

## UNIVERSITY OF MUMBAI



### Extension - I

#### e-Tender Notice No. : MUP/423/2016-17 dated 02/09/2016

University of Mumbai invited Online e-Tender from Registered Reputed Printers for Printing & Supply of Wall Calenders, Executive Diaries, Weekly Tablets and Table Meeting Calender for year 2017.

Tender Form Fees Rs.	EMD in Rs.	Validity of e-Tender	Prebid Meeting	Technical Bid Opening date & time
Rs. 1000/- (Rs. Five Hundredes only)	Rs. 50,000/- (Rs. Fifty Thousand Only)	120 days	Date: 19 / 09 /2016 at 15.00 Hrs.	Date: 04/10 /2016 11.00 to 15.30 Hrs.
			<b>Venue :</b> Mumbai University Press, M. J. Phule Bhavan, (Examination House), Vidyanaagari, Santacruz (E.), Mumbai – 400 098. <b>Tel. No. :</b> 022-26530290/022-26522667	

#### Schedule for Tenderers :

Tender Download Period : 07/09/2016, 11.00 Hrs. To 30/09/2016, 13.00 Hrs.

Online Bid Preparation & Submission Period : 07/09/2016, 11.00 Hrs. To 30/09/2016, 17.30 Hrs.

Online Bid Decryption & Re-encryption Period : 01/10/2016, 15.01 Hrs. To 03/10/2016, 17.00 Hrs.

#### Note :

- All the Eligible Tenderers needs to be registered on <https://maharashtra.etenders.in> to get user id and password and to download the documents for online Bid Preparation and Online bid Decryption and Re-encryption on <https://dhe.maharashtra.etenders.in>
- All the tenderers are necessary to purchase Digital Certificate of Class II or Class III to do e-Tendering. Digital Certificate forms are available on <https://maharashtra.etenders.in>
- For e-Tendering Helpline : Call On 020-30187500 or email Id : [support.gom@nextenders.com](mailto:support.gom@nextenders.com)
- Mumbai University reserves every rights to cancel the tender in whole or in part.

Mumbai – 400 032.

Sd/-  
**Dr. M. A. Khan**  
Registrar

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<https://dhe.maharashtra.etenders.in>

Name of Work : Online Tender for Submitting of rates for the Printing & Supply of Wall Calenders, Executive Diaries, Weekly Tablets and Table Meeting Calender for year 2017 as per e-Tender Notice No. MUP/423/2016-17, dated 02/09/2016.

### INVITATION OF TENDERS

1. MUMBAI UNIVERSITY , INVITES ONLINE TENDERS FOR THE Printing & Supply of Wall Calenders, Executive Diaries, Weekly Tablets and Table Meeting Calender for year 2017. Detailed terms and conditions and schedule of the goods/materials are provided in the tender documents.
2. Interested Tenderers may download further information and inspect the Tender Documents from <https://dhe.maharashtra.etenders.in> If any contactor have any query regarding e-Tender, he/she can contact or email on 020-30187500 support.gom@nextenders.com
3. A complete set of Tender Documents may be purchased @ cost of Rs. 1,000/- which is not refundable by the authorized representative online on <https://dhe.maharashtra.etenders.in> by using Debit Card/ Credit Card /Net Banking. The tender document will be available from date 07/09/2016, 11.00 hrs. at the above address.
4. Tenders must be accompanied by an Earnest Money Deposit (EMD) for an amount of Rs. 50,000/- and should be paid online only by using Debit Card/Credit Card/Net Banking /RTGS /NEFT. In case of any exemption, Exemption Certificate should be uploaded online in the Technical Envelope-I. Tender accompanied by Cheques/Cash/DD/ Pay Order or without EMD will not be considered and will be rejected out rightly.
5. MUMBAI UNIVERSITY, will not be responsible for any costs or expenses incurred by Tenderers in connection with the preparation for delivery of Tenders, including costs and expenses related to visits to the site of Mumbai University.
6. The tender will be in two Envelope, Envelope-I will contain technical bid, Envelope-II will contain price bid.
7. Last date for submission of Technical & Price Bid is 30/09/2016 at 17.30 hrs.
8. Bid of Technical Envelope-I will open on 04/10/2016 at 11.00 to 15.30 hrs.
9. All the contractor have to purchase Class II or Class III Digital Certificate and Digital Certificate should be having two pair 1. Sign Verification 2. Encryption / Decryption
10. All the contractor have to Submit/Upload their documents in .pdf /jpg format.
11. All the contractors have to complete tender download, Online Bid Preparation and hash submission and online Bid Data Decryption and Re-encryption otherwise contractor will not get qualified for technical bid and commercial bid opening.
12. Only single make and model of item must be offered in the bid. Offer of multiple models would make bid liable for rejection.

