

Tender Form Sr. No.....
Issued to M/s.....
vide D.D./ M.R. No.....
datedfor Rs.500/- only

FORM OF TENDER
(Envelope no.1)

From:

M/s.....
.....

To,

**PI, NAE-RWMRA,
Dr.Panjabrao Deshmukh Krishi Vidyapeeth,
Krishinagar, AKOLA- 444 104 (M.S.)**

Dear Sir,

1. In response to the tender notice published by you in Daily / Weekly..... , Akola dated for inviting tender for and on behalf of Dr.Panjabrao Deshmukh Krishi Vidyapeeth Akola, I/we submit herewith the tender for printing and supply requisite copies of **Bulletin 1, Bulletin 2, Bulletin 3 and Bulletin 4** (in English).
2. I/we have thoroughly examined and understood the terms and conditions of the Tender contained in Appendix-I and I/we agree to abide by them. Accordingly, I/we hereby submit that I/we have our own DTP and offset printing facility/unit, as desired.
3. I/we offer to supply requisite copies of **Bulletin 1, Bulletin 2, Bulletin 3 and Bulletin 4** at the rates quoted by me/us as mentioned in Appendix-II B & C. It is agreed that no extra charges other than those which is mentioned in Appendix-II-B & C would be payable to me/us.
4. I/we accept that the rates tendered shall remain valid for **a period of one year from the date of issue of the order** for printing and supply. I/we shall be bound by communication of acceptance of the offer within seven days positively from the receipt of order failing which I/we agree that the order will be treated as cancelled.
5. I/we also admit the right to accept whole or part of the Tender or reject any Tender without assigning any reason is reserved with the University authority and the decision of the University authority will be final and binding on me/us.
6. As required by the terms and conditions of tender, an amount of **Rs. 3,000/-** (Rs. Three thousands only) is paid by me/us **as Earnest Money** under Demand Draft / Pay order No. dt which is enclosed. I/we agree to supply the requisite number of printed copies of **Bulletin 1, Bulletin 2, Bulletin 3 and Bulletin 4** within stipulated period from the date of order for printing and supply placed and / or manuscript handed over by the office of PI, NAE-RWMRA, Dr. Panjabrao Deshmukh Krishi Vidyapeeth, Akola.
7. I/we hereby declare that the entries made in the tender form and Appendix-II attached thereto are true to the best of my knowledge, I/we shall be bounded by the act to my/our authorized representative duly constituted attorney Shri..... Whose signature is appended hereto in the space specified for the purpose and any other person who in future may be appointed by me/us in his place to carry on business of this concern. The intimation of such change will be communicated/given to the PI, NAE-RWMRA, Dr.Panjabrao Deshmukh Krishi Vidyapeeth, Akola
8. The following documents are enclosed along with this tender duly filled in and signed.

List of documents

(Enclosed):

- 1) Part-II of Appendix-I..... Yes/No
- 2) Appendix –II (A & B)
- 3) Earnest money paid by Demand Draft No / Pay Order No, dated
for Rs 3,000/- only Yes/No
- 4) Other documents.....

.....

.....

Signature of constituted attorney/authorized representative:.....

Name:.....

Address:.....

Date:.....

Place:

Yours faithfully,

Date:

(Signature of Supplier/Tenderer)

SEAL:

Capacity in which signing:

Name of Supplier/Firm:

Address of Firm:

Registration No. of Printer/Press:

CST/BST/VAT No

Appendix-I

Important terms and conditions governing suppliers to Dr. Panjabrao Deshmukh Krishi Vidyapeeth, Akola

Part-I (To be retained by Tenderer)

1 Sealed Tenders are invited only from the Registered/authorized Printers, Printing Press, etc. having their own facility of DTP composing and Offset Printing for Printing of **Bulletin 1, Bulletin 2, Bulletin 3 and Bulletin 4** (in English) and supply of requisite copies thereof to Dr. PDKV, Akola as mentioned in Appendix-II. The sample of other **similar Bulletins** will be available for perusal at free of cost during office hours on all working days up to **5.00 pm**. The last date of acceptance of tender duly filled in is **14.03.2016 up to 13.00 hrs**. Blank tender form will be available in the office of **PI, NAE-RWMRA, Dr.Panjabrao Deshmukh Krishi Vidyapeeth, Akola** on payment of Rs.500/- in cash/ Demand Draft during 01.03.2016 to 08.03.2016 (11.00 AM to 04.00 PM). Tenders received after due date time will not be considered. In case tender is sent by registered post /courier it shall be the sole responsibility of intending supplier to ensure that it is received up to closing hours on the specified date. Tenders received are proposed to be opened **14.03.2016** at 15.30 hrs. in presence of the intending suppliers who may desire to attend in the chamber of **PI, NAE-RWMRA, Dr.Panjabrao Deshmukh Krishi Vidyapeeth, Akola**.

2 The work of printing should be completed within time limit and copies should be supplied as mentioned below

a) **800 to 1000 copies of Bulletin 1, Bulletin 2, Bulletin 3 and Bulletin 4** up to one week after issue of order for printing.

If the copies are not supplied within stipulated time limit, a deduction of Re.0.50 per copy per week will be made from the final bill/ deposits. However, it will not be obligatory on the part of University to accept the printed copies supplied after stipulated time limit.

3 PI, NAE-RWMRA, Dr. PDKV, Akola may consider the written request of the printer/ tenderer and reduce or exempt the fine / penalty / deduction etc. taking into consideration the genuineness of the cause/ reason.

4 The University authority may demand copies of invoice towards proof for purchased of desired quality of papers.

5 The samples of the papers including cover page and all inner pages etc. to be used along with the font type and size to be used for printing, duly printed on such paper should be supplied along with tender.

6 Final proof (a dummy copy) will have to be submitted by the tenderer to the PI, NAE-RWMRA, Dr.Panjabrao Deshmukh Krishi Vidyapeeth, Akola for checking / perusal. If some omissions / additional corrections are observed even in last moment in final proof reading, that should be rectified/ incorporated by the Tenderer.

7 Rates should be quoted in words and figures without any correction or overwriting. The rates should be valid at least for a period of one year from the date of issue of supply order or till the date of entire supply of **'Bulletin 1, Bulletin 2, Bulletin 3 and Bulletin 4'** whichever is later and as such no increase in rates will be allowed/accepted. **Tenderer mentioning more than one rate (ambiguity in rates) will be rejected.**

8 The intending suppliers should quote their rates inclusive of all expenses, charges, taxes, duties, transportation, packing and forwarding, octroi, etc i.e. **All Inclusive** with free delivery at the PI, NAE-RWMRA, Dr.Panjabrao Deshmukh Krishi Vidyapeeth, Akola. Other extra claims over and above the accepted rates shall not be entertained on any account or increase on any account. Moreover, conditional Tender from Tenderer's side will not be accepted.

- 9 The Tenderer shall have to deposit an **Earnest Money of Rs. 3,000/-** (Rs. Five thousands only) by demand draft / pay order drawn in favour of '**PI, NAE-RWMRA, Dr.Panjabrao Deshmukh Krishi Vidyapeeth, payable at S.B.I., Dr. PDKV, branch Akola**' and the same should be enclosed along with the tender (in envelope no.1). The tender without earnest money will not be considered. The amount of earnest money will be refunded to unsuccessful suppliers only, soon after the decision is taken finally by PI, NAE-RWMRA, Dr. PDKV, Akola.
- 10 The tenderer should quote the rates in two-bid system **in the prescribed original form of 'Appendix-II' issued by this office only** and not on any other form. All required documents should be submitted in two envelopes.
- 11 The **two sealed envelopes No.1 and 2 should be put together in one common cover and be sealed**. This sealed cover shall be marked on the left hand top corner 'Tender for Printing of **Bulletin 1, Bulletin 2, Bulletin 3 and Bulletin 4** The full name and address of the tenderer and the name of the authorized agent delivering the sealed cover containing the tender shall be written on the left hand corner (at bottom).

