



Application Cost Rs.1000/-

Rajiv Gandhi National Institute of Youth Development

(Institute of National Importance by the Act of Parliament No.35/2012)

Ministry of Youth Affairs & Sports, Government of India

Chennai - Bangalore Highway, Pennalur,

Sriperumbudur – 602 105, Tamil Nadu. India

Phone : (091)044 - 27162741, 27162705 Fax : (091)044 - 27163227

Website : www.rgnyd.gov.in

No.RG/SYSE/PG.DIP.YD/007/2015

Date : 08.01.2016

TENDER DOCUMENT

Tender for Designing and Printing of study materials for PG Diploma in Youth Development

Application cost of Rs.1000/- and EMD of Rs.10,000/-to be deposited along with the tender by DD in favour of the Director, RGNIYD payable at Sriperumbudur – 602105

Closing Date & Time of submission of Tender : 21 - 01 - 2016 up to 13.00 hrs.

Date & Time of opening of Technical Bid : 21 - 01 - 2016 at 16.00 hrs

Date and Time of Price Bidding: **will be notified to the short listed bidders.**

Note:

1. This tender document contains “11” pages and bidders are requested to sign on all the pages.
2. This tender document can also be downloaded from the website – www.rgnyd.gov.in and submitted together with DD's for application cost and EMD favouring Director, RGNIYD payable at Sriperumbudur/Chennai
3. Kindly write on the sealed envelope “Tender for Designing and Printing of study materials for PG Diploma in Youth Development”
4. Conditional tenders are liable to be rejected. RGNIYD will process the tender as per RGNIYD standard procedures. The Director of the Institute reserves the right to reject any or all or part of tender without assigning any reason.

I accept the above conditions

(Full signature of the contractor with seal)

Sl. No	Description	Page No
1	Introduction	02
2	Eligibility Criteria & Terms and Conditions	02 - 06
3	Technical bid	07 - 09
4	Financial bid	10-11

INTRODUCTION

Rajiv Gandhi National Institute of Youth Development (RGNIYD), Sriperumbudur, Tamil Nadu, is an Institute of National Importance by an Act of Parliament under the administrative control of the Ministry of Youth Affairs and Sports, Government of India. RGNIYD functions as a vital resource centre with its multi-faceted functions of offering academic programmes at Post Graduate level encompassing various dimensions of youth development, engaging in seminal research in the vital areas of youth development and coordinating Training Programmes for state agencies and the officials of youth organisation, besides the Extension and Outreach initiatives across the country.

The office intends to design and print the academic and training materials as prescribed in the specification. The printed materials should be delivered at RGNIYD campus, Sriperumbudur.

ELIGIBILITY CRITERIA AND GENERAL TERMS & CONDITIONS FOR SUBMISSION OF TENDER

1. The vendor shall be capable of having qualified and experienced personnel and well equipped to carry out the scope of work as detailed.
2. The bidder should have own designing and printing facility.
3. Document confirming that the bidder has been in the business of dealing in one or all of the permitted product/s (at least) for the last three years. Experience certificate of similar work in other organizations may be submitted with the bid.
4. Bidders downloading the bid document from website should intimate their details to RGNIYD so that the clarifications/ corrigendum, if any issued, can be sent to them.
5. Before submitting the bid on due date, please see corrigendum/clarifications, if any, issued on the website.

I accept the above conditions

(Full signature of the contractor with seal)

6. The annual turnover of the tenderer should be more than Rs.10 Lakh exclusively in the relevant field for the last three financial years i.e. 2012-13, 2013-14 & 2014-15. Proof of the same must be attached in the form of audited balance sheets and profit & loss statement.
7. The tenderer should have registered with Sales Tax / Value Added Tax and service tax (PAN, TIN, CST & TNGST). The proof of the same must be attached.
8. Quotations in **SEALED COVER**, super-scribed with words “**Tender for Designing and Printing of study materials for PG Diploma in Youth Development**” must be (i) dropped in tender box at Administrative Office of RGNIYD, Sriperumbudur, Tamil Nadu or (ii) sent by Registered Post to reach on or before the specified date or (iii) through online portal “eprocure.gov.in”. Quotations received unsealed or after the due date and time are liable to be rejected. The quotation submitted by fax or email would not be considered. No further correspondence will be entertained in this matter.
9. The Technical Bid will be opened in the presence of Tender Committee. Only one authorized representative of tenderer, who wishes to be present at the time of opening, may attend the tender opening.
10. Tenders must be accompanied by Application Cost and **Earnest Money Deposit (EMD)** vide Demand Draft drawn in favour of the Director, RGNIYD, payable at Sriperumbudur/Chennai. No interest is payable on EMD. The Tenders received without EMD are liable to be rejected outright. The earnest money of all unsuccessful tenderers will be refunded without any interest after one month from the date of opening of the tender.
11. The rates are to be quoted in the Proforma enclosed herewith. No figures or words should be overwritten. Overwritten figures or words should be cancelled and re-written under full signature of the authorized signatory. Quotations that do not fulfil this condition will not be considered.
12. Any Government organization/ undertaking should not have blacklisted the firm. Incomplete tenders in any respect will be summarily rejected by the Institute.
13. The eligible bidders should be an Indian company registered with the concerned authority. Copy of Registration shall be enclosed with the bid.
14. The bidder should have successfully executed the orders (minimum 2 similar works) of such type of printing works in Govt. /Semi Govt. Organizations/ PSUs/banks/educational institutes in last 5 years. An order of a minimum of Rs.5Lacs must have been successfully executed by the bidder during this period. Proof should be attached along with the relevant samples of the similar work done earlier.
15. The total cost quoted should be inclusive of all (taxes, transport, etc).

I accept the above conditions

(Full signature of the contractor with seal)

16. The bidder has to submit documents that the work has been satisfactorily completed in two Govt. /Semi Govt. organizations/ PSUs/banks/educational institutes for the last one year.
17. The actual requirements with detailed specifications are given under Technical Section of this document.
18. The bidder shall bear all costs associated with the preparation and submission of the bid. The Purchaser will, in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
19. The RGNIYD has the right to accept or reject any or all the quotations at its sole discretion without assigning any reason.
20. In case, the successful bidder refuses to accept the offer, the EMD will be forfeited. The firm selected will not be allowed to exit from the agreement. In case they do so, the security would be forfeited and company will be black listed for future business with the Institute.
21. The offers in the prescribed format should be addressed to Registrar under sealed cover. The first sealed cover shall be super-scribed "Quotation for Technical Bid". The second sealed cover shall be super-scribed "Quotation for Financial Bid". Both these Envelopes, after being sealed properly, shall be put into a third cover, which should be properly sealed before it is submitted. The third sealed cover shall be addressed to the "**The Registrar, Rajiv Gandhi National Institute of Youth Development, Chennai Bangalore Highway, Pennalur, Sriperumbudur 602105, Tamil Nadu**" and super-scribed with "**Tender for Designing and Printing of study materials for PG Diploma in Youth Development**".
22. The first cover shall contain all details about capability, experience, and number of qualified personnel's with technical resources available for the support services, and other information as per conditions to qualify for evaluation of technical bid. The earnest money deposit and application cost shall be kept in this envelope. Those who do not qualify the pre-qualification conditions shall be summarily rejected and their Financial Bids shall not be opened. The RGNIYD reserves the right to accept or reject any or all quotations without assigning any reason.
23. Price shall be written both in figure and words in prescribed form, where there is difference between rate quoted in words and figures, the rate quoted in words shall prevail. The quoted price should be valid for 6 months from the date of submission of tender.
24. The Excise duty, Sales Tax, VAT etc. as applicable should be quoted separately in absence of which it will be presumed that these are included in the rates and RGNIYD shall have no liability to pay these charges extra.

I accept the above conditions

(Full signature of the contractor with seal)

25. Each page of the offer shall be numbered and bear the signature and stamp of the bidder at the bottom. All offers shall be written neatly.
26. The contractor shall be required to deposit 5% of the total value as security deposit immediately on acceptance of Work Order in the form of demand draft of nationalized bank/scheduled bank only in favour of Director, RGNIYD, payable at Sriperumbudur/Chennai. No interest shall be paid on such security deposit, which shall remain with Institute during the continuance of the contract and it shall be released only three months after the expiry or termination of the contract, subject to clearance of all dues by the contractor.
27. If the services are not found upto the mark, the performance security shall be forfeited.
28. The contract can be terminated summarily by this office at any time without giving any notice and without assigning any reason, if the work of the contractor is found unsatisfactory during the period of this contract. In this connection, the decision of the competent authority of RGNIYD shall be final and binding on the firm.
29. The quotation shall be summarily rejected in the absence of EMD and application cost. No interest on the Earnest Money shall be paid. The Demand Draft towards EMD of all bidders except the successful bidder shall be returned within one month.
30. The successful tenderer will have to sign an Agreement with the Institute on a non-judicial stamp paper of Rs. 100/- after taking over the contract and the stamp paper may be provided by the successful bidder.