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OF/All Tend./Diary Cal.-3

Seq. No.	DHE Stage Release of tender	Vendor Stage	Start Date & Time	Expiry Date & Time	Envelopes
1	Release of tender		02/09/2016 11.00 Hrs.	06/09/2016 17.30 Hrs.	Envelope-2 Envelope-1,
2	–	Downloaded of bidding document	07/09 /2016 11.00 Hrs.	30/09/2016 13.00 Hrs.	
		Prebid Meeting Date and Time	19/09/2016 at 15.00 Hrs Venue : Mumbai University Press, M. J. Phule Bhavan (Examination House) Vidyanagari, Santacruz (E.), Mumbai - 400 098. Tel. : (022) 26530290, 26522667		
3	–	Online bid preparation and hash submission	07/09/2016 11.00 Hrs.	30/09/2016 17.30 Hrs.	Envelope-2 Envelope-1,
4	Close for Technical Bid		30/09/2016 17.31 Hrs.	01/10/2016 15.00 Hrs.	Envelope-1,
5	Close for Financial Bid		30/09/2016 17.31 Hrs.	01/10/2016 15.00 Hrs.	Envelope-2
6		Online bid data decryption and re-encryption	01/10/2016 15.01 Hrs.	03/10/2016 17.00 Hrs.	Envelope-2 Envelope-1,
7	Opening technical bids		04/10/2016 11.00 Hrs.	04/10/2016 15.30 Hrs.	Envelope-1,
8	Opening financial bids		13/10/2016 11.00 Hrs.	13/10/2016 15.30 Hrs.	Envelope-2

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Online Envelope 'II' which will contain the Prices for the items mentioned in the Table & will be treated as Price Bid.

Schedule of Wall Calenders, Executive Diaries, Weekly Tablets and Table Meeting Calender

	Particulars	Size	Quantity	Rate (incl. all taxes)	
				Rs.	P.
1.	Wall Calenders	17½" x 22½"	5000 Nos.		
2.	Executive Diaries	7" x 9½"	4000 Nos.		
3.	Weekly Tablets	7" x 9½"	2000 Nos.		
4.	Table Meeting Calender	10" x 13½"	5000 Nos.		

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### Specification

#### TECHNICAL SPECIFICATIONS FOR PRINTING & SUPPLY OF WALL CALENDERS, EXECUTIVE DIARIES, WEEKLY TABLETS AND TABLE MEETING CALENDER FOR YEAR 2017 AS PER E-TENDER NOTICE NO. MUP/423 /2016-17, DATED 02 /09 /2016.

##### I. Executive Diaries – 2017 (Bilingual)

Size : 7" x 9½"

Quantity : 4000 nos Approx.

1. Design/Art work to be prepared by the vendor as per requirement of the University. Historical information will be provided by the University of Mumbai. Approved vendor will be permitted to take photographs of Historical Buildings required for designing Diary & Calendars.
2. The Inside text (60 Pages) other than date pad will be printed in 2 colour on 80 GSM White Maplitho Paper (A Grade Mill).
3. The outer cover should be printed on 100 GSM Art Paper in process 4 colour with spot U.V. Lamination and Gloss/Matt Lamination.

**Or**

Any innovative specimen given by vendor. The vendor should quote for all type of rates.

4. Aasspass (endpaper) will be printed in process 4 colours on 140 GSM Sunshine Paper/Art Paper as per specimen.
5. Book Mark : Satin ribbon of ¼" width to be inserted in the diary to the full height of diary with University Logo - both side printed and properly laminated.
6. The Binding should be case type as per requirement.
7. There shall be 13 process four colour Art Plates printed on 170 GSM Art Paper and should be pasted at the begining of each month date pad or as per direction given by University Authority.
8. The inside pages of the diary will be printed for two dates i.e. two dates pages with University Logo - both side printed.

##### II. Weekly Tablet with Photographs of the Employees– 2017

Size : 7" x 9½"

Quantity : 2000 nos Approx.

1. Design/Art work to be prepared by the vendor as per requirement of the University. Historical information will be provided by the University of Mumbai. Approved vendor will be permitted to take photographs of Historical Buildings required for designing Diary & Calendars. Also the photographs of the employees be provided for designing and printing.
2. The Inside text (60 Pages) other than date pad will be printed in 2 colour on 80 GSM White Maplitho Paper (A Grade Mill).



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**IV. Laminated Meeting Calendars 2017 in four colours :—**

- (1) Total Quantity :— 5000 Approx.
- (2) Quality of cards :— 300 GSM Art Card / imported card having Glossy look to be used for the printing.
- (3) Finished size – 10" x 13½"
- (4) Designing :— Photographs will be given but designing work will be carried out according to the G. R. of the Maharashtra State Govt. for Public Holidays etc. by the printers/party and needed required digital proofs to be provided before final printing for approval.
- (5) Processing :— Four colours printing - front & back and fold in between.

**Note :- The sample copies of the Diaries, Weekly Tablets, Table Calendars and Wall Calendars are kept in the University press for inspection / information. This please be noted. Before submitting quotation please refer specimen copies earlier printed.**

Calendar/Diary will be finalized as per Maharashtra Government Resolution Holiday dates. Samples of Paper, Card board, Rexine are required with the Tender. **The itemwise rates should be quoted separately for all the above items to enable us to workout Pro-rata rates if any i.e. pages/copies etc. The quantity may be increased/decreased, this please be noted.**

**Sd/-**  
**Dr. M. A. Khan**  
Registrar  
University of Mumbai

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## UNIVERSITY OF MUMBAI



### TERMS & CONDITIONS PRINTING & SUPPLY OF WALL CALENDERS, EXECUTIVE DIARIES, WEEKLY TABLETS AND TABLE MEETING CALENDER FOR YEAR 2017 AS PER E-TENDER NOTICE NO. MUP/423/2016-17, DATED 02/09/2016.

1. The Printer will have to carry out the work as per technical specification given on enclosed list of Technical specifications co-ordinating with committee appointed for printing Diaries, Weekly Tablets and Calendars.
2. Packing of bundles must be 10 Diaries, 10 Weekly Tablets & 25 Wall Calendars each to be packed in Polythene transparent bag (Shrink Packing) duly sealed and inserted in good quality paper bag with name and address of supplier which should be provided by the tenderer at their own and no separate charges will be paid for the same.
3. Printed Materials should have to be delivered by the printer to the Assistant Registrar, GAD, Fort, University of Mumbai – 400 032 and no delivery charges will be paid for the same by the University. The Diaries, Weekly Tablets & Calendars given for printing shall be completed strictly as per the instructions given in the technical specifications and as per the printing order issued **by the Controller of Printing & Stationery** on or before time. In case of default, the Materials shall be printed from other printers at the risk and cost of the original supplier.
4. The rates should be quoted for each number of Diary, Weekly Tablets with photo's of staff member & Calendars **inclusive of all** i.e. delivery charges, VAT, Government Levies, Taxes, if any, etc. Further addition in rates like Government levies etc. will not be accepted. No hike in the quoted rates will be accepted.
5. Copy of PAN Card, Shops and Establishment Certificate, VAT Clearance Certificate showing that VAT is paid, from concerned VAT Authority (True copy must be attested) also must be uploaded with the Tender.
6. Tenders shall be uploaded online as per the Specifications and for the quantities mentioned against each item. The Tenders shall be upload online by two Envelopes Systems i.e. Envelope–I (Technical Bid) and Envelope–II (Price Bid) as specified separately. Tender schedule i.e. Date and Time of the Tender is also specified separately.



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7. The Earnest Money Deposit amounting to Rs. 50,000/- must be paid by online only on by using Debit Card / Credit Card / Net Banking / RTGS / NEFT. In case of any exemption, Exemption Certificate should be uploaded online in the Technical Envelope–  
**I. Tenders accompanied by cheques /cash / DD / Pay Order or without EMD will not be considered and will be rejected out rightly.** The tenderers should not put any conditions of their own and such conditional offers are liable to be neglected. The Earnest Money Deposit paid by the unsuccessful tenderer will be refunded online to the respective parties after finalisation of the tenders. No interest shall be paid on the Earnest Money Deposit so lodged.
8. The bills of the suppliers will be paid by the University within a period of 30 days from the date of submission of the bills in Triplicate together with the receipted challans to the University Press, provided the bills are complete in all respect and are in order.
9. The Earnest Money deposited by the successful Tenderer will be retained with the University as a Security Deposit and the same will be refunded online to the respective Tenderer/s after completion of order in all respect. No interest shall be paid on the Earnest Money Deposit so lodged.
10. In case the supplier fails to deliver the supplies by the stipulated timeframe or commits any breach of the Terms & Conditions governing the supply, the order of supply shall be terminated forthwith and the balance supply shall be arranged from other supplier at the risk and cost of the original supplier.
11. The University of Mumbai reserves the right to accept or reject, any or all Tenders, Tender in whole or in part, or place the orders in whole or in part, without assigning any reason thereof.
12. Normally lowest rates are accepted but it is left to the discretion of the University to accept rates other than the lowest rates also. No reasons will be assigned for such acceptance or non-acceptance. If required inspection can be done for assessing the printing capacity of the printer.
13. The tenderers shall keep their offer open for acceptance for a period of **120 days** from the date of opening of the tender/s, within which period tenderers will not withdraw their offer. Tenders specifying validity less than **120 days** shall be rejected outright. Any contravention of the above conditions will make the tenderers liable for forfeiture of the Earnest Money Deposit.

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14. University of Mumbai reserves the right for carrying out the tests for various paper wherever necessary as per the approved Laboratories, Practical Test / Hand Test according to standard and the decision in this respect of the concern authority of this University is final. A paper required to be utilised 20 sheets in A/4 size are required to supply at the time of Technical bid opening.
15. The approved party/parties should shred and destroy the print waste. The Negatives/ Positives and Artwork prepared for the printing of Calendars and Diary, Weekly Tablets will be the property of the University. The same and the C.D.'s of PDF File & open File of the Matter, Design & Photographs etc. utilised by the printer for Designing Calendars and Diary should be handed over to the Controller, Printing & Stationery alongwith the Bills after completion of the job/s satisfactorily. Also the photographs of the University Building/ s and staff members taken / provided which utilised or not utilised will be the property of this University and the same should be returned at the time submitting of Bills. The necessary arrangement for taking photograph is required to be made by the printer. No separate charges will be given for the same in his own cost.
16. For settlement of dispute if any, jurisdiction of courts in Mumbai shall be accepted and the disputes shall be referred to the sole arbitrator to be appointed by the Vice-Chancellor under the provision of Arbitration Act, 1996, as amended upto date.

**Place :** Mumbai.

**Date :** 02-09-2016

**Sd/-**  
**Dr. M. A. Khan**  
Registrar  
University of Mumbai

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**Envelope "I" (Technical Bid) :**— Documents to be uploaded Online which contains the Technical Specification, eligibility will be treated as Technical Bid.

(Note : All the documents should be attested. Document should be uploaded in the form of .PDF or .JPG format and .PDF or .JPG file should not be more than 5MB)

- (1) Forwarding letter with details of Addresses and Phone Numbers of the bidder.
- (2) Scan copy of Licence Certificate under Shops & Establishment Act / Companies Act Factories Act etc.
- (3) Scan copy of PAN Card.
- (4) Scan copy of VAT Registration Certificate.
- (5) Scan copy of Latest VAT Clearance Certificate / Challan.
- (6) Scan copy of Documents Confirming the Constitution of Tenderer's firm etc.

**Envelope "II" (Price Bid) :**— List of prices only.

**If "I" envelope does not contain the necessary documents, then "II" envelope shall not be opened and the tender will be ignored. In case a tender does not fulfill the necessary conditions, the tender will be/shall be treated as invalid.**

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( Executive Magistrate/Notary Public.)

**AFFIDAVIT**

I, \_\_\_\_\_ (Name of Contractor/Authorized person), Aged about \_\_\_\_\_ years, residing at \_\_\_\_\_ (Postal Address) do hereby swear this affidavit that, I am the proprietor/Partner of \_\_\_\_\_ (Name of company/firm) Registered at \_\_\_\_\_.

I do hereby swear that, the documents submitted in envelope No. 1 of the tender document for the work of **Printing & Supply of Wall Calenders, Executive Diaries, Weekly Tablets and Table Meeting Calender for year 2017 as per e-Tender Notice No. MUP/423/2016-17, dated 02/09/2016.** are true, correct and complete. I am not blacklisted in any organization. In case the contents of envelope No.1and other document pertaining to the tender submitted by me are found to be incorrect or false, I shall be liable for action under the relevant provision of Indian Penal Code and other relevant laws.

Signature of Authorised person

Applicant/Contractor

Name : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_

E-mail : \_\_\_\_\_

Mobile No

## **DECLARATION OF THE CONTRACTOR**

I/We hereby declare that I/we have made myself / ourselves thoroughly conversant with the local conditions regarding all materials and labour on which I/we have based my/our rates for this tender. The specifications, and lead of materials on this work have been carefully studied and understood by me/us before submitting this tender. I/we undertake to use only the best materials approved by the MUMBAI UNIVERSITY or his duly authorized representative before starting the work and to abide by his decision.

I/We hereby undertake to pay the laborers engaged on the work as per minimum wages Act 1948 applicable to the Zone concerned.

**Signature of Contractor**