

**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA
DIST. SAMBALPUR – 768 018, ODISHA**

No.VSSUT/F&P/1721

Dated, 16/11/2017

Sealed tenders are invited from reputed firms for the following works

- 1) Renovation & updating of University website
- 2) Printing of Information Brochure – 2017-18

The details of bid document are available in the University website www.vssut.ac.in. The last date of submission of sealed tenders to the Registrar, VSS University of Technology, Burla – 768018 is **30th November, 2017 (4.30 P.M.)**. The authority reserves the right to accept or reject any or all quotations without assigning any reason thereof.


16/11/17
REGISTRAR

Memo.No. VSSUT/F&P-68/1722(4)

Dated, 16.11.2017

Copy to :

- 1) M/s Display Lines, 219, Saheed Nagar, Bhubaneswar – 751 007 with a request to publish the above advertisement in one issue of the all Odisha daily edition of **the Samaj** using minimum space at the I&PR approved / lowest rates. The bills may be sent in triplicate along with a copy of the paper in which the publication is made.
- 2) Dean, F&P with a request to upload the same in the University website.
- 3) University Notice Board
- 4) S.O. Accounts/P.A. to Registrar/P.A. to Vice-Chancellor for information.


16/11/17
REGISTRAR

INVITATION TO TENDER

AND

INSTRUCTIONS TO TENDERERS

Printing
of
Information Brochure 2017-18



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

INVITATION TO TENDER AND INSTUCTIONS TO TENDERERS

Veer Surendra Sai University of Technology, Burla invites tenders for the printing of Information Brochure 2017-18 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 Syndicate Bank (Code - 8062) or SBI, Burla (Code - 2034) 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 Syndicate Bank (Code - 8062) or SBI, Burla (Code - 2034) towards EMD must accompany the tender. Those tender without 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 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 2017-18 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 2017-18 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 30.11.2017 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 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 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 Information Brochure 2017-18, the final copies of the Information Brochure 2017-18 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). 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	30.11.2017 BY 4.30 P.M.
DATE OF OPENING OF TENDER	04.12.2017 AT 4.00 P.M.

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

SPECIFICATIONS

Information Brochure - 2017-18

Numbers of copies : 2000

Sl.No.	Description	Quantity	Rate	Total
1.	Cost of Offset Printing	140 pages		
2.	Cost of A/4 size Art paper 130 gsm Sinarmass	2000 x 70 = 140000sheets		
3.	Cost of Cover page 250 gsm (Sinarmass) Art Board Paper including multicolour both side offset printing with scanning of photograph & planning	2000 Nos.		
4.	Cost of Lamination	2000 Nos.		
5.	Cost of Binding	2000 Nos.		

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