



**NOTICE INVITING TENDER FOR PRINTING OF NEWSLETTER,
JOURNALS, MODULES, YEARLY CALENDAR, GREETING CARDS
ETC.**

1. Regional Centre for Urban & Environmental Studies, Lucknow (RCUES) invites sealed Tenders from the interested & eligible suppliers/Joint ventures/Firm/Company for Printing of Newsletter, Journals, Modules, Yearly Calendar and Greeting cards etc. for a year which is extendable by two years on the same rates, terms & conditions with mutual consent of both the parties.

Name of Work	TENDER Document Fee	Estimated Annual Cost for a year	Earnest Money Deposit (EMD)	Security Deposit (SD)	Last Date of Receiving of Sealed Tender Bids	Date of Tender Opening (Technical Bids)
Printing of Newsletter, Journals, Modules, Yearly Calendar, Greeting cards etc RCUES, Lucknow	Rs.3,000/-	Rs.5.00 Lakhs	Rs.10,000/-	Rs.50,000/-	10/08/2017 by 3:00 p.m.	10/08/2017 at 4:00 p.m.

2. A set of TENDER documents can be downloaded from the website of RCUES, www.rcueslucknow.org or www.eprocure.gov.in from **17/07/2017 to 10/08/2017**.
3. A non – refundable Tender fee of Rs.3000/- (Rupees Three Thousand only) payable through demand draft/Banker Cheques of any nationalized bank drawn in favor of “Regional Centre for Urban & Environmental Studies, Lucknow” payable at Lucknow is required to be submitted along with the tender document.
4. The Earnest Money of Rs.10,000/- (Rupees Ten Thousand Only) will be deposited along with the TENDER document.
5. The Security Deposit/Performance Guarantee of Rs.50,000/- (Rupees Fifty Thousand Only) will be deposited only by selected bidder after deducting EMD amount.
6. Pre bid meeting will held on **31/07/2017** at RCUES, Lucknow.

TENDER DOCUMENTS CONSIST THE FOLLOWING:

1. Eligibility Criteria.
2. General Instruction for the Suppliers.
3. General Terms & Conditions of Contract.
4. Special Terms & Conditions of Contract.
5. Technical Bid (Annexure “A”).
6. Financial Bid (Annexure “B”).
7. Proforma of Undertaking (Annexure “C”).
8. Details of Existing/Completed Contract (Annexure “D”).
9. Specification of Printing (Annexure “E”).

1. ELIGIBILITY CRITERIA:

- a) The bidder must have minimum three years of experience of printing of Newsletter, Journals, Modules, Yearly Calendar & Greeting cards etc. in bulk to Government Departments/PSUs/Nationalized Banks/MNC/Autonomous Bodies. Copies of two such purchase order (of Rs.75,000/- or more) received during each of the last three years should be enclosed.
- b) Annual Turnover should be Rs.10 Lakhs or more in each of the last three financial year i.e. FY 2014-15, FY 2015-16, FY 2016-17. Completed Audited annual turnover report along with financial statement for last three years to be submitted along with the technical bid.
- c) The Suppliers must have a valid PAN No., GST No., Registration Certificate, Bank Account in any of the Nationalized banks/Schedule banks (In case of Ltd./Pvt Ltd/Partnership firms, the PAN & Account shall be in the name of the Firm/Company and in case of Individual Ownership, the PAN and Account may be in the name of Owner. Photocopy of PAN Card of the firm/Dealer/Proprietor & VAT/Trade Tax Return for the last three years, photocopy of the registration certificate is to be submitted with the technical bid. The Suppliers must also register under GST Act. Vendor shall comply with all the statutory requirements/norms issued by the Government from time to time.

GENERAL INSTRUCTION FOR THE SUPPLIERS

1. SEALED TENDER:

Sealed Tenders are invited from reputed suppliers fulfilling the eligibility criteria mentioned in the TENDER documents for the supply against notice inviting tender for printing of newsletter, journals, modules, yearly calendar, greeting cards etc. as per the list enclosed.

