



## ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

### **Tender Notice for Annual Rate Contract of Printing Items.**

For and on behalf of Vice Chancellor Islamic University of Science and Technology, Awantipora, sealed tenders affixed with revenue stamp of ₹ 5/- are invited from the interested and eligible firms/authorised dealers/suppliers dealing with printing work for **Annual Rate Contract (2024-2025)** of Printing Items as mentioned in the Annexure–A of the tender document. The tender document can be obtained from the office of **Assistant Registrar (Procurement & Stores)** or can be downloaded from the University website: [www.iust.ac.in](http://www.iust.ac.in)

The tender document should be accompanied with DD of ₹ 500/- (non-refundable as tender document fee) favouring Islamic University of Science and Technology, Awantipora Pulwama (J&K). The last date for submission of tenders shall be **23-08-2024 (2.00 pm)**. Terms and Conditions apply.

**Sd/-**  
**Assistant Registrar (Procurement & Stores) /**  
**Member Secretary Central Purchase Committee.**

No. IUST/Reg/P&S/Tender/24/103  
Dated: - 12-08-2024

**The Bidders are expected to go through all instructions, terms & conditions as specified in the bidding document. Failure to furnish complete required information or submission of a bid with incomplete information may result in rejection of the bid.**

### **GENERAL TERMS & CONDITIONS**

1. The tender duly completed and signed shall be submitted in a sealed envelope superscribed "Tender for Annual Rate Contract for printing" and addressed to the **Assistant Registrar (Procurement & Stores) Islamic University of Science and Technology, Awantipora and shall be submitted on or before 23-08-2024 (2.00 pm)**
2. Interested bidders can check all the tendered items during working days from 9:30 am to 4:30 pm up to 20-08-2024 in the Office of the Procurement and Stores.
3. The successful bidder/s shall have to supply the items strictly as per the sample provided by the University.
4. Each and every sample shall be duly attested by the bidder with seal and signature alongwith the undertaking that in the event of the award of the contract, the supplier shall supply the items strictly as per the samples provided by the University.
5. The intending bidders shall have to paste transparent tape on the rates quoted by them in Indian Rupees (INR) only both in figures and in words FOR IUST Stores Awantipora, inclusive of supply, freight and excluding GST, which shall be paid as applicable at the time of supply. In case of a discrepancy, the amount quoted in words will be taken as final.
6. The Tender should be accompanied with Earnest Money Deposit (EMD) of Rs. 10,000/- (Ten Thousand only) in the shape of FDR/CDR of any scheduled Bank drawn in favour of "Finance Officer, Islamic University of Science and Technology", payable at Awantipora, Pulwama (J&K).
7. The rate contract is valid till 31<sup>st</sup> March, 2025.
8. The supply, transportation, etc. of the items shall be sole responsibility and at the risk of the firm till the acceptance by the University.
9. The supplied items made under this tender will be inspected by a Committee specially constituted for the purpose and in case the Committee is of the opinion that the supplies are not of the required specifications, the supplies shall be rejected and responsibility of lifting back the supplies will devolve on the supplier. Besides, in such event, the EMD shall stand forfeited and the extra cost incurred in arranging the supply from the alternative sources shall also be recovered from the defaulting supplier apart from initiating the proceedings for blacklisting.
10. The University reserves the right to reject or accept any Proposal without assigning any reason or cancel or withdraw the tender. The University reserves the right to relax any condition enumerated or arising out of this tender, without assigning any reason/s thereof. If the supply of the required items is not affected before the specified period, the University shall have the authority to cancel the order or to take any action deemed fit in the circumstances.
11. In case of any dispute the jurisdiction will be courts at Srinagar only.
12. The EMD may be forfeited:
  - (a) If a Bidder withdraws its bid during the period of bid validity.
  - (b) If at any stage it is proven that the information given by the bidder is incorrect.
  - (c) In case of a successful Bidder, if the Bidder fails:
    - to execute the supply within the stipulated time.
    - if the items are not as per the specifications.

