

# ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

(A Autonomous Body of Govt. of India, under Ministry of HRD)

## ADMINISTRATION BUREAU

### TENDER DOCUMENT

No.1-45/PRINTERS/2017/ADMIN

Dated: 04-05-2017

#### **E-TENDER FOR EMPANELMENT OF PRINTERS FOR UNDERTAKING VARIOUS PRINTING JOB**

##### Time schedule for various e-tender related events

Start date for Downloading tender document	<u>04.05.2017</u>	From 1200 hrs
Last date for Downloading tender document	<u>25.05.2017</u>	Up to 1200 hrs
Due date of tender submission (Technical & Price Bid)	25.05.2017	Up to 1200 hrs
Technical Bids Opening Date	26.05.2017	at 1500 hrs
EMD	: Rs.50,000/-	

The submission and opening of bids will be through e-tendering process. Tender document can be downloaded from the AICTE website <http://www.aicte-india.org/btenders.php> or Central Public Procurement Portal [URL: <https://eprocure.gov.in/eprocure/app>]

#### **SPECIAL TERMS & CONDITIONS FOR e-TENDER**

1. The Tender document is available on AICTE website <http://www.aicte-india.org/btenders.php> and Central Public Procurement Portal [URL: <https://eprocure.gov.in/eprocure/app>]. For this, Bidder is required to obtain minimum Class III Digital Signature (meant for e-tendering) from any of Certifying Authority recognized by Controller of Certifying Authority ([www.cca.gov.in](http://www.cca.gov.in)) and have to register with e-procurement portal <https://eprocure.gov.in/eprocure/app>.

2. For any clarifications on tender, please contact:

Sl. No.	Name	Email-id	Phone number
1	Sh R.P Singh Senior AO(E)	rpsingh@aicte-india.org	011-29581022

3. Earnest money in physical form should reach us on or before closing date and time of tender.



**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION**  
**Nelson Mandela Marg, New Delhi-110067**

**E-TENDER FOR EMPANELMENT OF PRINTERS FOR UNDERTAKING VARIOUS PRINTING  
JOBS OF AICTE**

1. All India Council for Technical Education (AICTE) is a statutory autonomous body constituted under an Act of Parliament invites e-bids for applications for undertaking the following printing jobs from experienced and competent agencies having its office and supply point in Delhi/NCR only:

- (i) Annual Report (Hindi/English)
- (ii) Newsletters
- (iii) Brochures
- (iv) Booklets
- (v) Letter Head/Letter Pads
- (vi) Visiting Cards
- (vii) Certificate (Hindi/English)
- (viii) Pamphlets / Leaflets etc.
- (ix) Executive Committee / Council Minutes
- (x) Book Binding

2. The required qualifications, experience, scope of work and other detailed terms and conditions are given below:-

**3. ELIGIBILITY CRITERIA**

- (a) The agency should have professionals with minimum of Ten years of experience in same field.
- (b) Must have an annual turnover of at least Rs.50 lakh in each of the last three years audited financial years i.e. 2013-14, 2014-15 & 2015-16. 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.
- (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 auxiliary facilities in Delhi.

4. **SCOPE OF WORK.** The agency will be required to carry out:-

- (i) Editing (language and content) of English and Hindi versions of AICTE publications;
- (ii) Design the cover page of the reports and requisite typesetting;
- (iii) Appropriately insert graphics, pictures and tables if any;
- (iv) Print the publications in terms of specification stated in clause 5 below;
- (v) Produce draft designs periodically to the AICTE for review and approval;
- (vi) Translate the report in Hindi, if required;
- (vii) Submit proof reading of English and Hindi versions periodically of all publications;
- (viii) Print both in English and Hindi language;
- (ix) Perform perfect binding;
- (x) Submit required number of copies of each publication to the AICTE as per the prescribed specifications within the prescribed time frame as stated in clause 6 below, and
- (xi) Submit an electronic format (.doc & pdf.) of the publications to the AICTE with required Fonts / Templates..

## 5.1 SPECIFICATIONS

### (a) Annual Report of AICTE in English (once in a year)

Sl.No.	Aspect	Descriptions
(i)	Size	A-4 (8.2"x11")
(ii)	Number of Pages	400 + 4 (cover in two colours)
(iii)	Paper	Inside – 100 GSM imported art paper (matt) Cover – 300 GSM imported art paper (matt) with lamination
(iv)	Photographs	10-12 Colour photographs
(v)	No. Of inside colour pages (Four Colour offset on 130 GSM imported art paper (matt))	20 Pages
(vi)	No. of inside pages (in two colours) on 130 GSM imported art paper (matt)	230 Pages
(vii)	Binding	Perfect binding
(viii)	Quantity	400 Nos.

**(b) Annual Report of AICTE in Hindi (once in a year)**

Sl.No.	Aspect	Descriptions
(i)	Size	A-4 (8.2"x11")
(ii)	Number of Pages	400 + 4 (cover in two colours)
(iii)	Paper	Inside – 100 GSM imported art paper (matt) Cover – 300 GSM imported art paper (matt) with lamination
(iv)	Photographs	10-12 Colour photographs
(v)	No. Of inside colour pages (Four Colour offset on 130 GSM imported art paper (matt))	20 Pages
(vi)	No. of inside pages (in two colours) on 130 GSM imported art paper (matt)	230 Pages
(vii)	Binding	Perfect binding
(viii)	Quantity	250 Nos.

**(c) News letters**

Sl.No.	Aspect	Descriptions
(i)	Size	A-4
(ii)	Number of Pages	35-40
(iii)	Front Page: English Back Page: Hindi; Bilingual Multicolour: Cover page (Front & Back) and Front Inner cover, Back cover page (130 GSM); Text: Multicolour (English-Right Hand side & Hindi – Left hand side); Central stitching includes composing and designing. Rest all pages 100 GSM.	
(iv)	Photographs	
(v)	Quantity	250 /500Nos.

**(d) Brochure**

Sl.No.	Aspect	Descriptions
(i)	Size	A-5
(ii)	Number of Pages	8
(iii)	Paper	130 GSM with Multicolour Glassy
(iv)	Central Stitching including	

	composing and designing	
(v)	Quantity	100/250 /500/1000Nos.

**(e) Booklet**

Sl.No.	Aspect	Descriptions
(i)	Size	24x18 cm
(ii)	Number of Pages	36
(iii)	Paper	Cover : 300 GSM, Matt & Glassy Art Paper; Text: 130 GSM Glassy Paper with 2 colour; Cover lamination with perfect binding; 4 Pages of Photographs (4/8 photographs per page) including composing & designing.
(iv)	Quantity	100/250 /500/1000Nos.

**(f) Booklet**

Sl.No.	Aspect	Descriptions
(i)	Size	A-5
(ii)	Number of Pages	36/72/144
(iii)	Paper	Cover : 300 GSM, Matt & Glassy Art Paper; Text: 130 GSM Glassy Paper with 2 colour; Cover lamination with perfect binding; 4 Pages of Photographs (4/8 photographs per page) including composing & designing.
(iv)	Quantity	100/250 /500/1000Nos.

**5.2 SPECIFICATION OF OPTIONAL ITEMS**

**(a) Visiting Card**

Sl.No.	Aspect	Descriptions
(i)	Paper: While Colour; Front Content: English	Logo :Gold colour Text: Black/Blue Colour

	Back Content: Hindi	Size : 9cm x 5.5cm
(ii)	Type-1	White Ivory Paper, GK-300 GSM
(ii)	Type-2	Handmade Paper, GK-300 GSM
(iii)	Type-3	Plastic/Synthetic Paper (White)
(iv)	Quantity	100/200Nos.

**(b) Demi Official Letter Pad**

Sl.No.	Aspect	Descriptions
(i)	Paper	Royal Executive Bond or equivalent
(ii)	Size	A-4 Colour Screening Printing Text on top and bottom, left margin 2" with light Blue background; Logo & Name: Gold Colour Screening printing. <b>(Note: Single pad consisting of 100 sheets)</b>
(iii)	Quantity	25/50 Pads

**(c) Letter Pad**

Sl.No.	Aspect	Descriptions
(i)	Paper	White Paper
(ii)	Size	A-4 Single Colour Printing. Screening printing on top and bottom <b>(Note: Single pad consisting of 100 sheets)</b>
(iii)	Quantity	100/200 Pads

**(d) Printing of Certificate in Hindi/English**

Sl.No.	Aspect	Descriptions
(i)	<b>Type 1:</b> Paper	A-4 size, 300 GSM paper, Multi colour, Glassy Paper
(ii)	<b>Type 2:</b> Paper	A-4 size, 300 GSM paper, Multi colour, Matt Paper
(iii)	Quantity	100/200 Nos.

**(e) Slip Pad**

Sl.No.	Aspect	Descriptions
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(i)	Size	8.5"x5.2"
(ii)	Paper	100 GSM paper, Single colour, Printing on top cover: Glassy Paper Back Cover: Cardboard Paper with Top perforation sheets (Each paid consists of 15 sheets/50 sheets)
(iii)	Quantity	1000/2000 Nos.

**(e) Canteen Coupon Pad.**

**6. TIME FRAME OF ASSIGNMENT**

- (a) Products draft designs shall be submitted to the AICTE for review and approval within 15 days from date of handing over the material for printing.
- (b) Submit required copies of English and Hindi versions within Ten days after the approval of draft designs by AICTE.
- (c) For any delay after taking into account extension granted, if any, 5% penalty per week will be levied for total value of work executed after due date of completion of work, subject to ceiling limit of 10% of the contract amount.

**7. EARNEST MONEY DEPOSIT (EMD)/SECURITY DEPOSIT**

- (a) An Earnest Money Deposit (EMD) amounting to Rs.50,000/- in the form of Demand Draft or Banker's Cheque or RTGS drawn in favour of **Member Secretary, AICTE** payable at New Delhi is required to be submitted in a separate envelope superscribed as "EARNEST MONEY" FOR EMPANELMENT OF PRINTERS FOR UNDERTAKING PRINTING JOB. The EMD is liable to be refunded to the unsuccessful bidders after conclusion of the tendering process. No claim in regard to interest or liability will be entertained against EMD. EMD of successful bidder shall be kept as security deposit.
- (b) TECHNICAL BID AND FINANCIAL BID are to be submitted through online mode on Central Public Procurement Portal [URL: <https://eprocure.gov.in/eprocure/app>].



However hard copy of Technical Bid with EMD shall be sent in physical mode as well.  
No other mode of submission of bid shall be accepted under any circumstances.

## 8. Whether Blacklisted

The bidder shall submit an undertaking in support of the claim that he/she has not been blacklisted during the last five year by any PSU/Semi Government organization/Government Departments.

## 9. EVALUATION CRITERIA

- (a) The format of application is at Annexure-I and Annexure-II
- (b) Opening of Earnest Money and Technical e-bids would take place simultaneously on the date and time of bid opening in the presence of the intending bidders or their authorized representatives who may wish to be present.
- (c) The bids of the eligible bidders as per Clause 3 will be scrutinized by a Scrutiny Committee and shortlisted bidders will be called for their Technical Presentation before Evaluation Committee. Their technical performance will be evaluated based on the following criteria:

<b>Technical Parameters</b>	<b>Marks out of 100</b>
The Agency's relevance experience for the assignment	20
Facilities/ infrastructure available with the agency	35
The qualifications and experience of the designing/editing staff proposed	25
Post references of Govt/Autonomous Bodies/PSU work order	10
Performance/service satisfaction certification	10

- (d) The minimum qualifying marks in the Technical Evaluation is 50% of the total score for technical component.
- (e) Only those bidders, who qualify technically as per clause 9(c), would be considered for Financial Evaluation and bidder with lowest cost would be awarded the work.

Total lowest cost will be computed by adding rates quoted for different publications mentioned in item. No.II of the Financial bid (Annexure-II).

(f) Only the successful bidder would be communicated the award of the assignment.

## **10. PAYMENT TERMS**

On award of assignment, payment to the successful bidder will be released on delivery of the product/material.

## **11. GENERAL TERMS AND CONDITIONS**

(a) AICTE may also get the optional items printed, if required for which the bidder may quote their price in item No.III of the financial bid (Annexure-II. AICTE also reserves the right to award the work in respect of optional item to any of the bidder with lowest quote.

(b) The firm/agency shall not appoint any sub-contract for any of the work under any circumstances.

(c) Canvassing in any form will be viewed seriously and if any bidder is found to be resorting to such practices, the bid of such firm shall be liable to be rejected.

(d) In the event of any ambiguity during examination, evaluation and comparison of bids, AICTE may at its discretion ask the bidders for clarification. The clarification and reponse of the bidder to any queries that may be raised by AICTE shall be in writing and shall have to be furnished within the time frame as may be stipulated by the AICTE.

(e) The successful bidder will have to strictly adhere to the delivery schedule, specifications and other terms and conditions relating thereto, failing which AICTE may get the work completed at the risk and cost of the bidder. Further, in such circumstances, AICTE reserve the right to cancel the supply order and forfeit the EMD and may also impose the penalty as may be required.

(f) The right to reject any or all the bids rest with the AICTE without assigning any reason or what so ever.

(g) The bid received after due date shall strictly not entertained.

- 12.** Bidder selected for job will be engaged initially for one year. However, the competent authority in AICTE, may at the discretion, allow extension of the tenure of contract, up to two spells of one year each subject to satisfactory performance of the firm.

**DETAILED TECHNICAL PROPOSAL**

**(Two (2) copies of the proposal to be submitted)**

**I. GENERAL INFORMATION**

1. Title of the proposed assignment :
2. Name and Address of the Agency :
3. Name and Designation of the contact Person:
4. Address of the contact Person  
(e-mail/fax//telephone/mobile)

**II. TECHNICAL SPECIFICATIONS**

1. (I) Departments of the Agency where the assignment will be carried out :  
  
(ii) Other departments(s), if any, which Collaborate in this assignment :
2. Brief review of the state of the art in the field :
3. Detailed specification for the assignment :
4. Previous experience of the applicant in this :  
Or related field

**III. BIOGRAPHICAL SKETCH OF THE DESIGNING/EDITING TEAM**

- (I) Name
- (II) Designation

(III) Date of birth

(IV) Education & Experience

(a) Academic Qualifications

Degree	University	Field(s)	Year

(b) Experience

Institution	Topic of work done	Period

(IV) Facilities available for the proposed work in the applicant's agency:

(v) Additional information (if any):

**DETAILED FINANCIAL PROPOSAL**

**(To be submitted separately in a sealed cover)**

**(I) GENERAL INFORMATION**

1. Name and Designation of the Agency :
2. Name and Designation of the contact Person :
3. Address of the contact Person :  
(e-mail/fax/telephone/mobile)
4. Certificate of authorization in case of combined bid of agencies should be attached.

**(ii) COST PROPOSED**

<b>Name of the Item</b>	<b>Specifications</b>	<b>Rate to be quoted excluding Taxes (in Rs.)</b>		
<b>Annual Report (English)</b>	A-4 size (8.2" x 11"); Text approx.250 pages; Text in Two colours and cover in Four colours; papers for text-100GSM imported Art Paper; paper for cover 300 GSM imported Art Card with lamination; perfect binding all designing and page setting.	Rate for 400 Nos.		
<b>Annual Report (Hindi)</b>	A-4 size (8.2" x 11"); Text approx.250 pages; Text in Two colours and cover in Four colours; papers for text-100GSM imported Art Paper; paper for cover 300 GSM imported Art Card with lamination; perfect binding all designing and page setting.	Rate for 400 Nos.		
<b>Newsletter</b>		Pages	250 Nos	500

	Size: A-4; Front Page: English Back Page: Hindi; Bilinugal Multicolour : Coverpage(Front & Back) and Front Innercover, Back Cover page; Text: Multicolour (English-Right Handside & Hindi-Left Handside); Central stitching includes composing and designing.	30 Nos	(Rs___)	(Rs___)			
		Rate for additional ± 4 pages	(Rs___)	(Rs___)			
<b>Brochure</b>	Size: A-5; Paper: Matt; 8 Pages; 130 GSM with Multicolour Glassy; Central Stitching includes composing and designing	Rate for 100 Nos.	Rate for 250 Nos	Rate for 500 Nos	Rate for 1000 Nos		
		(Rs___)	(Rs___)	(Rs___)	(Rs___)		
		(Rs___)	(Rs___)	(Rs___)	(Rs___)		
<b>Booklet</b>	Size: A-5; Cover: 300 GSM, Matt & Glassy Art Paper; Text: 130 GSM Glassy Paper with 2 colour; Cover lamination with Perfect binding; 4 Pages for photographs(4/8 photographs per page)	Pages	100 Nos	250 Nos	500 Nos	1000 Nos	
		36 Pages	(Rs___)	(Rs___)	(Rs___)	(Rs___)	
		72 Pages	(Rs___)	(Rs___)	(Rs___)	(Rs___)	
		144 Pages	(Rs___)	(Rs___)	(Rs___)	(Rs___)	
		(i)Rate for addition of 4 pages	(Rs___)	(Rs___)	(Rs___)	(Rs___)	
		(ii)Rate for reduction of 4 pages	(Rs___)	(Rs___)	(Rs___)	(Rs___)	
<b>Booklet</b>	Size: (24 x 18 CM); Cover: 300 GSM,	Pages	100 Nos	250 Nos	500 Nos	1000 Nos	

<p>Matt &amp; Glassy Art Paper; Text: 130 GSM Glassy Paper with 2 colour; Cover lamination with Perfect binding; 4 Pages for photographs(4/8 photographs per page) includes composing and designing</p>	36 Pages	(Rs___)	(Rs___)	(Rs___)	(Rs___)
	72 Pages	(Rs___)	(Rs___)	(Rs___)	(Rs___)
	144 Pages	(Rs___)	(Rs___)	(Rs___)	(Rs___)
	Rate for additional ± 4 pages	(Rs___)	(Rs___)	(Rs___)	(Rs___)

**(III) COST PROPOSED FOR OPTIONAL ITEM**

<b>Name of the Item</b>	<b>Specifications</b>	<b>Rate to be quoted excluding Taxes (in Rs.)</b>	
<b>Visiting Card</b>	Paper: White Colour; Front Content: English Back Content: Hindi; Logo: Gold Colour Text: Black/Blue Colour; Size: 9 CM X 5.5 CM	For 100 Cards (with emblem of India)	For 200 Cards (with emblem of India)
	Type-1      White Ivory Paper, GK-300 GSM	(Rs_____)	(Rs_____)
	Type-2      Handmade Paper, GK-300 GSM	(Rs_____)	(Rs_____)
	Type-3      Plastic/Synthetic paper(White)	(Rs_____)	(Rs_____)
<b>DO Letter Pad</b>	Paper: Royal Executive Band or equivalent Paper Size: A-4; Colour Screen printing; Text on top and bottom, left margin 2” with light Blue background; Logo & Name: Gold Colour; Screen printing <b>(Note: Single pad consisting of 100 Sheets)</b>	Rate for 25 Pads	Rate for 50 Pads
		(Rs_____)	(Rs_____)



<b>Letter Pad</b>	Paper: White Paper; Paper Size: A4 Single Colour Printing; Screen Printing on top and bottom <b>(Note: Single pad consisting of 100 Sheets)</b>	Rate for 100 Pads	Rate for 200 Pads
		(Rs_____)	(Rs_____)
<b>Slip pad</b>	Size: 8.5" X 5.2", Paper: 100 GSM; Sheets: 20 Sheets per pad; Single Colour; Printing on top cover: Glassy Paper; Backcover: Cardboard Paper with Top perforation sheets (Each pad consists of 20 Sheets/50 Sheets)	<b>Rate for</b> 1000 Pads (15 Sheets)	Rate for 2000 Pads (50 Sheets)
		<b>(Rs__)</b>	(Rs__)
		(Rs__)	(Rs__)
<b>Printing of Certificate of Hindi Cell</b>	<b>Type-1:</b> A-4 size, 300 GSM paper, Multi color, Glassy Paper	Rate for 100 Nos.	
		For Hindi = For English =	
	<b>Type-2:</b> A-4 size, 300 GSM paper, Multi color, Matt Paper	Rate for 100 Nos.	
		For Hindi = For English =	

(IV) Additional information (if any):-

Signature of the Representative of the agency with seal

**DECLARATION REGARDING BLACKLIING/PAST PERFORMANCE**

To

The Director (Admn)  
All India Council for Technical Education  
Nelson Mandela Marg, New Delhi-110067

Sir,

I have gone through the Terms and Conditions contained in the Tender Document regarding various publications of AICTE.

2. I hereby declare that my firm has not been debarred/black listed by any Government/Semi Government/PSU organizations for quality/service products within the last five years nor is there any pending dispute regarding short shipment/installation/service.

3. I further certify that I am an authorized signatory of my company/firm and am, therefore, competent to make this declaration.

Yours sincerely,

Name:

Designation:

Company/Firm

Address