2. SALE OF TENDER, LAST DATE OF RECEIPT AND OPENING OF TENDERS

- A. **Issue of Tender:** A set of Tender documents can be downloaded from the website of RCUES, www.rcueslucknow@org or www.eprocure.gov.in from 17/07/2017 to 10/08/2017. A non – refundable Tender fee of Rs.3000/- (Rupees Three Thousand only) payable through demand draft/Banker Cheques of any nationalized bank drawn in favor of “Regional Centre for Urban & Environmental Studies, Lucknow” payable at Lucknow is required to be submitted along with the tender document.

- B. **Last date of Receipt:** The Tender, complete in all respect, numbered, signed with stamp of the firm on each page, and should be dropped in the TENDER Box kept at the centre, Regional Centre for Urban & Environmental Studies, Lucknow by the stipulated date & time. TENDER submitted or received after the closing date & time will not be considered.
- C. **Signing of TENDER:** Individuals signing TENDER or other documents connected with the contract specify:
- (i) Whether signing as a “Sole proprietor” of the firm or his attorney.
 - (ii) Whether signing as a “Registered Active Partner” of the firm or his attorney.
 - (iii) In the case of companies & firms registered under the Indian Partnership Act/ the companies Act, the capacity in which signing e.g. Secretary, Manager, Partner etc. or their attorney and produce copy of a document, empowering him to do so, it called upon to do so. In case of unregistered firms all the members of the firm should sign the TENDER & relevant documents.
 - (iv) Each page of the TENDER document and papers submitted along with, should be numbered, signed & stamped by the authorized signatory as a token of acceptance of term and conditions laid down by the RCUES, Lucknow.
- D. **Validity of TENDERS:** The validity of rates quoted will be for a period of one year from the date of award of contract. However, the RCUES Lucknow may extend the validity for another two years on same terms and conditions and rates with mutual consent of both the parties.

3. PROCEDURE FOR SUBMITTING TENDERS

The TENDERS are to be submitted as per two bid system i.e. Technical Bid & Financial Bid.

- a) **Technical Bid** should contain the papers to fulfill all the eligibility criteria, proofs of experience, proofs of turnover, proof of address, and undertaking as per instructions etc.
- b) **Financial Bid** should contain the rates quoted for the services to be provided as per the instructions given in the tender document.

Both the bid should be submitted in two separate sealed envelope super scribed as “Technical Bid for Printing of Newsletter, Journals, Modules, Yearly Calendar, Greeting cards etc.” and “Financial Bid for Printing of Newsletter, Journals, Yearly Calendar, Greeting cards etc.”. An Tender document fee of Rs.3,000/- (Rupees Three Thousand Only) & Earnest money deposited for Rs.10,000/- (Rupees Ten Thousand only) in the form of Demand Draft or Banker’s cheque only of any nationalized bank should be placed at the top of the technical bid. Both the envelope containing technical bid & financial bid should be put in a third envelope and should be super scribed “Tender for Printing of Newsletter, Journals, Modules, Yearly Calendar, Greeting cards etc.”. Sealed envelope should be addressed to the Administrative Officer, RCUES, Lucknow.

4. DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID:

- a) Original Tender Document duly signed with seal of the firm on each page in token of acceptance of the terms and conditions of TENDER.
- b) Registration certificate of the firm/company/JV.
- c) Demand draft of TENDER Document Fee and Earnest Money deposit.
- d) Complete audited annual turnover statement of last three financial year i.e. FY 2014-15, FY 2015-16 & FY 2016-17.
- e) Photocopy of Pan No. of the firm/Company/Proprietor.
- f) Photocopy of VAT/Trade Tax return of last three financial year i.e. FY 2014-15, FY 2015-16 & FY 2016-17 in support of annual turnover.

- g) GST registration certificate of the firm/company/proprietor. Copy of the certificate has to be submitted to RCUES, Lucknow.
- h) Copies of at least two purchase order (of Rs.75,000/- or more) received from Government Departments/PSUs/Nationalized Banks/MNC/Autonomous Bodies during each of the last three financial year i.e. FY 2014-15, FY 2015-16 & FY 2016-17 in support of the experience..
- i) The undertaking (Annexure “C”) duly signed by the Suppliers.

