

Haryana Vishwakarma Skill University, Dudhola, Palwal
Plot No. 76, HIPA Complex, Sector 18, Gurugram, Haryana
Tel. 0124-2344669

EXPRESSION OF INTEREST FOR EMPANELMENT OF PRINTING WORK

Haryana Vishwakarma Skill University(HVSU), invites sealed bids under two bid systems (Technical bid and Financial Bid) from reputed firms for undertaking a wide range of printing works like Annual Reports, manuals, brochures, handbooks, visiting cards, posters, folders, collateral material, banners, standees, backdrops letter head, university magazine books, question paper answer sheets etc. from among the printers based in Haryana and NCR. The purpose of this EOI is to short list and empanel the printers based on specified parameters. It is planned to create panel of High Quality Printers who can execute the printing jobs on tight schedules as and when required by HVSU, Gurugram, Haryana till **2.30 p.m. on 19.02.2018**. Bid received in due time shall be opened on **19.02.2018 at 3.30 p.m.** in the presence of intended parties/their representatives who may like to be present at that time. Commercial bids will be opened on **22.02.2018 at 3:30 pm.**

Interested parties may download the tender documents from the website <http://hvsu.ac.in/Bids> & apply as per the terms and conditions mentioned in the EOI along with EMD in form of Demand Drafts of Rs. 10000/- as refundable EMD and Rs. 1000/- as non refundable application fee in favour of **Haryana Vishwakarma Skill University, Payable at Gurugram.**

Bids should be submitted in a two bid system (Technical Bid and Financial Bid separately) from reputed firms. located in Haryana and NCR at Room No. 202, 2nd floor, Haryana Institute of Public Administration (HIPA), Plot No. 76, Sector 18, Gurugram.

(A) Eligibility Criteria

- i.** Must have at least 2 years of experience in the same field. In this regard copy of the registration certificate need to be enclosed. However Startups (as per Government Rules) will be eligible if he will maintain the prescribed standards.
- ii.** Must have an annual turnover of at least Rs.10 Lakh in each of the last two audited financial years i.e. 2015-16 & 2016-17. In this regard the Agency should produce a certificate from approved Audit Firm
- iii.** Must have valid TIN Number for registration under VAT
- iv.** PAN and GSTIN No.
- v.** The Bidder should not have been blacklisted by any organization at any point of time
- vi.** Variety of Samples of Publicity Material printed in the last 2 (two) years.

(B) Selection Process and Assigning of Work

Assessment of the proposal will be carried out by a Committee/Team constituted for this purpose. Those agencies that have submitted all necessary enclosures and fulfill eligibility criteria; printing facilities available in the premises and quality of work done will be evaluated by the Committee and their offer will be short listed for empanelment. The empanelment will be for a period of one year extendable on yearly basis for a maximum period of three years.

The Panel of Printers empanelled through this Tender shall be eligible for award of work as per “Financial Performa” for the lowest quote. The printer would be required to develop a specimen/ artwork of the required printing material for proof reading before going for final printing

(C) Other Important Information

- a.** HVSU reserves the right to reject any offer without assigning any reason whatsoever.
- b.** The proposals should be complete in all respect. Conditional / incomplete proposals are liable to be rejected
- c.** The Empanelment is valid for a period of one year only. However, HVSU reserves its right to annul the empanelment at any time without assigning any reason and call for a fresh empanelment.

- d. The Contractor will be required to deposit Rs.25000/- as Performance Guarantee (PG) in the form of Fixed Deposit on HVSU, GURUGRAM account or bank guarantee. The amount is meant for safeguarding HVSU interest against any eventuality during the period of contract. The guarantee should remain valid for a period of 60 days beyond the contract period. The same will be returned (without any interest) to the Contractor on expiry of the contract and on satisfactory performance by the Agencies.
- e. HVSU will periodically review the performance of the empanelled Printing Agencies and will take action as deemed fit in case of underperformance. If required, their PG will be forfeited
- f. **Terms of Payment:** No advance payment will be considered. However advance can be considered, if the agency submits Bank Guarantee of equal amount as required. Payment for work awarded will be made to agency, after completion of work to the satisfaction of HVSU. The Empanelled Printing Agency who have been awarded production job will submit pre-receipted bills in triplicate for settlement.
- g. **Penalty Clause:** Details of penalty in case of undue delay in execution of work allotted and under performance will attract the following percentage of deduction from the total cost of the job/work. However sufficient time as mutually agreed will be provided to the contractor.
- (i) For delay up to one week: 05%
- (ii) For delay up to two weeks: 10%
- (iii) For delay beyond two weeks: 15%.
- h. **Proof before final printing:** The Agency will have to work in coordination with the representative of the HVSU for a particular assignment. Machine proof of the publication will be first shown for approval.

Terms and conditions

INSTRUCTIONS TO BIDDERS /TERMS & CONDITIONS/ ELIGIBILITY CONDITIONS:

Interested bidder should note the following:

- The contract term will be initially for one year and same may be extended on satisfactory performance.
- The selected bidder will have to sign an Agreement with the Haryana Vishwakarma Skill University before empanelment of printing work.
- In support of the credential submitted by the parties, Haryana Vishwakarma Skill University reserves the right to seek information from the organizations by telephonic verification/personal visits/ in writing.
- Sub-leasing of the printing work after award of Contract/Agreement will not be permitted.

ANNEXURE- A

TECHNICAL INFORMATION OF THE BIDDER

1. Name of the Bidding firm :
2. Office Address :
3. Mobile Number :
4. E-Mail Address :
5. Name & Designation of authorized representative(s) with Phone/mobile No. :
6. Registration Certificates (Please enclose relevant valid certified copies in support) :

SN.	Description	Details to be furnished by the Bidder	Page No in your EoI/Bid
1.	Sales Tax Regd. No.		
2.	Service Tax No.		
3.	PAN No.		
4.	GST registration no.		
5.	Balance Sheet		
6.	Professional setup/ in-house facilities of the agency Machinery Staff Designers Others (Enclose list)		
7.	Experience details		
8.	List of clients - work done in respect of GOI/State Govt. Dept. /PSUs belonging to Central and State Govt. bodies with telephone No		
9.	Details of earnest money & application fees.		

Seal and Signature of Bidder

ANNEXURE- B

FINANCIAL INFORMATION OF THE BIDDER

S.NO	NAME OF THE ITEM & SPECIFICATIONS	ITEMS	RATE (RS.)/UNIT
1	Letter Pad of 100 with embossed (Logo)	A4 A5 A6	
2	Visiting Card with embossed logo		
3	File Cover	Standard	
4	Envelope White	S4 S5 S6	
5	Envelope yellow/ Khakhi	16 x12 (SE-8) A-4 (SE-7)	
6	TA/DA Forms, Data input slip, & other official forms pads of 100 sheet	A-4	
7	Preparation of Officers/Staff I. Card with photograph, lamination	Standard	
8	Printing of Executive Diaries with Planners	10'' x 8''	
9	Cash Receipt Book in duplicate		
10	Prospectus		
11	Brochure		
12	Security Pass		
13	Certificates		
14	Green coloured Note sheet	Standard	
15	Indent Books		
16	Plastic folder University logo	A4 (L Type)	
17	Back Drop Banner		
18	Flex Banner		
19	Wall Calendar		
20	Table Calendar		
21	University Magazine		

We agree to supply the above items at the unit rates quoted above for the duration of the Contract i.e. for the period of one year from the date of issue. We also agree to supply the items not mentioned in the format above at the market determined rate to the satisfaction of the HVSU.

(Name and Signature of Authorized Signatory with Seal of the Vendor)

Date: