

**Rajmata Vijayaraje Scindia Krishi VishwaVidyalaya,
Raja Pancham Singh Marg, Near Akaswani
Gwalior – 474002 (M. P.)**

Tender No.: DES/RVSKVV/GWL/2024-25/ 1497

Date 17/09/2024

//Notice Inviting short Tender//

RVSKVV, Gwalior invites sealed short tenders in SINGLE STAGE, TWO ENVELOPE method, (Technical Bid in one envelope and Financial Bid in another envelope) on behalf of Convener Publication committee 10th Convocation, RVSKVV, Gwalior for Printing of Souvenir and other printing.

It is specified that the Bids are being invited on **Short Tender Basis** from reputed printers. The printer must have experience in similar type of work with Central/ State Government/ Govt. Undertaking or other reputed organizations in appropriate class. The tenders complete in all respect should be tendered by registered/speed post so as to reach on or before **01/10/2024 by 05:00 PM** at the following address. The tender opening date will be opened **03/10/2024 at 11:00 AM.**

Address for sending the Tender

To,

**The Director Extension Services,
Rajmata Vijayaraje Scindia Krishi VishwaVidyalaya,
Raja Pancham Singh Marg, Near Akaswani
Gwalior – 474002 (M. P.)**


**DIRECTOR EXTENSION SERVICES
DES-RVSKVV, Gwalior (M.P.)**

SCHEDULE - I

GENERAL TERMS AND CONDITIONS:

1.	RVSKVV, Gwalior invites sealed short tenders in SINGLE STAGE, TWO ENVELOPE method, (Technical Bid in one envelope and Financial Bid in another envelope) on behalf of Director Extension Services, RVSKVV, Gwalior for Printing of Souvenir and other printing.
2.	<p>The tenders shall be submitted in two sealed covers separately i.e. "Technical Bid" and "Financial Bid" super scribed with the name of work, due date of submission, in the following manner:-</p> <p>a. Technical Bid (First sealed Envelope):</p> <p>First sealed cover super scribed as "Technical Bid for Printing work RVSKVV, Gwalior containing the acceptance of Technical specification of printing and documents as per check list enclosed herewith,</p> <p>b. Financial bid (First sealed Envelope):</p> <p>Second sealed cover super scribed as "Financial Bid for Printing work, RVSKVV, Gwalior containing offered rates (in words & figures both) inclusive of all taxes with details and documents as per check list enclosed herewith.</p>
3	All communications must be addressed to the Director, Extension Services, RVSKVV, Raja Pancham Singh Marg Gwalior
4	Schedule of the Work: The detailed specification of the different types of Printing works and approximate total annual requirement under each type is provided in SCHEDULE – II of this tender document.
5	<p>The Earnest Money Deposit (EMD) is Rs. 10,000/- (Rupees Ten thousand only) to be submitted in the form of Demand Draft in favour of "Comptroller, RVSKVV, Gwalior" with tender document.</p> <p>Exemption of EMD as per rule to be provided to NSIC and MSME Certificate Holders.</p> <p>The tenders without EMD amount or without valid exemption certificate will not be considered.</p>

6	<p>Eligibility Criteria:</p> <ol style="list-style-type: none"> a. Filled Annexure - A b. Filled Details as per Annexure-B along with Complete tender document duly sealed and signed c. Undertaking as per Annexure – C on Non Judicial Stamp Paper d. Proof of 2 contracts related to Printing Jobs in Government/Public/Private Sector Undertakings of value Rs 5 lakh or above during the last 2 financial years along with duly filled Annexure-D e. Tender Form as per Annexure – E f. Annual Turnover minimum of Rs.10.00 lakhs/year in last three completed financial years to be provided in format as per Annexure – F duly certified by Chartered Accountant on his letterhead. g. Copy of EMD Document/ Exemption Certificate for same (Whichever is valid) h. Copy of Registration Certificate of Firm/Establishment i. Copy of PAN & GSTIN Registration. j. The firm should enclose copies of income tax returns for the last 3 years (Financial Year 2021-22, 2022-23, 2023-24)
7.	<p>Rejection of tenders: Tenders not complying with any one of the above conditions, are liable to be rejected. No correspondence in this regard will be entertained.</p>
8.	<p>Rates: Rates should be quoted in the prescribed Financial format in Indian Rupees only. The rates quoted shall be valid for a minimum period of 90 days (3 months) beyond the date of opening of tenders.</p>
9.	<p>Security Deposit: The successful bidder has to furnish an amount of Rs.50000.00 (Rupees Fifty Thousand only) as Performance Security Deposit which will be refunded / returned only after satisfactory completion of the contractual obligation. The Security Deposit should be in the form of Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any commercial bank and on which no interest will be paid.</p>
9	<p>Contract Period: The contract will be valid for one year, which may be extended for further two years, one year at a time subject to satisfactory completion of work orders.</p>
10	<p>Delivery Schedule: Unless otherwise specified, the Printing work should be completed and material supplied & delivered within 10 days of receipt of work Order. Part Supply is not allowed.</p>
11	<p>Mandatory Condition of Financial Bid quotes: The Rates quoted per unit in format for 501 and above items should be lower than those quoted for 251 to 500 copies which in turn should be lower than rates quoted for first 250 copies.</p>
12	<p>Selection of L1: L1 will be selected item wise.</p>
13	<p>Liquidated Damages: In case the supply is not made in the delivery period notified in work order, liquidated damages at the rate of 0.5% of the total value of order / week will be deducted up to a maximum of 10% of the total value of order.</p>
14	<p>Quality of Work: The final order supplied to the office should be as per the specifications provided in the work order.</p>
15	<p>If after finalization of the tender, the selected firm expresses its inability provide the printing job work done at the quoted rates, thus failing in fulfilling the stipulated terms and conditions for award of the contract, then the Security Deposit amount is liable to be</p>