13. The University may, for any reason, whether suo-moto or in response to a clarification requested by a prospective bidder, modify the bidding documents by an amendment, any time prior to the last date for submission of bids.
14. Tenders received after due date, improperly sealed, or with incomplete marking or with overwriting/corrections are liable to be rejected.
15. During evaluation of bids, the University may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.
16. Failure of the successful bidder to comply with the requirements of the University shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event the University may make the award to the next lowest bidder or call for new bids.
17. Bidders are supposed to supply the sample of items (wherever mentioned). Without samples no tender shall be entertained
18. Bid price should be without over writing; however minor over writing should be clearly signed by the bidder. In case of any discrepancy between price quoted in figures and words, the price quoted in words shall be accepted.
19. The supply order shall be placed as per the requirement of the University.
20. No Advance will be paid against the order placed by this office.
- 21. Bidders shall have to furnish experience proof documents in shape of supply order(s) of similar nature of work.**

**Compulsory Documents to be placed in the tender:**

- a. GST Registration.
- b. EMD of Rs. 10,000/-
- c. DD of Rs. 500/-
- d. PAN Card
- e. Experience proof documents in shape of supply order(s) of similar nature of work.

**Award of contract**

- a. Contract shall be awarded to the bidder whose bid is commercially, technically responsive and offered at lowest evaluated price **(item wise)**.
- b. Successful bidder shall be informed about the award of the contract where in terms and conditions of supply shall be incorporated.

**Payment**

- a. 100% payment shall be made against delivery of items after the successful verification/inspection of items by the University Verification Committee.

I/We hereby declare that the information furnished in this tender document by us is true and correct and also we have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. In case the provided information is found incorrect at any stage, the University may take appropriate action as warranted.

Name and sign of the authorized person of the firm along with seal

Place:

Date:

## Annexure – A

S.No	Description	Specification	To be filled by the bidder
			Rate per No. inclusive of all charges but excluding GST.
1.	Envelops Letter size ( 5" x 8")	Multi-Colour Printing <b>As per the prescribed format/Template/ provided sample</b>	
2.	Envelops A4 (12" x 10") Laminated	<b>As per the prescribed format/Template/ provided sample)</b>	
3.	Envelops A3 (16"x12") Laminated	<b>As per the prescribed format/Template/ provided sample</b>	
4.	Envelops A3 with cloths ( 16"x12")	Full Size Printing <b>As per the prescribed format/Template/ provided sample</b>	
5.	Answer Books (18 x 22/4) <b>with coding</b>	40 Pages <b>As per the prescribed format/Template/ provided sample</b>	
6.	Internal assessments (18 x 22/4)	16 Pages <b>As per the prescribed format/Template/ provided sample</b>	
7.	Memo Books (17 x 27/4)	100 leaves with white paper & card board Binding <b>As per the prescribed format/Template/ provided sample</b>	
8.	Award Rolls (17 x 27x4)	100 Leaves white paper & card board Binding <b>As per the prescribed format/Template/ provided sample</b>	
9.	Result Registers (17 x 27/2)	<b>585 pages</b> <b>As per the prescribed format/Template/ provided sample</b>	
10.	Result Registers (17 x 27/2)	<b>560 pages</b> <b>As per the prescribed format/Template/ provided sample</b>	

11.	Result Registers (17 x 27/2)	<b>360 pages</b> As per the prescribed format/Template/ <i>provided sample</i>	
12.	Result Registers (17 x 27/2)	<b>340 pages</b> As per the prescribed format/Template/ <i>provided sample</i>	
13.	Result Registers (17 x 27/2)	<b>280 pages</b> As per the prescribed format/Template/ <i>provided sample</i>	
14.	Result Registers (17 x 27/2)	<b>260 pages</b> As per the prescribed format/Template/ <i>provided sample</i>	
15.	Result Registers (17 x 27/2)	<b>240 pages</b> As per the prescribed format/Template/ <i>provided sample</i>	
16.	Result Registers (17 x 27/2)	<b>200 pages</b> As per the prescribed format/Template/ <i>provided sample</i>	
17.	Result Registers (17 x 27/2)	<b>180 pages</b> As per the prescribed format/Template/ <i>provided sample</i>	
18.	Result Registers (17 x 27/2)	<b>160 pages</b> As per the prescribed format/Template/ <i>provided sample</i>	
19.	Result Registers (17 x 27/2)	<b>130 pages</b> As per the prescribed format/Template/ <i>provided sample</i>	
20.	Result Registers (17 x 27/2)	<b>110 pages</b> As per the prescribed format/Template/ <i>provided sample</i>	

