



VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA
Po,- Burla Engineering Collage, Dist.- Samablapur, Odisha, 768018, www.vssut.ac.in

INVITATION FOR TENDER CALL

No: VSSUT/OOR/565/2024

Dated:05.08.2024

Veer Surendra Sai University of Technology (VSSUT), Burla invites tenders for printing information Brochure 2024-25. The document containing the details of specification and submission format can be downloaded from the website www.vssut.ac.in (Under the section Tenders). Firms are required to submit the bids in the prescribed format of the University in sealed envelope as given in the website for further processing of the proposal. The authority reserves the right to cancel this invitation or invite a fresh tender with or without amendments and without assigning any reason thereof.

Registrar

Memo No. VSSUT/OOR/566/2024

Dated- 05.08.2024

Copy to:

1. The Director, I&PR with request to publish the above advertisement in one issue of "The Samaj" (All Odisha edition) at the I&PR approved/lowest rate. The bill in triplicate along with a copy of the paper may be sent in which the publication is made.
2. Dean Faculty & Planning for kind information with request to upload the Tender in the University website.
3. COF for kind information.
4. PA to Registrar for kind information of the Registrar.
5. PA to Vice Chancellor for kind information of the Hon'ble Vice Chancellor.

Registrar

VSSUT, Burla

INVITATION TO TENDER

AND

INSTRUCTIONS TO TENDERERS

for

Printing

of

Information Brochure 2024-25



VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA
SAMBALPUR - 768018, ODISHA

[Handwritten signatures in blue ink]

INVITATION TO TENDER AND INSTUCTIONS TO TENDERERS

Veer Surendra Sai University of Technology, Burla invites tenders for the printing of Information Brochure 2024-25 for the University as per following specifications. All offers should be made in English and should be written in both figures and words.

The VSSUT reserves the right to select certain items (in single or multiple units) and reject the other mentioned in the schedule. The VSSUT 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.

Delivery :

The tenderer shall be responsible for delivery of the printed materials as per specifications at destination site.

Cost of Tender :

A demand draft for Rs.500/- (Rupees five hundred only) drawn in favour of VSSUT, Burla payable at Canara Bank, VSSUT, Burla or SBI, Burla 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 favour of VSSUT, Burla, payable at Canara Bank, VSSUT, Burla or SBI, Burla towards EMD must accompany the tender. Those tenders without EMD will not be accepted. The EMD will be refunded to the unsuccessful tenderers only after the purchase order are placed on the successful tenderer. The final payment of the printing material will be made only after delivering in good condition and to the satisfaction of the specifications given by the University.

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 (VSSUT, Burla) .

Validity :

The tenders should be valid for acceptance upto a period of 06 months. The tenderers should be ready to extend the validity, if required.

Delivery :

The printed material in the prescribed form should be delivered within 15 days from the date of issue of work order and entering into agreement.



Terms of Payment :

Payment shall be made by the VSSUT, Burla only after receipt of Information Brochure 2024-25 in good condition with all specifications and standards to the entire satisfaction of the University.

Terms and Conditions of the Tendering Firms :

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

Delivery of Tender :

The sealed tender should be addressed to :

The Registrar, VSSUT, Burla, Sambalpur - 768018

Superscribed on the right hand side "Tender for Printing of Information Brochure 2024-25 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 University 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 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, VSSUT, Burla, Dist. Sambalpur - 768018 only.

Time for Receipt of Tender :

The tender must reach the **Registrar, VSSUT, Burla, Sambalpur-768018 not later than 16.08.2024 at 4.30 PM**. Tenders submitted after the specified time shall not be considered and no intimation will be sent in this regard.

Right to Acceptance :

VSSUT, Burla 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 final decision will be taken by the Committee constituted by Vice Chancellor. The VSSUT, Burla 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.

Tenderer should be responsible and bear any price escalation with in the validity period and also after the indent has been placed till the supply. However, any reduction in price shall be in favour of the University.

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 Information Brochure 2024-25, the final copies of the Information Brochure 2024-25 need to be printed. However, the final responsibility of the correctness lies with the tenderer.

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



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 of the highest 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 cost. The payments shall be made only after receiving the material in the required format and quality to the satisfaction of the University authorities.

For any further information in this regard, please contact the Dean, Faculty & Planning , VSSUT, Burla during working hours.

Signature of the Tenderer



VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA

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.
6. The tenders should be valid for acceptance upto a period of 06 months.
7. The envelope must be super scribed with reference No. and item code for which tenders are being submitted.

IMPORTANT DATES

LAST DATE OF SUBMISSION OF TENDER	16.08.2024 BY 4.30 P.M.
DATE OF OPENING OF TENDER	17.08.2024 AT 10.00 A.M.

The image shows four handwritten signatures in blue ink. On the left side, there is a large signature that appears to be 'S. P.' with a long horizontal line extending to the right. Above it is a smaller signature that looks like 'S. P.'. On the right side, there are two signatures: the top one is 'S. P.' and the bottom one is 'S. P.'.

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

SPECIFICATIONS

Information Brochure - 2024-25

Numbers of copies : 1500

Sl.No.	Description	Quantity	Rate	Total
1.	Cost of Offset Printing	140 pages		
2.	Cost of A/4 size Art paper 130 gsm Sinarmass	1500 x 70 = 105000sheets		
3.	Cost of Cover page 250 gsm (Sinarmass) Art Board Paper including multicolour both side offset printing with scanning of photograph & planning	1500 Nos.		
4.	Cost of Lamination	1500 Nos.		
5.	Cost of Binding	1500 Nos.		

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

