

P.O. Engineering College Burla,  
Dist: Sambalpur, Odisha, (India)  
PIN : 768018



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No.VSSUT/ACD/211

Dated :19.05.2015

**QUOTATION CALL NOTICE**

Sealed Quotations/Tenders are hereby invited from all Registered Firms/Suppliers/Printers/ Dealers/S.S.I Units having up-to-date Income Tax and Sale Tax clearance and interested in supply of the following Materials at the premises of VSSUT, Burla, on the terms and conditions available in our website [www.vssut.ac.in](http://www.vssut.ac.in). The sealed quotations/tenders shall reach the undersigned within the office hour by 1.00 PM. of Date 10.06.2015. Quotations/Tenders received beyond this date line are liable to be rejected.

Sl.No.	Description of Materials	No.of copies of Syllabus Book	Remarks
1	Printing and supply of Syllabus Books	Furnished in Appendix-I	Details of invitation of tender available at <a href="http://www.vssut.ac.in">www.vssut.ac.in</a>

Sd/-REGISTRAR

Memo No.VSSUT/ACD/212(8)

Dated : 19.05.2015

1. Copy of this notice is sent for affixture and wide publicity to the Notice Boards of the University Office.
2. Dean, Faculty & Planning with a request to display the above notice in University website, i.e. [www.vssut.ac.in](http://www.vssut.ac.in)
3. Copy to all Printing Presses of Burla/Sambalpur/Bhubaneswar/Kolkata. Hyderabad/Raipur.
4. PA to VC for kind information of Hon'ble Vice-Chancellor.

Sd/-REGISTRAR

**INVITATION TO TENDER**

**AND**

**INSTRUCTIONS TO TENDERERS**

**Printing of Syllabus Books**



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

# **INVITATION TO TENDER AND INSTUCTIONS TO TENDERERS**

Sir/Madam,

Veer Surendra Sai University of Technology, Burla invites tenders for the printing of syllabus books for the University as per specifications given in the schedule attached herewith. 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.

## **EMD :**

A demand draft for Rs.10,000/- (Rupees ten 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 should 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 (book 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 syllabus books 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 Syllabus Books and 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. 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 the officer named above and by title only.

**Time for Receipt of Tender :**

The tender must reach the Registrar, VSSUT, Burla, Sambalpur-768018 not later than 10.06.2015 at 1.00 PM. Tenders submitted after the specified time shall not be considered and no intimation will be sent in this regard.

**Right to Acceptance :**

The Registrar, VSSUT, Burla does not bind himself to accept the lowest on any tender and reserves to himself the right of accepting the whole or any part of the tender or portion of the quality offered 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.

**Results of Tender :**

Acceptance of Tender shall be communicated by letter of acceptance or formal acceptance of the tender to the successful tenderer.

**Other Terms :**

The tenderer should produce (1) Value Added Tax (VAT) - Registration Certificate.

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.

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 all syllabi books the final copies of the books 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, Academic Affairs, VSSUT, Burla during working hours.

**Signature of the Tenderer**

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. Sales Tax, 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. You have to clearly indicate whether the equipment is indigenous or imported. Also indicate clearly whether it is manufactured in the state of Odisha or outside state.
3. The payment will be made within a reasonable time after the receipt of goods in good condition and successful installation and demonstration.
4. The company invoice with all supported vouchers should be submitted.
5. Items of rate contract if any together with supporting documents should be furnished.
6. The equipment should comply with the description particulars and specifications supplied by the institution and the specifications offered by the company which are accepted by the institution. Any deviations are liable for rejection of the tender (or) rejection of the equipment even after supply.
7. The period of delivery from the date of placement of order should be clearly mentioned.
8. The time of installation should be clearly mentioned and any delays on the part of suppliers or supplying equipment and installation and demonstration will be penalized.
9. Copies of the manufacturers test report and quality control cell clearance report should be made available alongwith equipment when it is supplied.
10. The quotation must accompany the list of such reputed organizations, laboratories and educational institutions, having at least 05 years standing for which the equipment is supplied.
11. Performance certificates about the performance of the similar type of equipments from the heads of at least three reputed organizations should be submitted alongwith the tender.
12. The companies must be ready to demonstrate the equipment in front of an expert committee at VSSUT, Burla, at their own cost if required. The decision of expert committee is final.
13. It is not binding on the institution to accept the lowest of the tenders.
14. The institution reserves the right to place order for individual items with different tenders. The quantities indicated herein can be modified without any intimation. The Registrar reserves the right to differ the purchase of any item without any intimation.
15. The tenders should be valid for acceptance upto a period of 06 months.
16. The envelope must be super scribed with reference No. and item code for which quotations are being submitted.

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

**SPECIFICATIONS**

- Numbers of copies : Approximate estimated copies are furnished in Appendix-I & II
- Size : 1/8 Demy
- Paper : 60 gsm map litho A grade mill
- Number of papers : 100 (Approximately)
- Cover Page : 150 gsm Multi colour card and Multi colour printing
- Binding : Side pinning with cover pasting
- Number of colours : 1 colour inner pages (black)
- Type setting : 9/11 New Times Roman

Item No	Paper Size	Quality of Paper	Rate per page	Rate per book approximate 100 pages 1/8 Demy size with cover and binding	Rate per book ¼ demy size with cover and binding approximate pages
1	1/8 Demy				
2	¼ Demy				
3	Cover Page 1/8 Demy				
4	Cover Page ¼ Demy				

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

## Appendix - I

List of B.Tech Programme syllabus books to be printed with approximate number of copies

Sl.No.	Branches	Approximate number of pages in each booklet	Quantity
1	Civil Engineering	140	1000
2	Mechanical Engineering	140	1000
3	Electrical Engineering	140	1000
4	Electrical & Electronics Engineering	120	500
5	Electronics & TC Engineering	140	1000
6	Computer Science & Engineering	120	500
7	Information Technology	120	500
8	Production Engineering	120	500
9	Metallurgy & Materials Engineering	120	500
10	Chemical Engineering	50	100
11	Architecture	100	400



