



दीन दयाल उपाध्याय कॉलेज DEEN DAYAL UPADHYAYA COLLEGE

NAAC Accredited Institution- 'B' grade (CGPA=2.63)

(दिल्ली विश्वविद्यालय) (UNIVERSITY OF DELHI)

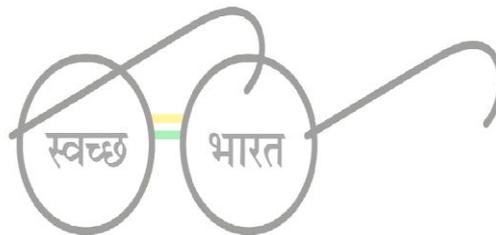
सेक्टर- 3, ट्वारका, . Sector-3, Dwarka, नई दिल्ली New Delhi – 110078

दूरभाष/TEL. 011-25099380, 25099381, फैक्स/FAX-011-25099380, Website: www.dducollegedu.ac.in



Table of Contents:

S.No.	Description of Contents	Section
1.	Instructions for online bid submission	I
2.	Technical Details	II
3.	Terms and Conditions of Contract	III
4.	Pro forma for Technical Bid	Annexure I
5.	Pro forma for Financial Bid	Annexure II
6.	Tender Acceptance Letter	Annexure III



एक कदम स्वच्छता की ओर



दीन दयाल उपाध्याय कॉलेज DEEN DAYAL UPADHYAYA COLLEGE

NAAC Accredited Institution- 'B' grade (CGPA=2.63)

(दिल्ली विश्वविद्यालय) (UNIVERSITY OF DELHI)

सेक्टर- 3, टारका, . Sector-3, Dwarka, नई दिल्ली New Delhi – 110078

दूरभाष/TEL. 011-25099380, 25099381, फैक्स/FAX-011-25099380, Website: www.dducollegedu.ac.in



SECTION-I

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- (i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- (ii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iii) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- (iv) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- (v) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- (vi) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

एक कदम स्वच्छता की ओर

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.



दीन दयाल उपाध्याय कॉलेज DEEN DAYAL UPADHYAYA COLLEGE

NAAC Accredited Institution- 'B' grade (CGPA=2.63)

(दिल्ली विश्वविद्यालय) (UNIVERSITY OF DELHI)

सेक्टर- 3, टारका, Sector-3, Dwarka, नई दिल्ली New Delhi – 110078



दूरभाष/TEL. 011-25099380, 25099381, फैक्स/FAX-011-25099380, Website: www.dducollegedu.ac.in

2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3. Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.

4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.



दीन दयाल उपाध्याय कॉलेज DEEN DAYAL UPADHYAYA COLLEGE

NAAC Accredited Institution- 'B' grade (CGPA=2.63)

(दिल्ली विश्वविद्यालय) (UNIVERSITY OF DELHI)

सेक्टर- 3, टारका, . Sector-3, Dwarka, नई दिल्ली New Delhi – 110078



दूरभाष/TEL. 011-25099380, 25099381, फैक्स/FAX-011-25099380, Website: www.dducollegedu.ac.in

6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage Encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

i. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

ii. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.



एक कदम स्वच्छता की ओर



दीन दयाल उपाध्याय कॉलेज
DEEN DAYAL UPADHYAYA COLLEGE
NAAC Accredited Institution- 'B' grade (CGPA=2.63)
(दिल्ली विश्वविद्यालय) (UNIVERSITY OF DELHI)

सेक्टर- 3, टारका, . Sector-3, Dwarka, नई दिल्ली New Delhi – 110078

दूरभाष/TEL. 011-25099380, 25099381, फैक्स/FAX-011-25099380, Website: www.dducollegedu.ac.in



Section-II

Technical Details

Duly filled Technical Bid as per the details given below in the attached format (Annexure I) should be submitted.

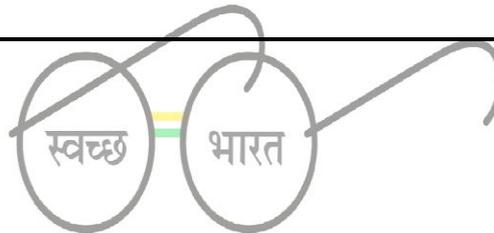
Technical Specification for the Magazine:

1. Ready Size (after cutting) : 8.5" x 10.75"
2. Area of Printed matter : 7.5" x 9.75"
3. Approx. No. of Printed Pages:
 - a. Cover Pages : 04 Pages
 - b. Total Inside pages : 80 Pages
4. Front and Back Cover pages in 7 colour with Silver/Golden UV/ Foiling Work
5. All 80 pages in four colour
6. Cover Page : Art Card Sinarmass, 300 GSM Matt with lamination.
7. Inner pages : 130 GSM Matt, Indian Art Paper
8. Colour, layout and design for all the pages
9. Binding : Perfect Binding.
10. One copy of HTML version of all the 84 pages for web printing
11. Indicate the additional cost in multiples of 4 pages in case of extra pages
12. Taxes, if any, should be mentioned separately.

Technical Bid: The Technical Bid should be complete in all respects and should contain all information asked for, **except prices**. The Technical Bid should include all details, specifications, and enclosures (Annexure I).

Commercial Bid: The Commercial Bid should give all relevant price information including taxes, if any.

Only the technical bids will be opened and examined first for short-listing bidders, and the commercial bids of only those bidders who technically qualify will be opened and compared.



एक कदम स्वच्छता की ओर



दीन दयाल उपाध्याय कॉलेज
DEEN DAYAL UPADHYAYA COLLEGE
NAAC Accredited Institution- 'B' grade (CGPA=2.63)
(दिल्ली विश्वविद्यालय) (UNIVERSITY OF DELHI)

सेक्टर- 3, द्वारका, नई दिल्ली New Delhi – 110078



दूरभाष/TEL. 011-25099380, 25099381, फैक्स/FAX-011-25099380, Website: www.dducollegedu.ac.in

Section III

Terms & conditions of the Contract

1. GST and other taxes, if any, should be mentioned separately.
2. The bidder should be located in Delhi/NCR.
3. The bidder should have minimum 2 years experience in printing School/College magazines.
4. The Magazine committee may visit the printing press of the bidder before opening the financial bid to assess the in-house composing and printing facility of the printer. If in-house facility of the printer is not satisfactory, the college reserves the right to reject the respective bid.
5. Cost should include Typing, Designing, Page Making, Composing, Scanning & Planning, Processing, Perfect Binding, Lamination, Screen Printing, Delivery, etc.
6. The printer shall arrange for a computer technician/designer to come to the college premises from time to time to design the magazine in consultation with the magazine committee.
7. At least, three proofs of text shall be provided by the successful printer. The complete layout of the magazine with the photographs to be made available on the computer (before it is sent for final printing) along with the dummy.
8. The delivery of all 3000 copies should be made in the college premises within 15 days after the approval of the dummy.
9. Quotations which are not accompanied with the EMD in form of Demand Draft/Pay Order for Rs.5,000/- will not be considered.
10. The EMD of successful bidder will be retained as security refundable on expiry of contract.
11. The EMD of the unsuccessful bidder(s) will be refunded after finalization of tender without any interest.
12. The EMD may be forfeited if a bidder withdraws his bid during period of validity specified by bidder in bid form or, in case of successful bidder, if the bidder fails to sign the contract.
13. No interest will be paid on EMD under any circumstance.
14. Soft copy of final Magazine in the form of HTML version for web hosting should be provided in a CD at the time of delivery of the Magazine.
15. Incomplete quotation is liable to be rejected.
16. Failure to execute the order will result in forfeiture of the EMD.
17. The college has the right to accept or reject any of the quotations.
18. Payment will be made through **RTGS/NEFT** transfer only for which the vendor will be required to submit the bank account details in the prescribed format along with the bill.
19. The Magazine should be printed in consultation with the Magazine Committee of the College.
20. The vendor will have to submit a duly filled signed and stamped Tender Acceptance Letter (Annexure-III) along with the technical bid.

एक कदम स्वच्छता की ओर

PRINCIPAL



दीन दयाल उपाध्याय कॉलेज
DEEN DAYAL UPADHYAYA COLLEGE
NAAC Accredited Institution- 'B' grade (CGPA=2.63)
(दिल्ली विश्वविद्यालय) (UNIVERSITY OF DELHI)

सेक्टर- 3, टारका, . Sector-3, Dwarka, नई दिल्ली New Delhi – 110078

दूरभाष/TEL. 011-25099380, 25099381, फैक्स/FAX-011-25099380, Website: www.dducollegedu.ac.in



ANNEXURE I

**PRINTING OF COLLEGE MAGAZINE FOR DEEN DAYAL
UPADHYAYA COLLEGE**

PROFORMA FOR TECHNICAL BID

Note : The documents to be uploaded should be legible, covered with index and have proper page no. In case the uploaded documents are not readable, the tender cannot be examined and the Technical Bids can be rejected, thereby rejecting the tender of that applicant.

	Description	Details
A.	Name of the firm	
B.	Address with Mobile No./Landline*	
C.	Name of the contact person	
D.	Telephone No.	
E.	PAN issued by Income Tax Department*	
F.	GST Number*	
G.	Established since	
H.	Earnest Money Deposit* (Upload copy of DD/Pay order)	
I.	Experience in printing of School/College Magazines (Number of Years) (Upload References/Work order/ Client Satisfaction Reports)*	
J.	Does the Printer have <u>complete in-house facility for typing, composing, printing, etc.</u> of Magazine as per specifications mentioned above Sl. No. 01-11	
K.	Scanned copy of duly filled signed and stamped Tender Acceptance letter as per Annexure III*	

* Upload scanned copies for B, E, F, I and K.

Note: Other Terms and conditions are mentioned in the quotation letter

एक कदम स्वच्छता की ओर
Signature and seal of the vendor



दीन दयाल उपाध्याय कॉलेज DEEN DAYAL UPADHYAYA COLLEGE

NAAC Accredited Institution- 'B' grade (CGPA=2.63)

(दिल्ली विश्वविद्यालय) (UNIVERSITY OF DELHI)

सेक्टर- 3, टारका, Sector-3, Dwarka, नई दिल्ली New Delhi – 110078

दूरभाष/TEL. 011-25099380, 25099381, फैक्स/FAX-011-25099380, Website: www.dducollegedu.ac.in



ANNEXURE II

PRINTING OF COLLEGE MAGAZINE FOR DEEN DAYAL UPADHYAYA COLLEGE

PROFORMA FOR FINANCIAL BID

Note: The following bid is in accordance with the Terms and Conditions mentioned in Section III of this tender.

Cost Per Copy (in Rs.)	
Cost of 3000 copies (in Rs.)	
Taxes, if any	
Total Cost of 3000 copies (including taxes) (in Rs.)	
Additional cost in multiples of 4 pages in case of extra pages	

Signature and seal of the vendor



एक कदम स्वच्छता की ओर



दीन दयाल उपाध्याय कॉलेज
DEEN DAYAL UPADHYAYA COLLEGE
NAAC Accredited Institution- 'B' grade (CGPA=2.63)
(दिल्ली विश्वविद्यालय) (UNIVERSITY OF DELHI)

सेक्टर- 3, द्वारका, . Sector-3, Dwarka, नई दिल्ली New Delhi – 110078

दूरभाष/TEL. 011-25099380, 25099381, फैक्स/FAX-011-25099380, Website: www.dducollegedu.ac.in



ANNEXURE III

TENDER ACCEPTANCE LETTER

To,
The Principal,
Deen Dayal Upadhyaya College
Sector-3, Dwarka, New Delhi-110078

Sub: Acceptance of Terms & Conditions of Tender for College Magazine
Tender Ref. No......

Date:

Dear Sir,

1. I/we have downloaded/obtained the tender document(s) for the above mentioned tender from the website(s) namely:

.....
.....

2. I/We hereby certify that I/We have read the entire terms and conditions of the tender document(s) (including all documents like annexures, schedules, etc.) which form part of the contract agreement and I/We shall abide by the terms and conditions/ clauses contained therein.

3. I/We hereby unconditionally accept the tender conditions of the above mentioned tender document(s) in its totality/entirety.

4. In case any provisions of this tender are found violated, then the College shall, without prejudice to any other right or remedy, be at liberty to reject this tender including the forfeiture of the full earnest money deposit.

Yours faithfully

Signature and seal of the vendor



एक कदम स्वच्छता की ओर