



## **EXPRESSION OF INTEREST**

**FOR**

## **EMPANELMENT OF PRINTERS**

### **Shri Mata Vaishno Devi University**

SMVDU Campus, Sub Post Office -182320, Katra, Distt. Reasi, J&K

01991-285535, 285634, Extn. 2108, 2115

Fax: 01991-285573, 285687

**Last Date for Submission of Tender Document:**

**16<sup>th</sup> January, 2018**

## **EXPRESSION OF INTEREST FOR EMPANELMENT OF PRINTERS**

Interested Bidders may visit  
[www.smvdu.ac.in](http://www.smvdu.ac.in)

**For details please contact:**

**Registrar**

**Shri Mata Vaishno Devi University**

SMVDU Campus, Sub Post Office -182320, Katra, Distt. Reasi, J&K  
01991-285535, 285634, Extn. 2122 /2108  
Fax: 01991-285573, 285687

Opening Date of Eoi	27 December 2017
Last date for submission of Eoi	16 January 2018, 3:00 PM
Date of Opening of Tenders	16 January 2018, 4:00 PM
Performance Bank Guarantee	Rs.15,000/- in the form of FDR or Bank Guarantee

No.:- SMVDU/S&P/2017/750 dated 21/12/2017

## **GENERAL**

### **About University:**

Shri Mata Vaishno Devi University was established through an Act of J&K Legislature in 1999 as an autonomous, fully residential and technical University of excellence. The University gets grant and continuing support from Shri Mata Vaishno Devi Shrine Board, Katra besides University Grants Commission and J&K State Government.

The University is recognized under section 2(f) and 12(B) of University Grants Commission, Govt. of India. The University has witnessed a remarkable growth and has transformed 370 acres of area in the lap of Trikuta hills, the abode of Shri Mata Vaishno Devi, into a magnificent “Temple of Learning”. The University has the unique distinction of being inaugurated in 2004 by Dr. A.P.J. Abdul Kalam (the then President of India). Outgoing students of the University have been privileged to be addressed by Dr. Manmohan Singh (the then Prime Minister of India), Dr. Narayan Murthy (Chairman Infosys), Mrs. Pratibha Devisingh Patil (the then President of India), Mr. Hamid Ansari (Hon'ble Vice-President of India) Mr. Narendra Damodardas Modi (Hon'ble Prime Minister of India) in the convocations held in 2008, 2009, 2011, 2014 & 2016 respectively.

The University has five Faculties consisting of 12 Departments, which offer 05 Undergraduate, 11 Postgraduate and 01 Integrated Programs besides Ph.D and Post-Doctoral Research. The Academic System, Syllabi and Evaluation procedure has been adopted from Indian Institutes of Technology which promotes vigorous learning and transparent evaluation mechanism. The University has signed Memorandum of Understanding with various National and International Academic, Professional and Research institutes as well as industry to augment the learning process and to develop research and development infrastructure.

More than a hundred highly qualified faculty members, from various parts of the country, are devoted to inspiring and guiding the students towards higher learning and research. The focus of the University is on building highly-qualified man-power with abundance of integrity and humanness. The admission to various programs are made based on performance in competitive exams like JEE Main / CMAT / MAT /

grueling written test, interview and group discussions. Students from over 29 different states of the country epitomize a healthy amalgamation of different cultures, religions and languages on the campus. The campus is a classic example of a mini Cultural India with students from far off places including South, West, north-East etc. The University has recently opened its doors for NRI/Foreign Sponsored candidates also. Presently, there are over 1500 students admitted to various programs in the University

The Institute is interested to empanel printers for undertaking a wide range of printing works like annual reports, manuals, brochures, handbooks, visiting cards, posters, folders, collateral material, banners, standees, backdrops etc. from among the printers based in North India. The purposes of this tender is to short list and empanel the printers based on parameters specified below. It is planned to create panel of High Quality Offset Printers who can execute the printing jobs on tight schedules as and when required.

### **1. Scope of Work:**

Production of printing material as detailed in above Paragraph.

### **2. Eligibility Criteria:**

The Agency:

- a) Must have at least 2 years of experience in the same field. In this regard copy of the registration certificate need to be enclosed.
- b) Must have an annual turnover of at least Rs.10 Lakh in each of the last two audited financial years i.e. 2015-16 and 2016-17. In this regard the Agency should produce a certificate from their Audit Firm.
- c) Should preferably be registered with Directorate of Industries or Small Scale Industries or any other appropriate authorities.
- d) Must have valid TIN Number for registration under VAT / GST
- e) Must have PAN for Income Tax purposes.
- f) Must have owned / tied-up in-house state of the art facilities for color printing in off set, system work and all other auxiliary facilities.