	forfeited in total.
16	Payment of Completed Work: The firm is required to submit the GST Bill in Triplicate along with the supply of completed work order. The bill will be processed for payment only after it has been certified by the concerned incharge stating that the work has been done as per the specifications given in work order and completed in the Delivery Schedule notified in Point 9 above
17	Taxes / Duties: If taxes, duties, or any other charges over and above the rates quoted are payable by the Academy, actual / percentage of such taxes / duties / charges should be clearly indicated.
18	Acceptance of tender: Hon'ble Vice Chancellor RVSKVV reserves the right to accept or reject any of the tenders either in part or in full without assigning any reason thereof.
19	Jurisdiction: All disputes including court proceedings shall be settled within the Gwalior jurisdiction only.
20	No Exemption to startups has been given as the work is of high value and involves printing of scientific publications.


(Director Extension Services)

S.No.	Details of the Printing Jobs	
A	Name of Work	RVSKVV Annual Report
	Language	English/Hindi
	Pages	Up to 200 pages of text and 4 pages of cover
	<p>Specification</p> <ol style="list-style-type: none"> 1. Size A-4 2. Multi-colour designing and page setting 3. Printing of inner pages on Indian Art Paper, (130 GSM gloss/Matt finish) 4. Cover page on Indian Art Card, 300 GSM with lamination, UV spot for 1 & 4 pages with binding 	
B	Name of Work	RVSKVV Convocation Souvenir
	Language	English/Hindi
	Pages	Up to 200 pages of text and 4 pages of cover
	<p>Specification</p> <ol style="list-style-type: none"> 1. Size A-4 2. Multi-colour designing and page setting 3. Printing of inner pages on Indian Art Paper, (130 GSM gloss/Matt finish) 4. Cover page on Indian Art Card, 300 GSM with lamination, UV spot for 1 & 4 pages with binding 	
C	Name of Work	RVSKVV Seminar/Conference Souvenir
	Language	English/Hindi
	Pages	Up to 200 pages of text and 4 pages of cover
	<p>Specification</p> <ol style="list-style-type: none"> 1. Size A-4 2. Multi-colour designing and page setting 3. Printing of inner pages on Indian Art Paper, (130 GSM gloss/Matt finish) 4. Two colour designing, page setting and printing inner page on Indian Art paper (130 GSM Glass/Matt finish) 5. Cover page on Indian Art Card, 300 GSM with lamination, UV spot for 1 & 4 pages with binding 	
D	Name of Work	RVSKVV Newsletter
	Language	English/Hindi
	Pages	Up to 32 pages of text and 4 pages of cover
	<p>Specification</p> <ol style="list-style-type: none"> 1. Size A-4 2. Multi-colour designing and page setting 3. Printing of inner pages on Indian Art Paper, (170 GSM gloss/Matt finish) with Matt finish 	

CHECKLIST (To be uploaded with Technical Bid)

S.No	Document to be uploaded in Technical bid on GEM	Whether Uploaded (Yes/No)
1.	Filled Annexure – A	
2.	Filled Details as per Annexure-B along with Complete tender document duly sealed and signed	
3.	Undertaking as per Annexure – C on Non Judicial Stamp Paper.	
4.	Proof of 2 contracts related to Printing Jobs in Government/Public/Private Sector Undertakings of value Rs 5 lakh or above during the last 2 financial year along with duly filled Annexure-D	
5.	Tender Form as per Annexure – E	
6.	Copy of EMD Document/ Exemption Certificate for same (Whichever is valid)	
7.	Copy of Registration Certificate of Firm/Establishment	
8.	Copy PAN & GSTIN Registration. (all scanned and combined in one pdf)	
9.	The firm should enclose copies of income tax returns for the last 3 years (Financial Year 2021-22, 2022-23, 2023-24)	