Envelope No.1 (Technical offer) should contain:

- a) Tender Form** (pages 1-2)
- b) Demand Draft or Pay Order** towards payment of Earnest Money (i.e. Rs. 3,000/-)
- c) Registration number** with copy of certificate.
- d) Sales Tax number** (CST/BST/VAT no.) **with copy** of Sales Tax Registration Certificate.
- e) PAN with copy** thereof in favour of the firm / proprietor / partners.
- f) Facilities of printing** available with the tenderer for carrying out this work.
- g) Experience of similar type of work carried out** by the tenderer (enclose list / documents).
- h) Samples of the papers** to be used for printing of **Bulletin 1, Bulletin 2, Bulletin 3 and Bulletin 4** (i.e. sample of cover page paper, inner paper etc.)
- i) Sample of papers should have the stamp of an authorized dealer** / mill mentioning quality and grammage (gsm).
- j) List of experienced personnel / workers** employed by the firm / tenderer.

Envelope No.2 (Main offer):

This sealed cover should contain only the main tender document mentioning the cost of offer of this tender (Appendix-I, part-II and Appendix II)

- 12 The Tenderer shall have to execute an 'Agreement Bond' in the prescribed form on Government / Court Stamp paper costing Rs.200/-(at his cost), so as to issue the supply order for which rates are tendered and accepted by the University.
- 13 The amount of Earnest Money will be refunded to the Tenderer (on receipt of application) after final payment is made as per supply order. The amount of earnest money will likely to be forfeited as per terms and conditions of agreement in case of some failures.
- 15 The right to enhance or reduce the quantity of **Bulletin 1, Bulletin 2, Bulletin 3 and Bulletin 4** and right to accept or reject whole or part of any tender without assigning any reason, whatsoever, is reserved by the PI, NAE-RWMRA, Dr. PDKV, Akola. The decision of the PI, NAE-RWMRA, Dr. PDKV, Akola will be final and binding on the tenderer.
- 16 On acceptance of rates as per the approved tender and after completing necessary formalities, the tenderer will be informed about the acceptance of the tender. The supply order under the signature of PI, NAE-RWMRA, Dr. Panjabrao Deshmukh Krishi Vidyapeeth, Akola to the successful tenderer will be placed on executing agreement bond.
- 17 In the event of breach of any of the terms and conditions of supply, it shall be liable to forfeit the amount of Earnest Money and Security Deposit (with also any other deposit if any) without prejudice to any other right and remedies open to the University.
- 18 As soon as the tenderer delivers the tender in the office of the PI, NAE-RWMRA, Dr. PDKV, Akola it shall be binding on tenderer and tenderer shall not be able to withdraw or amend the offer.
- 19 The tender accepting authority also reserves the right to obtain the supplies by negotiations with one or more of the tenderer, if in case, the quality of paper, type of printing, binding, size and other terms and conditions etc. are not found suitable to this University.
- 20 The PI, NAE-RWMRA, Dr. PDKV, Akola reserves the right to accept or reject the supplies in full or in part which do not strictly confirm to the specifications or to accept the material supplied with slight variations in specifications or with a condition that the rates accepted shall be reduced at such rates as the PI, NAE-RWMRA, Dr. PDKV, Akola may reasonably think fit looking to the variations and that such rates shall be binding on the tenderer. Similarly, if some copies are found defective even after its delivery / acceptance, it will be returned to the tenderer at the price quoted by tenderer and such amount will be recoverable from tenderer.
- 21 In case of successful tenderer, the amount of Earnest Money given by tenderer shall be retained by the University for fulfillment of terms and conditions of tender. This Earnest Money kept with University shall not carry any interest.
- 22 The tenderer should handover the general C.D/CD in PDF form/ output on trace paper of all content / matter used for printing of **Bulletin 1, Bulletin 2, Bulletin 3 and Bulletin 4** and also positives of design and coloured photographs etc. as soon as the work is over, without any extra charges.
- 23 In case of poor response from the suppliers for the first call, the opening of tenders shall be extended further for (maximum) one time. The tenders received up to last call will be considered and opened by the PI, NAE-RWMRA, Dr. Panjabrao Deshmukh Krishi Vidyapeeth, Akola.

- 24 The credit bill should be presented by the tenderer in triplicate in the name of **PI, NAE-RWMRA**, Dr. Panjabrao Deshmukh Krishi Vidyapeeth, Akola as soon as the delivery of **Bulletin 1, Bulletin 2, Bulletin 3 and Bulletin 4** as per supply order is made in full. For any delay in payment, interest or any other kind of expenditure / extra payment will not be made. Further, it should be noted that part payment would be avoided as far as possible at any stage of delivery. The payment of value of supply shall be made by 'Account Payees Cheque' only in the name of the firm.
- 25 Delay in supply within the prescribed time limit / making of supplies not up to the standard, specifications or non-observance or non acceptance of these terms and conditions by the tenderer, shall constitute breach of contract and the Earnest Money / Security Deposit of the tenderer shall be liable to forfeit to the University in part or full besides other actions of reduction in bill of suppliers and / or other legal actions and the decisions of the University shall be binding on the tenderer.
- 26 The PI, NAE-RWMRA, Dr. PDKV, Akola reserves the right to relax any of the conditions, if sufficient numbers of tenders are not found valid.
- 27 Income Tax (TDS) will/ may be deducted from the final bill/amount payable to the concerned firm/party.
- 28 In case of doubt, the university authority may send the paper samples for Laboratory testing to ascertain the quality/gram-mage. Under the circumstances, about 90 per cent payment of final bill will be released and remaining amount will be paid after ascertaining the quality. If necessary, proportionate amount can be deducted from the final bill.
- 29 The tenderer/supplier has to hand over a Machine Readable CD (CD in PDF Form) for launching the **Bulletin 1, Bulletin 2, Bulletin 3 and Bulletin 4** on University website.

Place: Akola
Dated: 25/02/2016

**PI, NAE-RWMRA &
Director, Agro Ecology and
Environment Center
Dr. P.D.K.V., Akola**

Encl: (1) Part-II of Appendix-I (2) Schedule of suppliers in Appendix-II

Appendix-I
(Envelope no. 2)

Part-II (To be submitted).

Whereas, the PI, NAE-RWMRA, Dr.Panjabrao Deshmukh Krishi Vidyapeeth, Akola has called for the tenders for printing and supply of '**Bulletin 1, Bulletin 2, Bulletin 3 and Bulletin 4**' (in English) as per enclosed Appendix-II.

I / we, therefore, hereby offer tenders at the rates given in the enclosed **Appendix-II** for supply of requisite number of copies of **Bulletin 1, Bulletin 2, Bulletin 3 and Bulletin 4** duly filled in and signed by me / us and hereby also affix my / our signature below this tender in voluntary and full acceptance of all the terms and conditions of this tender, which shall be the agreement between the above tender calling authority and myself / ourselves.

Enclosed: Appendix-II being scheduled for printing and supply of -----

Place:

Date:

Signature of Supplier.....

Name of Supplier.....

Capacity in which signing.....

Complete address.....

.....

Registration No. of Printer/Press.....

CST/BST/VAT No,.....

Appendix-II

(Envelope 2)

(Seal of Department / Unit)

Printing and supply of 'Bulletin 1, Bulletin 2, Bulletin 3 and Bulletin 4'

(A) Envelope No.1 (Technical Offer) contains:

1. Tender Form (pages 1-2)
2. Demand Draft / Pay order towards payment of Earnest Money (i.e. Rs. 3,000/- only)
3. Registration number with copy of certificate (Shop Act Establishment or S.S.I. Registration Certificate)
4. CST/BST/VAT number with copy of Sales Tax Registration Certificate
5. PAN with copy thereof in favour of the firm / proprietor / partners.
6. Facilities of printing available with the tenderer for carrying out this work.
7. Experience for similar type of work carried out by the tenderer (enclosure- documents).
8. Samples of all papers to be used for printing of **Bulletin 1, Bulletin 2, Bulletin 3 and Bulletin 4** (i.e. sample of cover page, inner paper, etc).
9. Samples of papers having stamp of authorized dealer / mill mentioning quality and gram-mage
10. List of experienced personnel / workers employed by the firm / tenderer