All the aforesaid documents must be enclosed with the Technical Bid failing which, the TENDER shall not be considered. The documents should be signed with seal by the Suppliers/bidder.

5. PRICES:

- a) Prices should be quoted for all the items listed in Annexure “B” without any overwriting/erasing/cutting. Use of white fluid/correction/correction tape is strictly prohibited.
- b) CGST/SGST should be quoted separately for each item. Price Bids showing rates like “Tax Included/Inclusive of tax/Tax paid” etc. are not acceptable and such offer shall not be considered.
- c) The rates should be inclusive of freight charges, packing charges etc.
- d) Conditional bids shall be rejected.
- e) The rates for the quoted items should not be higher than those quoted in any other organization/institution or the MRP.
- f) Successful Suppliers shall not be entitled to any hike in prices for any reason other than statutory levies during the period of contract.
- g) Bidder should quote the rates for all the items mentioned in the “Annexure – B”. Incomplete or part quotations will be rejected.
- h) The Suppliers are advised to quote their rates on the basis of costing/profitability of individual items because the RCUES reserves the right to exclude any item(s) from purchase at the time of placing purchase order. Further, the quantities mentioned in the price bid are only tentative in nature and actual procurement quantities of items may differ as per requirement.

6. RIGHT OF REJECTION OF TENDER:

The RCUES reserves the right to accept or reject any or all the TENDERS without assigning any reason. RCUES is not bound to accept the lowest tender or any tender or to assign any reason for rejecting any or all the tender. It also reserves the right to accept/reject (part or whole) or any tenders at their sole discretion without assigning any reason thereof. Its decision in the matter will be final and binding.

7. EVALUATION OF TENDER:

- a) On the basis of assessment of general condition and receipt of EMD, Technical bids of only qualified bidders shall be considered for evaluation by the Technical evaluation committee constituted by the competent authority. Thereafter, on the basis of the evaluation of Technical bid/bids, the financial bid/bids of only those technically qualified offers, shall be opened for evaluation. The Suppliers may note that quantities mentioned in the price bid are only tentative in nature and are meant only for the purpose of evaluation of TENDER. Actual procurement quantities of items may differ as per requirement.
- b) Financial bids will be finalized on total of rates quoted for all items and per Annexure “B”. It is to note that as bids will be finalized on the total of rates quoted for all items, the

tenderer/vendors must quote the rates of each & every item. The bidder which does not quote the rates of each & every item as per Annexure “B” shall be summarily rejected.

GENERAL TERMS AND CONDITIONS OF CONTRACT

1. DELIVERY OF ITEMS/MATERIAL:

- a) The time and the date of delivery of Items/Materials stipulated in the purchase order shall be deemed to be the essence of the contract. The delivery should be made to the Regional Centre for Urban & Environmental Studies, Ministry of Urban Development, Adjacent Registrar’s office, University of Lucknow, Lucknow (U.P) – 226007 within one week from the date of dispatch of purchase order.
- b) The supply shall have to be made as per the purchase order during the year.
- c) If the contractor fails to execute the supply order, in full or in part, within stipulated time, the items will be procured from elsewhere and the extra expenditure incurred on the purchase will be recovered from the contractor.
- d) 1st draft to be delivered within one week of giving the draft material (Hard Copy)
- e) 2nd copy to be delivered within 2 days from the delivery of the 1st draft after carrying out the corrections.
- f) Final draft to be submitted within 3 days from the delivery of the 2nd draft after carrying out the corrections, if any.
- g) Printed copies to be delivered within 5 days from the handing over of the final draft.
- h) Delivery of 1st /2nd /final draft will mean- hard copy being delivered to Publication Officer at RCUES Lucknow.
- i) No. of Copies and No. of Pages per Annual report/Newsletter/journal may vary. Payment will be made according to the rates quoted in Financial Bid.

