

**Dr. BABASAHEB AMBEDKAR MARATHWDA UNIVERSITY,
KNOWLEDGE RESOURCE CENTER**

(NAAC REACCREDITED A)



**University Campus
Aurangabad 431 004
(Maharashtra)**

E-TENDER FOR BOOK BINDING WORKS..

REF: -Dr. BAMU/KRC/BOOK BINDING WORKS

FOR MORE DETAILS VISIT THE PORTAL OF

<https://www.mahatenders.gov.in>

<https://www.bamu.ac.in>

TENDER DOCUMENTS FOR BOOK BINDING WORKS.

Dr. BABASAHEB AMBEDKAR MARATHWDA UNIVERSITY, KNOWLEDGE RESOURCE CENTRE

Sr. No.	Details of Contents	Pages No.	
01	Tender Schedule		
02	E-Tender Notice		
03	Instruction for filling of Tender		
04	General Terms and Conditions		
05	Details technical specifications of BOOK BINDING WORKS....		
06	Information of the bidder (Annexure—A)		
07	Manufacturers Authorization letter (Annexure—B)		
08	Declaration regarding blacklisting / debarring for taking Part in tender. (Annexure—C)		
09	Chart of technical specifications of BOOK BINDING WORKS. (Annexure—D) Commercial Bid		
10	Bidder's Declaration regarding acceptance of terms and conditions of the tender (Annexure—E)		

KNOWLEDGE RESOURCE CENTRE

E-TENDER NOTICE

Dr. Babasaheb Ambedkar Marathwada University, Knowledge Resource Centre invites tender for **Book binding works**, from Manufacturer/distributors/ authorized dealers. For the detailed tender documents, interested bidder should visit <https://mahatenders.gov.in> and www.bamu.ac.in

The filled tender must be submitted online on www.mahatenders.gov.in. Any extension of tender, Corrigendum of or extension to tender or any changes in schedule will be published only at above websites.

Ref.:Dr.BAMU/KRC/BOOK BINDING/.....

Date: 11/11/2019

Dr. D. K. Veer
Director

Copy to:

1. The public Relation Officer, This University-With a request to publish the said e-tender Notice in news papers.
2. The System Analysts: School of Computer Sciences
3. Notice board, Administrative Building, Dr. BAMU, Aurangabad
4. Notice Board, Finance Departments, Dr. BAMU, Aurangabad

Instructions for filling of E-Tender

The Director s, Dr. Babasaheb Ambedkar Marathwada University, invites E-Tender for **Book binding works**, from Manufacturer/ Distributors/ Authorized Dealers. The details in this regard are given below.

1. Procedure to submit the tender: All eligible/ interested tenderer are required to be enrolled on Portal <https://mahatenders.gov.in> before downloading tender documents and participate in e-tendering. The vendors should submit online tender in two bid system i.e. Technical Bid and Commercial/ Financial Bid. (BOQ)
2. Technical Bid: The technical bid shall contain the following documents. The Bidder must Scan the documents and upload all these documents online with first page in technical bid compulsorily. All the documents must be valid and self-attested by bidder Non-submission of following requested documents may lead to rejection of offers.

Sr. No.	Name of Document
I	Information of the bidder as per Annexure -A. (The same should be submitted on letter head of bidder)
II	Registration certificate of Incorporation of the company issued under the company act or by any other competent authority in case of proprietary /partnership firm etc.
III	Copy of PAN card
IV	Copies of Income tax return filed during last three financial years (Financial year 2016-2017, 2017-2018 and 2018-2019)
V	Copies of SSI / NSIC registration certificate in case of exemption is claimed from payment of Tender Fee & Earnest Money Deposit.
VI	List of clients to whom the tendered items supplied mentioning the name, address, Landline. No. / Mobile No. of the clients with quantity and date of supply. Copies of supply order of the last two to three years should be uploaded.
VII	Authorization letter from OEM in case of bidder is authorized Dealer/ Distributors of OEM. as per Annexure -B
VIII	An affidavit that the bidder has never been black listed by any government department / government under taking /any other agency as per Annexure- C
IX	The comparative Chart of technical specifications of each items in the format as per (as per annexure -D)
X	Bidder's Declaration on letter head (as per Annexure -E)
XI	Receipts of payment of Tender Fee and Earnest Money Deposit paid through Internet Banking
XII	Printed Literature / broacher / catalogue of the quoted product.
XIII	Full set of tender documents with seal and signature of bidder or his authorized representative on each page of the tender.

3. Financial Bid:-The tendering authority will first open the Technical Bid documents of all bidders and after scrutinizing these documents will shortlist the Bidders who are eligible for Financial Bidding process. Otherwise the tender may be disqualified. Financial bid should be submitted online by Vendor in Appendix-A in the form of BOQ excel sheet given over www.mahatender.gov.in, the supplier shall fill up the column of rate per unit offered by him.
 4. Bidder should have valid Digital Signature Certificate (DSC) obtained from any Certifying Authorities.
 5. The specifications/details of the **Book binding works** provided in the tender documents.
 6. The Technical and Financial bid shall be submitted online as per the schedule.
 7. Bidder may be invited for discussions in University, if needed/required.
 8. The Bidders are strictly advised to follow the dates and times allocated to each stage. As indicated in the time schedule. All the online activities are time tracked and the Electronic Tendering System enforces time-locks that ensure that no activity or transaction can take place outside the Start and End Dates and Time of the Stage as defined in the tender schedule. At the sole discretion of the Tender Authority, the time schedule of the Tender stages may be extended.
 9. Rate to be quoted should be mentioned at appropriate place in provided in Schedule (BOQ) by the bidder, more over the rate should not be quoted anywhere else in the tender booklet as well as in the blank pages.
 10. The university reserves the right to decide whether to open or not open the commercial Bid of the supplier and no objection of any supplier shall be entertained on any ground whatsoever it may be regarding this.
 11. No Bid shall be accepted without payment by online earnest money deposit and tender fee.
 12. The rate should be inclusive of all taxes, duties, Installation F.O.R. delivery at respective Schools/ Departments of Dr. Babasaheb Ambedkar Marathwada University, Knowledge Resource Centre, Aurangabad
 13. The rate should be offered for only the item as mentioned in the Schedule.
 14. The rates quoted for the items other than specifications specified in the tender form shall not be considered for comparison of rate.
- The University is not to bind to accept lowest tenders and reserve the right to accept/cancel any or all tenders without assigning any reasons thereof.

Director

: General Terms and Conditions:

1. The online tender is called for **Book binding works**.
2. **Earnest Money Deposit & Tender Fees:** - Vendors are required to pay **Rs.1000/- (Rs. Two Thousand only)** and **Rs. 5,000/- (Rs. Twenty-five Thousand only)** towards Tender Fee and EMD respectively through Net banking.
3. **Security Deposit:** The successful bidder to whom the purchase order is given shall be required to deposit an amount equivalent to 5% of total value of purchase order (inclusive of all taxes, duties etc) as security deposit within 7 days from the date of purchase order. The security deposit will not carry any interest which shall be refunded after supply and successful installation of the system. If the bidder fails to keep the security deposit, then the second lowest quoted bidder will be issued the similar purchase order or the University with holds the total authority for the necessary action to be taken. The Security deposit will be forfeited if the supplier fails to execute the purchase order
4. **Cancellation of Purchase Order:-**University reserves the right to cancel the purchase order in case bidder fails to **Book binding works**, within the stipulated time, The University reserves the right to go for next lowest tenderer or other appropriate action will be taken.

If due to the above mentioned reason purchase order is canceled, earnest money and security deposit shall be forfeited and also the tender may be allotted to the next lowest tender or the *university* reserves the right to take any other appropriate decision including legal action against the bidder to whom purchase order was given.
5. The Bid E.M.D. will be forfeited :
 - a) If the bidder withdraws his bid during the period of bid validity specified in the bid.
 - b) In case of successful bidder, if the bidder
 - i) Fails to sign the contract/ agreement in accordance with the terms of the tender documents.
 - ii) Fails to furnish required performance security in accordance with the terms of tender document within the time frame specified by the client.
 - iii) Fails or refuses to honor his own quoted price for the product offer.
6. The successful bidder is required to execute an agreement on Rs.100/- stamp paper with his own cost. The agreement should be registered with notary.
7. Conditional tender shall not be accepted.
8. **F.O.R :** -The rates quoted should be F.O. R the University Campus (delivery to be given to concerned department of Dr. Babasaheb Ambedkar Marathwda University, Knowledge Resource Centre, Aurangabad) The rate quoted by the bidder should inclusive of all the taxes, duties, installation and freight, Insurance, etc.
9. **Payment:** No advance payment shall be made. Payment will be released within 30 days only after receipt of delivery of binded books as per prescribed technical specification to the full satisfaction of this office and submission of bill whichever is later.
10. Annual turn over of Bidder should be minimum Rs. 50 lacks, if it is failure, concern Bidder will be disqualified.
11. **Delivery Period:** - The **Book binding works**, must be supplied within 30 days from the date of receipt of purchase order. If the successful bidder fails to deliver goods/material within the period prescribed for delivery, the University will entitle to recover penalty as liquidated damages @ 0.5% of total value of invoice each week or parts thereof during which the delay of such stores delays subject to maximum in limit of 5%.

12. The bidding work is to be according to the prescribed specifications obtainable on request from the Director, KRC.
13. The Binder shall execute the work within the time specified each time the books are given to him.
14. The Binder shall be responsible for loss or damage of books handed over to him for binding even if it is discovered after the expiry of the contract. The liability of the binder for such damage/loss shall be equivalent to the full cost of the books irrespective of the condition of the book at the time of delivery, and shall be adjusted from the bill or security of the binder, if not deposited within fifteen days of demand by the University Director, KRC.
15. The binder shall take delivery of the books at the premises of the KRC and return them after binding at their own expenses transport charges shall be borne by the binder for both ways.
16. The books received by the binder shall not be taken out of city of Aurangabad for any purpose whatsoever, nor lent out to anybody for any purpose.
17. The KRC will have the right to increase or decrease the quantity of items and services without any change in the unit price or other terms and conditions at the time of award of supply order.
18. The binding rates shall be valid till 31 March 2020 from award of contract.
19. **Warranty:** - As Prescribed in Technical Part.
20. Only online tender submitted through Government of Maharashtra portal for e-procurement will be considered. (<https://mahatenders.gov.in>)
21. Bidder shall quote for **Book binding works**, as per technical specifications provided in the tender documents.
22. Only well-known brand of **Book binding works**, Should be quoted and assembled brands are not eligible for this tender. It will be the prerogative of the University to select the brand /company on the basis of technical specifications, past experience regarding performance of the brand, market reputation of the brand etc.
23. The tenderers are requested to read the tender document carefully and ensure to comply with all the instructions herein. Non-compliance of the instructions contained in this document may disqualify the tenderer from the tendering exercise.
24. **Jurisdiction:** The courts at Aurangabad alone will have the jurisdiction to try any Matter, dispute or reference between parties arising out of this tender / contract. It is specifically agreed that no court outside and other than Aurangabad court shall have Jurisdiction in the matter.
25. Provide technical data sheets/Literature/product brochure of each item along with the tender offer.
26. The University reserves the right to accept or reject any or all the tenders from any or all the parties without assigning reason thereof.
27. Offer should be complete in all respect. Incomplete offers would not be entertained.

Director

TECHNICAL DETAILS

Sr. No.	Size of books	Technical Specifications	Quantity per volume
1	Big size Book Magazine	$\frac{1}{4} = 12 \times 9$ " Rexine and Hard Bound Binding with design covers mentioned on titles, author names, year etc. as per direction of the Director KRC	Per No.
2	Medium Size Book	$\frac{1}{8} = 9 \frac{1}{2} \times 6$ " inch with design covers mentioned on titles, author names, year etc. as per direction of the Director KRC	Per No.
3	Small size Book	$\frac{1}{16} + 8 \times 5 \frac{1}{2} \times 6$ " inch with design covers mentioned on titles, author names, year etc. as per direction of the Director KRC	Per No.
4	Journal Full Rexine	Black Colour with hard bound Lapeta Sticking round back with Sheraja Bound Volume should be Embossed in Golden Colour with design covers mentioned on titles, volume, issue, year etc. as per direction of the Director KRC	Per No.

Information of the Bidder

Sr. No.	Particular	
1	Name of the Company/ Organization	
2	Registered office Address, Telephone no., and E-mail ID	
3	Correspondence / Contact Address. Details of contact person name, designation, address, mobile no & e-mail ID.	
4	Type of the Organization /(Proprietary / Partnership/ Pvt. Ltd./PSU/Govt./Public Ltd) certified copy in respect of registration must be enclosed	
5	Year of establishment and Experience in business (In number of years)	
6	C.S.T. Registration No.	
7	Sales / V.A.T. Registration No.	
8	PAN Card No.	
9	TIN NO.	
10	Details of Bank – Name of Bank Holder Name of Bank Type of Account A/C Number IFSC Code MICR No.	
11	Capacity in which the bidder has signed the bid	

Signature & Seal of the Tenderer

Manufacturers Authorization Form

Ref.No. /

Date: / /2019

To,
The Director,
Knowledge Resource Centre,
Dr. Babasaheb Ambedkar
Marathwada University,
Aurangabad.

Subject: Authorization letter for tender for **Book binding works**

Ref.No. Dr. BAMU/KRC/BOOK BINDING/

Dear Sir,

This is with reference to above subject of procurement **Book Binding works** for your University. We would like to authorize M/s..... Who is a business associate / partner of OEM/ authorized distributors /authorized dealers in India to participate in the above tender and execute the same if awarded.

We here by extended our full support as per terms and conditions of the tender and the contract for the services offered against this invitation for tender offered by the M/s.....

We here by commit to the tender terms and conditions and will not withdraw our commitment during the process and or during the period of contract.

Thanking you,

Yours faithfully,

Name of the company and seal
Name, Signature and Designation
of the person

Note: - The Manufactures Authorization form must be signed by competent authority of the manufacturer.

**DECLARATION REGARDING BLACKLISTING / DEBARRING
FOR TAKING PART IN TENDER.**

(To be executed & attested by Public Notary / Executive Magistrate on
Rs.100/- non judicial Stamp paper by the bidder)

I / We Manufacture / Partner(s)/ Authorized
Distributor /agent of M/S.hereby
declare that the firm/company namely M/s.
has not been blacklisted or debarred in the past by Union / State
Government or by any other organization from taking part in tenders in
India.

Or

I / We..... Manufacture / Partner(s)/
Authorized Distributor/agent of M/s.
hereby declare that the Firm/company namely M/s.....
was blacklisted or debarred by Union / State Government or any
Organization from taking part in tenders for a period ofyears
w.e.f..... toThe period is over
on..... and now the firm/company
is entitled to take part in tenders.

In case the above information found false I / we are fully aware that the
tender/ contract will be rejected/cancelled by University and EMD / SD
shall be forfeited. In addition to the above University will not be responsible
to pay the bills for any completed / partially completed work.

DEPONENT

Name.....

Address.....

Attested:

(Public Notary / Executive Magistrate)

COMPARATIVE CHART for book binding works.

COMMERCIAL BID

Sr. No	Name of Item	Specifications As per tender	Price per book / volume
1	Big size Book Magazine	$\frac{1}{4} = 12 \times 9''$ Rexine and Hard Bound Binding with design covers mentioned on titles, author names, year etc. as per direction of the Director KRC	
2	Medium Size Book	$\frac{1}{8} = 9 \frac{1}{2} \times 6''$ inch with design covers mentioned on titles, author names, year etc. as per direction of the Director KRC	
3	Small size Book	$\frac{1}{16} + 8 \times 5 \frac{1}{2} \times 6''$ inch with design covers mentioned on titles, author names, year etc. as per direction of the Director KRC	
4	Journal Full Rexine	Black Colour with hard bound Lapeta Sticking round back with Sheraja Bound Volume should be Embossed in Golden Colour with design covers mentioned on titles, volume, issue no., year etc. as per direction of the Director KRC	

Note: 1) The above chart should be submitted on letter head of the bidder.
 2) Above Specifications of **Book binding works**.

Name, Signature and
 Seal of the bidder

Bidder's Declaration**E-TENDER DOCUMENT FOR BOOK BINDING WORKS**

Ref.No:- Dr. BAMU/KRC/BOOK BINDING/.....

I hereby certify that I have gone through all the information and terms and conditions stipulated in the tender document and hereby confirm to abide by the same. I also hereby certify that the rates quoted in financial/commercial bid (BOQ) are not more than the rate charged to any other Institution/ Department / Organization.

Signature :

Name of signatory:

Tender document **Book binding works.**