I accept the above conditions

(Full signature of the contractor with seal)

UNDERTAKING BY THE PRINTER

We have carefully gone through the various terms and conditions listed above for designing and printing the materials. This provision shall be included the delivery at RGNIYD Campus, Sriperumbudur, Tamil Nadu under two bid systems (Technical and Financial). We agree to all these conditions and offer to provide the service for designing and printing as listed in the financial bid at RGNIYD. We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. We have acquainted ourselves with the tasks required to be carried out, before making this offer. We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Name & Signature of the firm

Address: _____

_____ PIN _____

Email ID: _____

Phone No.(O): _____

(R): _____

(M): _____

Place : _____

Dated : _____

I accept the above conditions

(Full signature of the contractor with seal)

TECHNICAL BID

TENDER FOR DESIGNING AND PRINTING.

1. Name of the company: _____
2. Address of the Company: _____
3. Phone No.: _____ (Mob) _____ (Fax) _____
Email ID. : _____
4. Whether proprietary or partnership : _____
Firm or a Company

Required Documents	Attached / Not Attached
Self-attested copy of Shop And Establishment Certificate	
VAT Registration Certificate along with TIN/CST/TNGST/ OTHER Number of Company	
DD for application cost as per tender document	
DD for Earnest Money Deposit (EMD) as per tender	
Self-attested copy of PAN Card number under Income	
A list of owner / partner of the firm and their contact telephone numbers along with a certificate to the effect that the firm is neither blacklisted by any government department nor any criminal case registered against the firms or its owner / partners anywhere in India.	
Self-attested copy of SALES/SERVICE Tax	
Income Tax Return for the last three years financial	
Copy of terms & conditions duly signed in every page and seal of the firm affixed, in token of acceptance of the terms and conditions of the tender.	
Proof of average annual turnover of last three years certified by CA (P&L / Income & Expenditure/ balance	

Specification:

Designing of Fifteen Books (Different Content)

Size:21x28cm

Extent: Text-72 Pages & Wrapper-4pages

Paper: Text-70gsm & Wrapper-220gsm

Colour: Text-Single & Wrapper-4colour

Finishing: Centre Pinning

I accept the above conditions

(Full signature of the contractor with seal)

5. Is there any relative of the owner of the Company or its partners working at RGNIYD? If so, please indicate below the name of such relative and the relationship

6. Please furnish the details of existing contracts and during last two years contracts with other organizations / Institutes, etc. in the proforma. A certificate of performance form these clients may also be attached.

Name & Signature with stamp of the Authorized Signatory

Dated : _____

Place : _____

I accept the above conditions

(Full signature of the contractor with seal)

Details of all above said work
Executed during last two years, 2013-14 & 2014-15/under execution

S.No.	Name of Organisation / Address	Executed Year	Value of Order for providing Designing and Printing Solutions (in Rs.)
1.			
2.			
3.			
4.			
5.			

Signature & Seal of the Bidder

I accept the above conditions

(Full signature of the contractor with seal)

FINANCIAL BID

Tender for Designing and Printing of study materials for PG Diploma in Youth Development

1. Contractor's / Firm's Name: _____

2. Contact Person : _____

3. Full Address & Phone Nos.: _____

Sl.No	Model No.	Qty	Rate per Unit Rs.	Taxes and other levies	Total Amount (Inclusive of all) Rs.
1.	Designing of Fifteen Books (Different Content) Size: 21x28cm Extent: Text-72 Pages & Wrapper-4pages Colour: Text-Single & Wrapper-4colour Rate Should Be Specified Per Page	76 Pages Per Book			
2.	Size: 21x28cm Extent: Text-72 Pages & Wrapper-4pages Paper: Text-70gsm & Wrapper-220gsm Colour: Text-Single & Wrapper-4colour Finishing: Centre Pinning Rate Should Be Specified Per Page	250 copies			
3.	Size: 21x28cm Extent: Text-72 Pages & Wrapper-4pages Paper: Text-70gsm & Wrapper-220gsm Colour: Text-Single & Wrapper-4colour Finishing: Centre Pinning Rate Should Be Specified Per Page	500 copies			
4.	Size: 21x28cm Extent: Text-72 Pages & Wrapper-4pages Paper: Text-70gsm & Wrapper-220gsm Colour: Text-Single & Wrapper-4colour Finishing: Centre Pinning Rate Should Be Specified Per Page	750 copies			
5.	Size: 21x28cm Extent: Text-72 Pages & Wrapper-4pages Paper: Text-70gsm & Wrapper-220gsm Colour: Text-Single & Wrapper-4colour Finishing: Centre Pinning Rate Should Be Specified By Per Page	1000 copies			

I accept the above conditions

(Full signature of the contractor with seal)

UNDERTAKING BY THE CONTRACTOR:

I/We have read the terms and conditions and I/we will comply with all the terms and conditions, if contract is awarded. Above rates are inclusive of all charges and taxes including transport and delivery as per the terms of the contract.

Dated: _____

Place: _____

Signature of the vendor with seal

I accept the above conditions

(Full signature of the contractor with seal)