(B) Item wise Details of Specifications for Printing and Supply of

1. Bulletin 1

1	No. of copies	1000 (One thousand), subject to change
2	Size	A-4
3	Cover Page Quality & Printing	Cover will be of the following components 1. A grade super quality Sinarmass art paper of 250 GSM. 2. Multi colour printing with mat lamination & UV Coating.
4	Inner Multi colour and Black & White pages	Inner pages with photographs on 130 GSM on Sinarmass Art paper printed on single side and both sides. 1. No of colour pages for one side printing : 3 pages 2. No of colour pages for both side printing : 17 pages 3. No of black & white pages for both side printing : 104 pages
5	Binding	Finishing and binding of the Bulletin 1 should be of excellent quality. (See sample available in the office of PI, NAE-RWMRA, Dr. PDKV, Akola)
6	Layout / Artwork	PI, NAE-RWMRA, Dr. PDKV, Akola will provide the only the rough matter and layout/ Artwork/ Design/ DTP of cover, inner pages of the Bulletin 1 should be done by the supplier. Supplier has to submit a dummy before process for the final printing.
7	Delivery	Delivery of Bulletin 1 should be given at office of PI, NAE-RWMRA, Dr. Panjabrao Deshmukh Krishi Vidyapeeth, Akola

The entire work will be carried out by offset printing. The printing will be done by positives and **P.S. plates** only. (Separate rates for single copy of **Bulletin 1** and extra one multicolour page should be quoted). The total number of pages mentioned will vary by $\pm 10\%$.

a) Rates (inclusive all) **quoted Rs. per copy** as per specifications mentioned above. (In words Rs.....)

b) Rates for extra multicolour both side printing **quoted Rs. per page** as per specifications mentioned above. (In words))

Note:

- 1) The rates including cost of papers, processing, index cut, printing, binding (gathering,), cover page with lamination complete in all respect etc. are quoted per copy of -----
---in figures and in words **without any correction or overwriting.**
- 2) Sample of papers to be used for printing are enclosed with the tender.
- 3) The total cost per copy of ----- may only be considered for finalization of Tender and no separate cost may be considered.
- 4) The rates quoted above are inclusive of all i.e. taxes, packing, forwarding, octroi, transportation etc i.e. **All-inclusive.**
- 5) The tenderer is having printing facilities as desired.
- 6) **Ambiguous rates or more than one rate are not quoted. If found tender may be rejected.**
- 7) The CST/BST/VAT No. of our firm is.....

Place:.....

Date:.....

(Signature of the intending supplier)
(With seal)

2. Bulletin 2

1	No. of copies	1000 (One thousand), subject to change
2	Size	A-4
3	Cover Page Quality & Printing	Cover will be of the following components 1. A grade super quality Sinarmass art paper of 250 GSM. 2. Multi colour printing with mat lamination & UV Coating.
4	Inner Multi colour and Black & White pages	Inner pages with photographs on 130 GSM on Sinarmass Art paper printed on single side and both sides. 1. No of colour pages for one side printing : 3 pages 2. No of colour pages for both side printing : 49 pages 3. No of black & white pages for both side printing : 64 pages
5	Binding	Finishing and binding of the Bulletin 2 should be of excellent quality. (See sample available in the office of PI, NAE-RWMRA, Dr. PDKV, Akola)
6	Layout / Artwork	PI, NAE-RWMRA, Dr. PDKV, Akola will provide the only the rough matter and layout/ Artwork/ Design/ DTP of cover, inner pages of the Bulletin 2 should be done by the supplier. Supplier has to submit a dummy before process for the final printing.
7	Delivery	Delivery of Bulletin 2 should be given at office of PI, NAE-RWMRA, Dr. Panjabrao Deshmukh Krishi Vidyapeeth, Akola

The entire work will be carried out by offset printing. The printing will be done by positives and **P.S. plates** only. (Separate rates for single copy of **Bulletin 2** and extra one multicolour page should be quoted). The total number of pages mentioned will vary by $\pm 10\%$.

a) Rates (inclusive all) **quoted Rs. per copy** as per specifications mentioned above. (In words Rs.....)

b) Rates for extra multicolour both side printing **quoted Rs. per page** as per specifications mentioned above. (In words

Note:

- 1) The rates including cost of papers, processing, index cut, printing, binding (gathering,), cover page with lamination complete in all respect etc. are quoted per copy of -----
---in figures and in words **without any correction or overwriting.**
- 2) Sample of papers to be used for printing are enclosed with the tender.
- 3) The total cost per copy of ----- may only be considered for finalization of Tender and no separate cost may be considered.
- 4) The rates quoted above are inclusive of all i.e. taxes, packing, forwarding, octroi, transportation etc i.e. **All-inclusive.**
- 5) The tenderer is having printing facilities as desired.
- 6) **Ambiguous rates or more than one rate are not quoted. If found tender may be rejected.**
- 7) The CST/BST/VAT No. of our firm is.....

Place:.....

Date:.....

(Signature of the intending supplier)
(With seal)

3. Bulletin 3

1	No. of copies	1000 (One thousand), subject to change
2	Size	A-4
3	Cover Page Quality & Printing	Cover will be of the following components 1. A grade super quality Sinarmass art paper of 250 GSM. 2. Multi colour printing with mat lamination & UV Coating.
4	Inner Multi colour and Black & White pages	Inner pages with photographs on 130 GSM on Sinarmass Art paper printed on single side and both sides. 1. No of colour pages for one side printing : 3 pages 2. No of colour pages for both side printing : 45 pages 3. No of black & white pages for both side printing : 64 pages
5	Binding	Finishing and binding of the Bulletin 3 should be of excellent quality. (See sample available in the office of PI, NAE-RWMRA, Dr. PDKV, Akola)
6	Layout / Artwork	PI, NAE-RWMRA, Dr. PDKV, Akola will provide the only the rough matter and layout/ Artwork/ Design/ DTP of cover, inner pages of the Bulletin 3 should be done by the supplier. Supplier has to submit a dummy before process for the final printing.
7	Delivery	Delivery of Bulletin 3 should be given at office of PI, NAE-RWMRA, Dr. Panjabrao Deshmukh Krishi Vidyapeeth, Akola

The entire work will be carried out by offset printing. The printing will be done by positives and **P.S. plates** only. (Separate rates for single copy of **Bulletin 3** and extra one multicolour page should be quoted). The total number of pages mentioned will vary by $\pm 10\%$.

a) Rates (inclusive all) **quoted Rs. per copy** as per specifications mentioned above. (In words Rs.....)

b) Rates for extra multicolour both side printing **quoted Rs. per page** as per specifications mentioned above. (In words))

Note:

- 1) The rates including cost of papers, processing, index cut, printing, binding (gathering,), cover page with lamination complete in all respect etc. are quoted per copy of -----
---in figures and in words **without any correction or overwriting.**
- 2) Sample of papers to be used for printing are enclosed with the tender.
- 3) The total cost per copy of ----- may only be considered for finalization of Tender and no separate cost may be considered.
- 4) The rates quoted above are inclusive of all i.e. taxes, packing, forwarding, octroi, transportation etc i.e. **All-inclusive.**
- 5) The tenderer is having printing facilities as desired.
- 6) **Ambiguous rates or more than one rate are not quoted. If found tender may be rejected.**
- 7) The CST/BST/VAT No. of our firm is.....

Place:.....

Date:.....

(Signature of the intending supplier)
(With seal)

4. Bulletin 4

1	No. of copies	1000 (One thousand), subject to change
2	Size	A-4
3	Cover Page Quality & Printing	Cover will be of the following components 1. A grade super quality Sinarmass art paper of 250 GSM. 2. Multi colour printing with mat lamination & UV Coating.
4	Inner Multi colour and Black & White pages	Inner pages with photographs on 130 GSM on Sinarmass Art paper printed on single side and both sides. 1. No of colour pages for one side printing : 3 pages 2. No of colour pages for both side printing : 47 pages 3. No of black & white pages for both side printing : 72 pages
5	Binding	Finishing and binding of the Bulletin 4 should be of excellent quality. (See sample available in the office of PI, NAE-RWMRA, Dr. PDKV, Akola)
6	Layout / Artwork	PI, NAE-RWMRA, Dr. PDKV, Akola will provide the only the rough matter and layout/ Artwork/ Design/ DTP of cover, inner pages of the Bulletin 4 should be done by the supplier. Supplier has to submit a dummy before process for the final printing.
7	Delivery	Delivery of Bulletin 4 should be given at office of PI, NAE-RWMRA, Dr. Panjabrao Deshmukh Krishi Vidyapeeth, Akola

The entire work will be carried out by offset printing. The printing will be done by positives and **P.S. plates** only. (Separate rates for single copy of **Bulletin 4** and extra one multicolour page should be quoted). The total number of pages mentioned will vary by $\pm 10\%$.

a) Rates (inclusive all) **quoted Rs. per copy** as per specifications mentioned above. (In words Rs.....)

b) Rates for extra multicolour both side printing **quoted Rs. per page** as per specifications mentioned above. (In words

Note:

- 1) The rates including cost of papers, processing, index cut, printing, binding (gathering,), cover page with lamination complete in all respect etc. are quoted per copy of -----
---in figures and in words **without any correction or overwriting.**
- 2) Sample of papers to be used for printing are enclosed with the tender.
- 3) The total cost per copy of ----- may only be considered for finalization of Tender and no separate cost may be considered.
- 4) The rates quoted above are inclusive of all i.e. taxes, packing, forwarding, octroi, transportation etc i.e. **All-inclusive.**
- 5) The tenderer is having printing facilities as desired.
- 6) **Ambiguous rates or more than one rate are not quoted. If found tender may be rejected.**
- 7) The CST/BST/VAT No. of our firm is.....

Place:.....

Date:.....

(Signature of the intending supplier)
(With seal)

Printing and supply of Bulletin 1, Bulletin 2, Bulletin 3 and Bulletin 4

Check List for submission of Tender Form to the University

A. Big Envelope Containing Envelope No.1 & 2

B. Envelope No.1 (Technical Offer) should contain:

1. Form of Tender (Page nos. 1-2) duly filled in and signed. (Y/N)
2. Demand Draft / Pay order drawn in favour of **PI, NAE-RWMRA**, Dr. P.D.K.V. Akola payable at S.B.I. Dr. P.D.K.V. branch, Akola towards payment of Earnest Money (i.e. Rs. 3,000/- only) (Y/N)
3. Registration number with copy of certificate (Shop Act Establishment or S.S.I. Registration Certificate) (Y/N)
4. CST/BST/VAT number with copy of Sales Tax Registration Certificate (Y/N)
5. PAN with copy thereof in favour of the firm / proprietor / partners. (Y/N)
6. List of machineries (offset printing facilities) available with the tenderer for carrying out this work. (Y/N)
7. Experience for similar type of work carried out by the tenderer (enclose - list / documents). (Y/N)
8. Samples of paper to be used for printing of **Bulletin 1, Bulletin 2 and Bulletin 3 and Bulletin 4**
(Y/N)
9. Samples of papers having stamp of authorized dealer/ mill mentioning quality and gram mage (Y/N)
10. List of experienced personnel / workers employed by the firm / tenderer (Y/N)

C. Envelope No.2 (Main/Commercial Offer) should contain:

- 1) Appendix-I, Part-II (Page no.7) duly filled in and signed. (Y/N)
- 2) Appendix II (B) (Page nos. 9-10) duly filled in and signed. (Y/N)

Signature of Tenderer
(with seal)