAHARAJA ENGINEERING COLLEGE, BERHAMPUR

The tender is subjected to the following conditions

1. The company has to quote basic price in Indian Rupees only. The prices should be for destination GST, Insurance, Customs and Import Duties if any, packing and forwarding charges if any, freight charges, any other taxes and charges should be quoted in terms of percentage on basic cost of fixed amount. Any vague statements such as "Extra" are not accepted.
2. The invoice with all supported vouchers should be submitted.
3. The period of delivery from the date of placement of order should be clearly mentioned.
4. It is not binding on the institution to accept the lowest of the tenders.
5. The tenders should be valid for acceptance up to a period of 6 months
6. The envelope must be super scribed with reference No. and item code for which tenders are being submitted.

IMPORTANT DATES

25.10.2019 BY 11.00 AM	LAST DATE OF SUBMISSION OF TENDER
25.10.2019 AT 12.00 PM	DATE OF OPENING OF TENDER

TENDER FOR PRINTING OF MONTHLY BILINGUAL MAGAZINE

TECHNICAL BID

(To be sealed in separate Envelope marked as "TECHNICAL BID")

PROFORMA FOR EVALUATION OF TECHNICAL PERFORMANCE OF THE
TENDERING FIRM/PERSON

Ref.: Advertisement for Tenders in the _____

Dated _____

in connection with Printing of 'Darbar' Magazine.

	Name of the Organization/Firm, Location of Head Office with complete address and Mobile/Telephone/Fax Nos.	1.
	Year of establishment of the firm/Agency/Company:	2.
Yes/No	Nature of Organization (whether Private/Public Sector Undertaking/Sole Proprietor/ Partnership/Cooperative Society, etc.) Documentary proof, to be attached.	3.

Yes/ No	The Company should have an Publishing business for each of the last 3 financial years . Relevant supporting documents duly certified by the Chartered Accountant to be enclosed.	4.
Yes/No	Does the firm have a continued experience of Printing of monthly magazine/periodicals with posting or others in a single contract in any other Central/State undertakings/ Corporations/ Offices/ Departments/ Reputed corporate Houses etc., during the last three years?	5.
Yes/No	Financial resources, assets in terms of the firm's property (fixed and moveable) held	6.
Yes/No	A copy of the latest Audit Balance Sheet attached?	7.
Yes/No	Whether the firm is Income Tax Assesses or not?	8.
Yes/No	Details about the clients and work experience in the prescribed format given with this tender	9
	Any other information	10
Yes/No	Earnest Money:-	11
Yes/No	Bank Draft for Earnest money is to be enclosed with Technical Bid.	12
Yes/No	The tenderer is required to sign each page of terms and conditions with rubber stamps.	13
Yes/No	Copy of license from Competent Authority for printing and publishing work.	14
	PAN No.	15

The details of items and corresponding specifications for printing are given below :

SPECIFICATIONS : (Financial Bid)

Institute Magazine - 2018-19

Number of copies: 2200

Total	Rate	Quantity	Description	Sl. No.
		102	90 GSM premium oil paper (Indian art paper)	1.
		48	130 GSM premium oil paper (Indian art paper)	2.
		48	Inside color pages (Indian art paper 130GSM)	3.
		2+2	Front Page and backside page	4.
			Multi cover page (Indian Art Paper)	5.
			Cost of Binding	6.

Provide a sample paper of cover page and inner page along with tender positively.

(Please enclose self attested copy of all the documents mentioned above)

Place

Date 21/10/2019.

Signature of Tenderer

Principal (1/19)
PRINCIPAL 1/C
PARALA MAHARAJA ENGINEERING COLLEGE
BERHAMPUR

Name, Address with Rubber stamp