COMMERCIAL DETAILS

(To be submitted on Firm's Letter head)

1.	Name and Address of Bidder	
2.	Telephone No. / Mobile No. / FAX No.	
3.	Email ID	
4.	Month and Year of Establishment	
5.	PAN and GSTIN Number	
6.	EMD Details	
7.	Local Office Address in Hyderabad / Secunderabad	

SIGNATURE OF THE BIDDER & STAMP

Date:

Place:

UNDERTAKING

(To be submitted on Rs 50 or Rs 100 Non Judicial Stamp Paper)

I/We have read and understood General Terms and Conditions contained in the RVSKVV, Gwalior's Tender. I/We do hereby declare that all the details provided in this tender bid are true to the best of my/our knowledge and belief and any misrepresentation of facts will render me/us liable to any action as may be deemed fit by RVSKVV, Gwalior.

I/We do hereby also accept RVSKVV, Gwalior have the right to accept or reject this application and not to issue invitation to Tender to me/us.

I/We undertake to communicate promptly to RVSKVV, Gwalior any changes in the condition or working of the firm. It is also certified that we have not been blacklisted by any organization of Government of India including Central Vigilance commission (CVC) in the last three years. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he/she represent. We authorize RVSKVV, Gwalior to approach individuals, employees, firms and corporations to verify our competence and general reputation.

I/We do hereby also certify that we have all the required expertise in the field for which bids are being invited by RVSKVV, Gwalior.

AUTHORISED SIGNATORY OF THE FIRM WITH SEAL

Place:

Dated:

RELEVANT WORK EXPERIENCE DETAILS

(To be submitted on Firm's Letter head)

Sr. No.	Name of the Deptt. Organization where work was done	Period	
		From	To
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

AUTHORISED SIGNATORY OF THE FIRM WITH SEAL

Place:

Dated:

Note: While uploading this annexure in CPPP bidder should make sure that work experience certificates are also uploaded along with this in one single pdf

TENDER FORM

Date: _____ (To be printed on company letter head)

To
The Director Extension Services
RVSKVV,
Raja Pa ncham Singh Marg
Gwalior-474002

Ref: Your Tender Notice Advt. No. _____ dated ----- --.

Dear Sir,

I/We hereby offer for your requirements detailed in the schedule hereto or such portion thereof as you may specify in the Acceptance of Tender at the rates given in the said schedule and agree to hold this offer for 90 days for acceptance. I/We shall be bound by a communication of Acceptance dispatched within the prescribed time and also execute agreement required in this regard.

2. I/We have understood the Instructions to Tenderers and General Conditions of Contract governing such contracts placed by Indian Council of Agricultural Research and its Research Institutes and the Special Conditions of Contract, and have thoroughly examined the details indicated in the Schedule to Tender thereof and am/are fully aware of the goods and/or services required and my/our offer to work/supply/provide the goods and/or services strictly is in accordance with the requirements.

3. D.D.No. _____ Dt. _____ for Rs. _____ (in words) Rupees
_____ only) drawn on (Bank)
_____ is enclosed towards Earnest Money Deposit

4. Relevant NSIC/MSME Certificate enclosed

Yours faithfully,

Signature: _____

Name: _____

Address: _____

(Company's seal)

TO WHOM IT MAY CONCERN

I have personally gone through the accounts of the following:

M/S _____

Address _____

Below is the turnover of the firm for last 3 completed Financial Years:

Financial Year	Turnover in Rupees
2021-22	
2022-23	
2023-24	

NAME, SIGNATURE AND SEAL OF CHARTERED
ACCOUNTANT

- The same should be filled on letter head of the Chartered Accountant.

PRICE BID

(Sample of BOQ)

S.No	Printing Work Description	Item Code/ Make	Quantity	Unit	Rate per unit for first 100-200 copies	Rate per unit for 201-300 copies	Rate per unit for 301-500 copies	Rate per unit for 501 to above copies	GST percentage on amount quoted on 6,7,8 and 9
1	RVSKVV Annual Report as per s.no. A of schedule -II of tender document	Item 1	1	One Complete copy as per work Description					
2	RVSKVV Convocation Souvenir as per s.no. B of schedule -II of tender document	Item 1	1	One Complete copy as per work Description					
3	RVSKVV Seminar Conference Souvenir as per s.no. C of schedule - II of tender document	Item 1	1	One Complete copy as per work Description					
4	RVSKVV News letter as per s.no. D of schedule -II of tender document	Item 1	1	One Complete copy as per work Description					

Note:

1. The final work consignment as per supply order shall be transported to RVSKVV Stores at your own cost.
2. The information format should invariably be filled in and duly signed by the authorized signatory and the terms and conditions strictly to be followed before submitting the tender

Note: Bidder should sign and Seal on each page of the Tender document failing which your tender document will not be accepted

Signature of Bidder with Stamp