2. PACKING OF ITEMS/MATERIALS:

Suppliers/Bidder/Dealer should supply the Items/Materials with proper packing and making for transit so as to receive at the destination without any loss or damage of the item/items.

3. PAYMENT:

Payment shall be made after receipt of complete Items/Materials mentioned in the purchase order and due inspection by the nominated official of RCUES, Lucknow within a month after receipt of bill. No advance payment shall be made.

4. SUBLETTING THE CONTRACT:

The Suppliers shall not sublet, transfer or assign the TENDER or any thereof without the written permission of the RCUES. In the event of the contractor contravening this condition, the RCUES has right to terminate the contract.

5. PENALTY CLAUSE & RISK PURCHASE:

The contractor will be bound to supply the material within stipulated period, failing which liquidated damages will be recovered for default on the part of the supplier in delivery of goods beyond scheduled delivery dates.

- a) **For Delay in Supply:** Penalty of 2% of the value of the order calculated at the contract rate per week or a part of week will be levied. The maximum penalty for late supply shall not exceed 10% of total value of order/orders.
- b) **For Non-Supply:** If the order is still not supplied, the purchase order will be canceled and the item will be procured from elsewhere and the difference will be recovered from subsequent

bills/Security money deposit of the contractor. The cutoff date of delivery period shall be counted from the date of actual dispatch of supply orders to date of receipt of supplies at destination. Failure to supply the items 3 times during the validity of the contract may result in cancelling of the contract and forfeit of security money deposit.

6. SECURITY DEPOSIT:

Performance security of Rs.50,000/- (Rupees Fifty Thousand Only) shall have to be deposited by successful Suppliers(s) after deducting EMD amount through DD/Banker's cheque in favor of "Regional Centre for Urban & Environmental Studies, Lucknow" payable at Lucknow. The same shall be released without any interest after receiving satisfactory performance report on expiry of rate contract.

Without prejudice to other rights of the purchaser, performance security of the contractor will be forfeited if the contractor withdraws or amends without prior consent or impairs or derogates from the TENDER in any respect within the period of validity of rate contract or if it comes to notice that information/document(s) furnished is false, misleading or forged.

7. DISPUTES AND ARBITRATION:

In case of any dispute the decision of the RCUES will be final. The venue of any arbitration shall be Lucknow. The RCUES also reserves the right to terminate the contract at any time without assigning any reason(s) therefore.

SPECIAL TERMS & CONDITIONS OF CONTRACT

1. TECHNICAL SPECIFICATION:

The specification of printed items offered by the Suppliers must tally with the specification mentioned in the TENDER document (Annexure "B"). Any modification in the specification will be done after mutual consent of both the parties.

2. INSPECTION OF SUPPLIES:

Supplies shall be accepted subject to the complete satisfaction of RCUES, Lucknow. Any defect found in the material/ items supplied will render the supplies open to rejection and decision of the RCUES, Lucknow, shall be final and legally binding. The rejected material/materials will be replaced with the item of standard specifications/quality as acceptable to the RCUES, Lucknow within a week's time. Failing to do so, the material/items may, at the discretion of the authority, be printed from others at the risk and costs of the Suppliers.

3. ADHERENCE TO THE FORMAT

The Format provided as Annexure B should not be changed or modified.

TECHNICAL BID

1. Name of the firm: : _____

2. Address for Correspondence : _____

3. Telephone No./Mob No./Fax No. : _____

4. Person responsible for conduct of buss. : _____
5. Firm's Registration Certificate No : _____
6. PAN No. : _____
7. GST No. : _____
8. Annual Turnover: FY 2014-15 : _____
FY 2015-16 : _____
FY 2016-17 : _____
9. Details of Purchase order received from Govt. Departments/PSUs/Nationalized Bank/Autonomous bodies:
- | | | | | |
|------------|-----|-------|-----------|-------|
| FY 2014-15 | (1) | _____ | Value Rs. | _____ |
| | (2) | _____ | Value Rs. | _____ |
| FY 2015-16 | (1) | _____ | Value Rs. | _____ |
| | (2) | _____ | Value Rs. | _____ |
| FY 2016-17 | (1) | _____ | Value Rs. | _____ |
| | (2) | _____ | Value Rs. | _____ |

I _____, proprietor/partner/director of _____
_____ (name of the company/firm) hereby declare that the information given in this form is true and correct to the best of my knowledge and belief.

Signature with Stamp: _____

Dated: _____

Place: _____

ANNEXURE – B

FINANCIAL BID (ANNEXURE - "B")							
S.No.	Name of the Item	Specifications	Qty (In Nos.)	Unit Cost	Total Cost	GST	Total Cost (Incl GST)
1.	Newsletter	Four color printing on 110 GSM imported art Paper (Matt Finish)	500				
2.	Annual Report	Text including Photographs: Four Colour printing on Art Paper – 130 GSM	500				
		Cover: Four Color printing on 225 GSM Imported Art Card (Matt Finish) with thermal Lamination					
		Perfect Binding					
3.	Journal (Urban Panorama)	Text including Photographs: Four colour printing on 110 GSM imported art Paper (Matt Finish)	500				
		Cover: Four Color printing on 225 GSM Imported Art Card (Matt Finish) with thermal Lamination Perfect Binding					
4.	Training Module Cover Page	Cover: Four Color printing on 225 GSM Imported Art Card (Matt Finish) with thermal Lamination	500				
		Perfect Binding					
5.	Training Module Content	Text including Photographs: Four colour printing on 110 GSM imported art Paper (Matt Finish)	500				
6.	Brochure	Tri-Fold Brochure	500				
		22.5 cm (height) x 35.5cm (width) 170 GSM gloss art paper					
		Double side multi-Colour offset printing (Matt lamination finish)					

FINANCIAL BID (ANNEXURE - "B")

S.No.	Name of the Item	Specifications	Qty (In Nos.)	Unit Cost	Total Cost	GST	Total Cost (Incl GST)
7.	Wall Calendar	17" X 22" Portrait	500				
		6 leaves + 1 Fly leaf					
		170 gsm matt art paper					
		4 + 4 colour & Fly leaf – 4+2 colour					
		Plastic Spiral Bound on 17" side with metal hanger & back support of Duplex Board					
8.	Table Calendar	8.82" X 5.79"	500				
		12 + 1 Fly leaf					
		12 (Colour 4+1) Fly leaf 1 (Colour 4+4)					
		Paper Art Card 300 gsm					
		Lamination Both sides Matt laminated on 13 leaves					
		Stand Whitepaper pasted on 1.8 mm board Binding Wiro					
9.	Greeting Cards	Paper Art Card 120 gsm	1000				
		Four colour					
		Lamination Both sides Matt laminated					
10.	Visiting Card	As per Sample					
11.	Letter Heads	A-4 Bond Paper, Canon or Paper Kraft (as per sample)					
19.	Certificate	As per Sample					
TOTAL AMOUNT (RS.) (including taxes)							
TOTAL AMOUNT (IN WORDS) (including taxes)							

On the Letter head of the Firm

UNDERTAKING

To
The Director
Regional Centre for Urban & Environmental Studies
Ministry of Urban Development, Govt. of India
Adjacent Registrar’s Office
University of Lucknow
Lucknow (U.P) – 226007

Sir,

I/We do hereby solemnly declare and undertake that:

1. The terms and conditions of the TENDER is acceptable in complete. If any information in the TENDER submitted by me is found incorrect/false, at any time, the TENDER/contract is liable to be rejected.
2. The firm is in this business since last three years.
3. The items quoted are of standard quality and workmanship.
4. The firm is not blacklisted by any Govt. Organization/Institution.
5. I/we give the right to the RCUES Lucknow to forfeit the performance security deposited by me/us if any delay/failure occurs on my/our part to supply the items within the prescribed time or the items of desired quality.
6. The items quoted by me/us have not been and are not being supplied to any other Govt. organization(s)/institutions in Lucknow region at rates lower than those quoted here and the rates quoted in this TENDER are not more than MRP of the items.
7. I/we give the right to the RCUES Lucknow to reject material/items supplied with any defect. I/we are bound to replace the item of standard specifications/quality as acceptable to the RCUES, Lucknow within a week’s time. Failing to do so, the material/items may, at the discretion of the authority, be purchased from others and the extra cost will be borne by me/us.

For on behalf of the firm
(Firm Name & Address)

(Signature of Authorized Signatory)

Name:

Designation:

Seal

ANNEXURE – “D”

DETAILS OF EXISTING/COMPLETED CONTRACTS

Sr.No.	Name & Address of the Organization	Name, Designation & Contact no. of the person of the Organization	Value of Contract (Rs.)	Duration of the contract	
				From	To
1					
2					
3					

(Add more columns as per requirement)

For on behalf of the firm
(Firm Name & Address)

(Signature of Authorized Signatory)

Name:

Designation:

Seal

ANNEXURE – “E”

The under mentioned Publications are to be printed and supplied to the Office of the Director, Regional Centre for Urban & Environmental Studies, Lucknow. The Paper Samples should also be furnished, failing which the rates of the concerned firm will not be entertained.

The Specifications of the Publications are as under:-

Item	No. of Issues	Work
Newsletter 4 pages (Quarterly)	4	Design, Layout & Printing
Journal (Bi-Annual)	2	Design, Layout & Printing
Annual Report (Annual)	1	Design, Layout & Printing

S.NO.	Specifications	Details
URBAN PANORAMA	Size	A4
	No. of Copies	500
	Text including Photographs	Four colour printing on 110 GSM imported art Paper (Matt Finish)
	Cover	Four Color printing on 225 GSM Imported Art Card (Matt Finish) with thermal Lamination
	Binding	Perfect Binding
	Material to be printed	The soft copy in PDF Form will be provided. Minimum one set of Colour proof and two 2 sets of black and white proof may be shown at the different stages as mentioned in the delivery section.
NEWSLETTER	Size	A4
	No. of Pages	4
	No. of Copies	500
	Text	Four color printing on 110 GSM imported art Paper (Matt Finish)
	Material to be printed	The soft copy in PDF Form will be provided. Minimum one set of Colour proof and two 2 sets of black and white proof may be shown at the different stages as mentioned in the delivery section.
ANNUAL REPORT	Size	A4
	No. of Copies	500
	Text	Contents Including photographs Art Paper – 130 GSM
	Cover	Back and Front Cover pages in Art Paper- 225 GSM with thermal Lamination
	Binding	Perfect Binding
	Material to be printed	The soft copy in PDF Form will be provided. Minimum one set of Colour proof and two 2 sets of

		black and white proof may be shown at the different stages as mentioned in the delivery section.
Brochure	Size	(Tri-Fold) 22.5 cm (height) x 35.5cm (width)
	No. of Copies	500
	Paper	170 GSM gloss art paper
	Printing	Double side multi-Color offset printing (Matt lamination finish)
	Material to be printed	The soft copy in PDF Form will be provided. Minimum one set of Colour proof and two 2 sets of black and white proof may be shown at the different stages as mentioned in the delivery section.
Wall Calendar	Size	17" X 22" Portrait
	No. of Copies	500
	No. of Leaves	6 leaves + 1 Fly leaf
	Paper	170 GSM matt art paper
	Printing	4 + 4 colour & Fly leaf – 4+2 colour
	Fabrication	Plastic Spiral Bound on 17" side with metal hanger & back support of Duplex Board
Table/Desk Calendar	Size	8.82" X 5.79"
	No. of Copies	500
	No. of Leaves	12 + 1 Fly leaf
	Paper	Paper Art Card 300 GSM
	Printing	12 (Colour 4+1) Fly leaf 1 (Colour 4+4)
	Fabrication	Lamination Both sides Matt laminated on 13 leaves Stand Whitepaper pasted on 1.8 mm board Binding wiro
Greeting Cards	No. of Copies	1000
	Paper	Paper Art Card 120 GSM
	Printing	Four colour
	Fabrication	Lamination Both sides Matt laminated