21.	Result Registers (17 x 27/2)	<b>100 pages</b> <b>As per the prescribed format/Template/ provided sample</b>	
22.	Result Registers (17 x 27/2)	<b>80 pages</b> <b>As per the prescribed format/Template/ provided sample</b>	
23.	Result Registers (17 x 27/2)	<b>70 pages</b> <b>As per the prescribed format/Template/ provided sample</b>	
24.	Result Registers (17 x 27/2)	<b>60 pages</b> <b>As per the prescribed format/Template/ provided sample</b>	
25.	Result Registers (17 x 27/2)	<b>40 pages</b> <b>As per the prescribed format/Template/ provided sample</b>	
26.	Registration Registers (20 x 30/4)	8 /6/4/semesters hard board with Rexine binding ledger paper 150 pages, 60 pages <b>As per the prescribed format/Template/ provided sample</b>	
27.	Letters Heads (18 x 22/4)	Executive Bond Paper with card board binding <b>As per the prescribed format/Template/ provided sample</b>	
28.	Internal transfer books (18 x22/5)	Duplicate (Colour Paper) (300 leaves) <b>As per the prescribed format/Template/ provided sample</b>	
29.	Goods Inward Books (18x 22/5)	Triplicate (Colour Paper)(300 leaves) <b>As per the prescribed format/Template/ provided sample</b>	
30.	Goods Outward Books (18 x 22/5)	Triplicate (Colour Paper)(300 leaves) <b>As per the prescribed format/Template/ provided sample</b>	
31.	Requisition Books (18 x 22/5)	Duplicate (Colour Paper)(200 leaves) <b>As per the prescribed format/Template/ provided sample</b>	
32.	Library Membership forms A4	White Paper Single colour Printing <b>As per the prescribed format/Template/ provided sample</b>	

33.	Date slips (18 x 22/8)	White Paper Single colour Printing <b>As per the prescribed format/Template/ provided sample</b>	
34.	Visiting cards	Both Side Printing Multi Colour <b>As per the prescribed format/Template/ provided sample</b>	
35.	Asset Registers ( 13" x 17")	Hard board with Rexine binding ledger paper 200/ 100 pages <b>As per the prescribed format/Template/ provided sample</b>	
36.	Temporary Identity Cards	<b>As per the prescribed format/Template/ provided sample</b>	
37.	Migration Certificates	<b>As per the prescribed format/Template/ provided sample</b>	
38.	Character Certificates	<b>As per the prescribed format/Template/ provided sample</b>	
39.	Degree Certificates	<b>As per the prescribed format/Template/provided sample</b>	
40.	Academic Transcript Certificates (A4)	<b>As per the prescribed format/Template/ provided sample</b>	
41.	Academic Transcript Certificates (A3)	<b>As per the prescribed format/Template/ provided sample</b>	
42.	File covers Laminated	With University name and logo <b>(As per the prescribed format/Template/ provided sample)</b>	
43.	File covers Ring type	With University name and logo <b>(As per the prescribed format/Template/ provided sample)</b>	
44.	File covers Plain	With University name and logo <b>(As per the prescribed format/Template/ provided sample)</b>	

45.	File covers Index	With University name and logo <b>(As per the prescribed format/Template/ provided sample)</b>	
46.	Visiting Register	With University name and logo <b>(As per the prescribed format/Template/ provided sample)</b>	
47.	Executive File Folder (Leather)	With University name and logo <b>(As per the prescribed format/Template/ provided sample)</b>	
48.	Result Notification Register	31" X 8" <b>(As per the prescribed format/Template/ provided sample)</b>	

**Note :-**

- 1. Rates shall be quoted inclusive of all charges but excluding GST which shall be paid as applicable at the time of Supply Order.**
- 2. Supply order (s) will be issued as per the requirement of the University throughout the Financial Year (2024-2025).**

Name and sign of the authorized person of the firm along with seal

Place:

Date: