



BIDHAN CHANDRA KRISHI VISWAVIDYALAYA

PO- Krishiviswavidyalaya, Mohanpur (741252), Nadia, W. B.

SHORT NOTICE INVITING TENDER FOR PRINTING OF ANNUAL REPORT

Advt. No:Reg/AReport/01/2019-20/ L 458,

date: 22nd August, 2019

Sealed Tenders in “Two Bids System” are invited for printing the ‘**Annual Report-2017-18**’(English version). Interested bidders, who have experience in designing cover/content layout/printing/perfect binding of Annual Report of the University/educational/scientific Institutions may submit their bids in two part system viz. Technical and financial in separate sealed covers and both kept in a sealed outer cover.

Tender documents and details of the tender notice, terms and conditions and other details etc. are available on website www.bckv.edu.in . The tender documents may be downloaded from the website up to **29th August 2019. by 5.00 P.M.**

The technical specifications of the printing work are as under:

Sl	Printing Item	Details	Quantity	EMD
1	Annual Report 2017-2018 with 4 [four] Colours Printing	Cover Paper : 300 GSM Art Board with front side Lamination only. Inside Paper: 170 GSM Art Paper Pages: 120 [Front & Bock] Fabrication: Perfect Binding Size: A4 [Finished size]	200	Rs.2,500/-
Total all-inclusive FOR delivery at Bidhan Chandra KrishiViswavidyalaya, Mohanpur, Nadia,Pin-741252				

Last date for submission of Tender Documents: 29.08.2019 till 5:00 PM Date of opening of Technical and financial Bids:30.08.2019 at 3:00 PM.

General Terms & Conditions for printing Annual Report

1) The offer shall be submitted in two parts viz:

(a) Technical Bid and

(b) Financial Bid

a) Technical Bid shall be made in the form as per **Annexure-A**. The technical bid should not have any financial details. It should accompany earnest money in the form of Bank draft. Bids without EMD would be rejected outright. The technical bid shall be kept in a sealed cover superscripting tender no. and date (Technical Bid - Annual Report 2017-18).

b) Financial Bid shall be made in the form as per **Annexure-B**. The financial bid shall be kept in a sealed cover superscripting tender no. and date (Financial Bid-Annual Report 2017-18).

2) Both the sealed covers shall be put in another sealed cover superscripting **tender no. and date** and addressed to "The Registrar, Bidhan Chandra Krishi Viswavidyalaya, Mohanpur, Nadia, Pin-741252.

3) The sealed covers may be **dropped in** the 'Tender Box' which will be available at second floor, Administrative Block, Bidhan Chandra Krishi Viswavidyalaya, Mohanpur, Nadia, Pin-741252 till 5:00 PM by 29.08.2019

4) The sealed cover containing technical & financial bids will be **opened on 30.08.2019** at 3:00 PM. Interested bidders may be present or depute their representative (only one) along with their details on company's letter head, at the time of opening of bids.

5) Financial bids of **technically suitable** bidders will only be opened.

6) The firm/printer should have executed **similar printing order** of such scale during the immediately preceding three years and must submit all necessary documents in support of such claim.

7) EMD may be forfeited in case the technically lowest bidder has **refused to accept** the order.

8) **Softcopy** of English report in MS Office format (MS Word/MS Excel/PDF) will be provided to the printer. Printer shall arrange the reformatting of the matter in the printing format.

9) **Proofs:** Successful tenderer should prepare a proof copy for verification purposes within three days of receipt of Work/Supply Order. Three proof readings including page layouts should be provided to the University for finalizing one among them. BCKV reserves the right to change the layout, additions/deletions in the text/photographs before accepting for making final prints of reports.

10) Bulk printing should be made only after obtaining **confirmation** from the authorized personnel of BCKV in the approved proof.

11) Bulk **delivery** should be made within ten (4) days from the date of final confirmation on the proof. Printer has also to submit the soft copy of the final report in printable/PDF format for institute's records purposes and uploading on institute's website.

12) The **EMD** of the successful bidder will be refunded only after successful completion of work.

13) Payment: 100% payment within 30/45 days from the date of supply and delivery of ordered quantity of Annual Reports at our end in good condition and certification of the concerned authority.

14) The University reserves the right to **accept or reject** any bid without assigning any reason thereof.

15) All the **copyright** of the annual report will be with BCKV. None of the contents should be revealed to any person not associated with the Report work, nor material in the report in any form, should be shared by the successful bidder with anybody.

16) The rates quoted should remain **valid** for 1 year from the date quoted.

17) In case the **number of pages** in the annual report exceeds or falls short of 50 pages, the same to be calculated on prorata basis.

REGISTRAR AND CHAIRMAN OF THE CPC

ANNEXURE – A

Advt. No: Reg/ARreport/01/2019-20/ L458, date :22ND August, 2019

PRINTING OF ANNUAL REPORT 2017-18

Technical Bid

Name and Address and Telephone number of the firm

Type of firm (Propriety/Private/Private Ltd./Co-operative/ Govt.Undertaking :

Registration No./License/Permission/Authority for handling such printing activities.

Service Tax Registration No. :

PAN No. :

TIN No. :

Whether the agency/printer desirous of handling this job should be having advanced technology with complete set-up of composing, processing, printing, cutting, bidding units under one roof with the potential to carry out high class designing of layout, printing etc. :

Whether EMD in the form of DD (enclosed). If so its details:

Signature of the Tenderer

(With stamp/seal of the firm)

ANNEXURE – B

Advt. No: Reg/AReport/01/2019-20/L458, date :22ND August, 2019

PRINTING OF ANNUAL REPORT 2017-18

Financial Bid

Sl	Printing Item	Details	Quantity	Rate Per Copy
1	Annual Report 2017-2018 with 4 [four] Colours Printing	Cover Paper : 300 GSM Art Board with front side Lamination only. Inside Paper: 170 GSM Art Paper Pages: 120 [Front & Bock] Fabrication: Perfect Binding Size: A4 [Finished size] Text: 2 colours	200	

I/We ----- declare that the rates quoted above are inclusive of all and the rates will be valid for 3 months from the date of this quotes.

Date: Signature of the Tenderer (With stamp/seal of the firm)