### **3. Guidelines for Submission of Bid**

The Bid should be submitted in a sealed cover containing the following documents:

- a) Documents as proof in respect of criteria above i.e. 2(a) to (f).
- b) Profile and track record of the Agency
- c) Variety of Samples of Publicity Material printed in the last 2 (two) years.

- d) Copy of authenticated annual accounts for the years mentioned above.
- e) The envelope should be sealed and superscribed “**EoI for Empanelment of Printers in favour of “Registrar, SMVDU” payable at Jammu** and addressed to:

The Registrar  
Shri Mata Vaishno Devi University,  
Kakryal, Katra (J&K).  
Pin Code-182320

It should also contain the name of the Agency, address, telephone number, e-mail address etc. The sealed packet should be submitted on or before **16 January, 2018 by 3:00PM**. SMVDU will not be responsible for any courier/ postal delays/ non-receipt for any reason. The EoI will be opened on the same day in the presence of the present bidders at **4:00PM**.

#### **4. Selection Process and Assigning of Printing Work.**

Assessment of the EoI will be carried out by a Committee. Those agencies that have submitted all necessary enclosures and fulfill eligibility criteria; their profile track record, 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 EoI 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 before going for final printing.

#### **5. Other Important Information**

- a. Applications / offers in a consortium would not be permitted.
- b. SMVDU, KATRA reserves the right to reject any offer without assigning any reason whatsoever.
- c. The EoI should be completed in all respect. Conditional / incomplete EoIs are liable to be rejected.
- d. The Empanelment is valid for a period of one year extendable on yearly basis for a maximum period of three years only. However, SMVDU, Kakryal, Katra reserves its right to annul the empanelment at any time without assigning any reason and call for a fresh empanelment.
- e. The Printers will be required to deposit Rs.15000/- as performance Guarantee (PG) in the form of Fixed Deposit in favour of Registrar SMVDU or bank guarantee. The amount is meant for safeguarding SMVDU, KATRA’s 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 Printer on expiry of the contract and on satisfactory performance by the Agencies.

- f. SMVDU, KATRA will periodically review the performance of the empanelled Printing Agencies and will take action as deemed fit in case of under performance. If required, their PG will be forfeited
- g. To ensure that there is adequate response to the bid called by SMVDU, KATRA, from time to time, SMVDU, KATRA reserves the right to de-empanel the Printers who abstain from submitting their bids regularly.
- h. **Terms of Payment:** No request for 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 SMVDU, KATRA. The Empanelled Printing Agency who have been awarded production job will submit pre-receipted bills in triplicate for settlement.
- k. SMVDU, KATRA is not bound to accept the lowest or any other bid received from the empanelled agencies or to assign any reason for non-acceptance. SMVDU, KATRA reserves its right to accept the bid either in full or in part. Conditional Bids will be rejected outright.
- l. SMVDU, KATRA will review the performance of the selected empanelled agencies periodically and reserves its right to withdraw their empanelment at any time.
- m. **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:-
- |       |   |        |
|-------|---|--------|
| (i)   | For delay up to one week  | - 05%  |
| (ii)  | For delay up to two weeks   | - 10%  |
| (iii) | For delay beyond two weeks  | - 15%. |
| (iv)  | In case of under performance or delay beyond one month, SMVDU, KATRA reserves the right to cancel the contract and blacklist the Agency |        |
- .
- n. **Proof before final printing:** The Agency will have to work in coordination with the representative of the SMVDU, KATRA for a particular assignment. Machine proof of the publication will be first shown for approval.
- o. **Termination by Default:** SMVDU, KATRA reserves its right to terminate the contract of any agency / agencies in case of change in the Government procedures or unsatisfactory services.
- p. **Force Majeure:** Neither party will be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. The party affected by an event of Force Majeure will immediately notify the other party of such an event and will also notify the unaffected party on cessation of disability resulting from such Force Majeure act.
- q. **Jurisdiction:**  
The court at Jammu District alone will have the jurisdiction to try any matter, dispute or reference

between parties arising out of contract. It is specifically agreed that no court outside and other than the Jammu District shall have jurisdiction in the matter.

In the event of any doubt or dispute arising between the contractor and SMVDU in respect of any of their duties, claims, rights, obligations or liabilities during the continuance of contract or thereafter with respect to terms and condition of this EOI, the same shall be referred to the arbitration by sale arbitrator to be appointed by Hon'ble Vice Chancellor, SMVDU. The arbitration would be conducted and governed by and under the provision of J&K Arbitration and Conciliation Act, 1997.

**Performa for Financial Quote**

<b>S.No</b>	<b>Name of Printing Item</b>	<b>Technical Specifications</b>	<b>No. of Pages (approx.)</b>	<b>Estimated No. of Copies per year</b>	<b>Rate (Rs.)</b>	<b>Amount (Rs)</b>
1.	Annual Report	Pages multicolored on 130 GSM Matt paper. Cover page on 300 GSM Matt Paper. Including designing, perfect binding & printed envelopes.	230 (approx.)	500		
2.	Chronicle (Bi-Annual Newsletter ) <b>Issue-I</b> (Jan-June) <b>Issue-II</b> (July-Dec)	Pages multicolored on 130 GSM Matt paper.  Cover page on 300 GSM Matt Paper duly laminated. Including designing, perfect binding & printed envelope	80 (approx.)	<b>Issue –I</b> 400 Copies  <b>Issue –II</b> 400 Copies		
3.	Convocati on Brochure	pages multicolored offset on 130gsm with envelope	30 (approx.)	1200		
4.	Placement Brochure	Size: 8.25”X11” Multicolored Pages: Inside Paper: 130 GSM Matt paper Title Paper: 300 GSM Matt paper and UV coated) Envelope: Printing of envelope single colored	30 (approx.)	1000		
5.	<u>Major sheets</u>	<b>70 GSM</b> paper with University logo as water mark on each leaf and bar code on 1 <sup>st</sup> Page, All major sheets to be duly numbered in the series provided : <b>MAJ/B/..... onwards</b> Printing as per sample Note: Also to print “Signature of the Invigilator: _____” at two different pages on	12 lvs / 24 sheets	30000		



		the top along with the first page as given in sample.				
6.	Minor sheets	60 GSM paper with University logo as water mark on each leaf and bar code on 1 <sup>st</sup> Page, All major sheets to be duly numbered in the series provided : <b>MIC/A/.....</b> <b>onwards</b> Printing as per sample Note: Also to print “Signature of the Invigilator: _____” at two different pages on the top along with the first page as given in sample.	7 lvs / 14 sheets	1,00,000		
7.	Measurement Books (MB)	Measurement: Length = 13”, Breadth : 8.6”, Paper = 70 GSM Serial No = 400 to 449 (Printing as per sample attached)	Pages = 200 Nos.	50 Nos		
8.	Academic Calendar	Glossy Art paper: 130 GSM Size: 9” x 29” (Multicolored)	-	2000 copies		
9.	Hostel Resident Guide Books	No. of pages: 28 pages ( 14 leaves) In black and white printing on Bilt classic paper with title on Art paper 170 GSM in multicolour printing	-	350 copies		
10.	Plastic I-Cards (digital offset printed)	Plastic I-cards with Lanyard (dori) having SMVDU, Katra printed on it. Along with card holder Cardholder Lanyard colour for Students : Blue Cardholder Lanyard colour	-	550		

		for Employees i.e. faculty and staff : Maroon				
11.	Prospectus	Admission Brochure All pages multicolored on 120 gsm art paper except, Title multicolored on 300 gsm art card duly laminated. Including designing, perfect binding & printed envelopes	No. of pages : 60 approx	2500 copies		
12.	Arth Anvesan	Black & white text on 80 GSM Maplitho paper and two colour pages on 170 GSM on art card - Perfect binding with Printed envelop - Size : Width 7" & Length 10" - Margin : Top 0.5" & Bottom 0.7" - Left 1" : Right 1"	- No. Of Pages : 90	200 copies		
13.	Invitation Cards	Invitation Cards (on 350gsm Art Card 3 col screen printed with	-	2000		
14.	Security Pass	Security Pass (Entry Pass with Dori)	-	300		

15.	Car Pass /	Car Pass / Parking Slips	-	1200		
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	Parking Slips	(Fluorescent Gummed sticker 400+400+400, 1-col offset printed Black)				
16.	Certificates	Certificates (on 300gsm ivory white with Digital printing) (i) Chancellor's Gold Medal – 10 Nos (ii) Vice Chancellor's Gold Medal – 10 Nos (iii) University Silver Medal – 20 Nos. (iv) Certificate of Distinction – 50 Nos (v) Shri Mata Vaishno Devi Shrine Board Award – 10 Nos (vi) Infosys foundation prize for Excellence – 50 Nos.	-	150		
17.	Degrees	Degrees (Digital Printed both side with embossing of univ. seal)	-	750		
18.	Cloak Room Slips	Cloak Room Slips As per sample,	100 pages each	20 books		
19.	Green Coloured Note Sheets	- Paper Size & Colour : A4 with pale green colour - Both side printing - Paper quality : 80 GSM - Margins : Left indent - 1 inch ; Top & Bottom indent – ½ inch each Black colour margins & printing	-	30000 sheets		
20	Indent Books	Indent Book In triplicate & Properly numbered - Size : 21 Cms x 17.50 Cms - Binding of Left Side - (As per Sample Enclosed)	No. of Pages :100	50		

21	Gate Pass Book	Gate Pass Book Size : 6''x3'' Single Colour printing Serial Numbered	No. of pages 10	1500 copies		
22	Envelop	Size 10x12 A4 Size Paper : 90 GSM Printing offset 4 Colour	-	5000		
23	Envelop Plane	Size : 10''x4.5'' Paper Plain: 90 GSM Printing offset 4 Colour	-	5000		
24	Envelop window	Size : 10''x4.5'' Paper Plain: 90 GSM Printing offset 4 Colour	-	5000		
25	File Covers	File Covers Specifications: - 31 KG Sidarhi with cloth inside and both side oute. - File Covers of superior quality - Colour: PINK, Yellow & Blue	-	2000 each		
26	Visiting Cards	Visiting Card 300 gsm Digital Printing on both sides in 4 colour.	-			
27	Faculty Hand Book	Size 8.5x11'' Cover page : 300 GSM Matt Paper Inside paper : 170 GSM Matt art paper / or 130 GSM	200	120 copies		
28	Invitation Cards with envelop	Invitation Cards 8x5.5'' 300 GSM 4 colour both side printing	-	1000		
29	Plastic Folder University Logo	A4 size L Type Folder	-	1000		
30	Back drop Banner	Size 16x8 ft	-			
31	Flex Banner	Flex 8x4 ft	-			
32	Flex Banner	Flex 8x5 ft	-			
33	Mug	Medium size	-	200		

	University Logo					
34	Hand Receipt Book	Hand Receipt Book single colour with nos. From 0001 and cloth binding size: 30cm x 13 cm as per sample	100 leaf per book	100		
35	Vehicle Sticker	Water proof vehicle stickers for 4-wheelers (cars) and two-wheelers  SI. No. 1 to 200 = Red Color for Staff for 4 wheelers (Gum Pasted on Front Side) SI. No. 201 to 300 = Red Color for Staff for 2 wheelers (Gum Pasted on Back Side) SI. No. 01 to 100 = Green Color for Students for 4 wheelers (Gum Pasted on Front Side) SI. No. 101 to 200 = Green Color for Students for 2 wheelers (Gum Pasted on Back Side) Size : 4 & quot ; x 4 & quot ; Sticker should be embossed with university logo (color)	-	500		
36.	Wall Calendar	17X22 inches, finished, 6+1 sheets, wiro Binding, 170 gsm imported mat art paper with hanger, two sided printing	-	1000		
37.	Table Calendar	9X7 inches, finished, 7 sheets, 4 colour, Wireo Binding, 300 gsm imported mat art card, two sided printing	-	1000		

38.	Activity Planner A4 size for Students	Activity Planner A4 size for Students On 130 gsm art paper	-	2000		
39.	Activity Planner A3 Size for Staff	Activity Planner A3 Size for Staff on 130gsm art paper	-	500		
40.	Telephone Directory	<u>Telephone Directory</u> g) 11 cms x 9 cms h) Internal Page Black Printing (75 GSM) i) Cover Page Multi-coloured with Lamination j) Approx. 40 pages (As per sample enclosed) k) Soft Copy will be provided by email It should be properly stitched / stapled	-	300		
41.	Diary	Including Logo/ Caption Printing A) 19/27 cms Hard Bound (365 Days) B) 15/21 cms Hard Bound (365 Days)	A) 200 nos.+ B) 150 nos.	350 nos.		

We agree to supply the above items at the unit rates quoted above for the duration of the Contract i.e. for the period \_\_\_\_\_ to \_\_\_\_\_. We also agree to supply the items not mentioned in the format above at the market determined rate to the satisfaction of the SMVDU, KATRA.

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

Date: