E-Tender

FOR

DESIGN, PREPARATION & PRINTING OF COFFEE TABLE BOOK

Gujarat Technological University
Nr.Vishwakarma Government Engineering College
Nr.Visat Three Roads, Visat - Gandhinagar Highway
Chandkheda, Ahmedabad – 382424 - Gujarat
Phone: 079-23267521/570
Website: http://www.gtu.ac.in,
E-Tender Notice no:03/2019-20
“E TENDER FOR DESIGN, PREPARATION & PRINTING OF COFFEE TABLE BOOK”

1. The Gujarat Technological University invites Online TENDER FOR DESIGN, PREPARATION & PRINTING OF COFFEE TABLE BOOK from Printer/Agency under two bid systems. Interested parties/firms who wish to participate in online tenders can download the tender documents from the n-procure website (www.gtu.nprocure.com) or GTU website www.gtu.ac.in under tender option. Bidders have to submit price bid in electronics format only through n-procure website till the last date & time prescribed for submission. Price bid in physical form will not be accepted in any case.

<table>
<thead>
<tr>
<th>Estimated Tender Cost</th>
<th>Rs. 12,00,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tender Fee (non refundable) in form of DD drawn in favor of Gujarat Technological University payable at Ahmedabad only</td>
<td>Rs.1,500</td>
</tr>
<tr>
<td>EMD - in form of DD in favor of Gujarat Technological University payable at Ahmedabad only</td>
<td>3% of Estimated Tender Cost</td>
</tr>
<tr>
<td>Security Deposit - in form of DD drawn in favor of Gujarat Technological University payable at Ahmedabad only</td>
<td>5% of order value</td>
</tr>
</tbody>
</table>

EMD, Tender Fee, and other essential documents should be submitted for each quoted items on or before ____/07/2019 (18:00 Hrs.) in the office of the Gujarat Technological University, GTU Campus, , Nr.Visat Three Roads, Chandkheda, Ahmedabad – 382424 – Gujarat, India.

2. SCHEDULE

| Bidder can download the Bid Document from GTU website (www.gtu.edu.in/tender) or from n-procure | 15/07/2019 (11.00 AM) |
| Last Date & Time of financial Bid Online Submission | 30/07/2019 (18.00 hrs) |
| Last Date of physical Submission of Tender | 31/07/2019 (18.00 hrs) |
| Date of Opening of Tender (Technical Bid only) | 01/08/2019 (11.30 hrs) |
| Date of Opening of Commercial Bid | 02/08/2019 (12.00 Noon) |
| Tender shall be valid up to | 90 days |

* Intending tenderers or their authorized representatives will be at liberty to be present at the time of opening of technical bid/commercial bid on the specified date. If the date fixed for opening of tender is declared to be a holiday at a later date the tender will be opened at the same time on the next working day following the holiday or holidays.
3. **E-TENDER DOCUMENTS**

(To be returned with the tender duly signed and stamped by renderer)

**Note:**
Please fill all the details in original tender document and submit with technical bid.

**From:**
Registrar
Gujarat Technological University
GTU Campus, , Nr.Visat Three Roads,
Chandkheda, Ahmedabad – 382424 – Gujarat, India.

**To:**

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Sir/Madam,

The Gujarat Technological University has been established by Government of Gujarat vide Gujarat Act 20/2007. The GTU is Affiliating University and its jurisdiction is whole the state of Gujarat. All the colleges or institution imparting education in engineering, technological, pharmacy and management in the state of Gujarat are associated /affiliated with the Gujarat Technological University. At present approximately 500 colleges/institutions across the state of Gujarat and U.T. are affiliated with GTU. The University has to conduct various examinations i.e. BE/ME/MPharm/MBA/MCA/Diploma etc. The University is presently functioning from the chandkheda, Ahmedabad.

Sealed tenders are invited for the supply of TENDER FOR DESIGN, PREPARATION & PRINTING OF COFFEE TABLE BOOK detailed in the schedule attached to this tender form. If you are interested to quote for supply in accordance with the requirements stated in the attached schedule, please submit your quotation to this University on the prescribed tender form enclosed in the sealed cover superscribed with the TENDER FOR DESIGN, PREPARATION AND PRINTING OF COFFEE TABLE BOOK.

If you are in a position to quote for stores in accordance with the requirements stated in the attached schedule to tender, this should be filled-in, signed and returned to this office.
4. DECLARATION BY TENDERER

To
Registrar
Gujarat Technological University
GTU Campus, Nr.Visat Three Roads,
Chandkheda, Ahmedabad – 382424 - Gujarat

Ref: Tender No. / Dated- / /

Dear Sir,

1. I/We hereby offer to supply the stores detailed in the Schedule to Tender here to or such portion thereof as you may specify in the Acceptance of Tender at the price given in financial/commercial bids and agree to hold this offer open till 90 days of opening the tender (Tender open date: - - - 2019). The communication of acceptance shall conclude the contract and we shall be bound by it.

2. I/We have understood the general & special conditions of contract included in this tender notice and thoroughly examined the specifications, drawings, and/or patterns quoted in the Schedule hereto and am/are fully aware of the nature of the item/store required and my/our offer is to supply the item/store strictly in accordance with the requirements.

3. The following pages have been added to form part of this tender:
   (A) Technical Bid and online Commercial/Financial Bid
   (B) The technical Brochures/literature of the item/items quoted.
   (C) The list of Users with addresses and contact nos.
   (D) Any other Please specify…………………………….

I/We hereby declare that the items/store sold/supply to the University under this contract shall be of the best quality and workmanship and shall be strictly in accordance with the specifications thereof and I/We hereby guarantee that the said items/store would continue to conform to the description and quality aforesaid for a period of 12 months from the date of delivery and commissioning of the said items/stores and that notwithstanding the fact that the purchaser (Inspector) may have inspected or approved the said items/stores, if during the aforesaid period the said equipment/articles are discovered not to conform to the description and quality aforesaid or have deteriorated (and the decision of the purchaser in that behalf will be final and conclusive) the purchaser will be entitled to reject the said items/stores. We do hereby also agree to supply/delivered the store/items at permanent campus of Gujarat Technological University, Government Engineering College Campus, Chandkheda, Ahmedabad, if required and asked by the University with the same rate.

Signature of Tenderer

Signature of witnesses

Dated: ....................

Name & Address

Dated: ....................

Name & Address
Gujarat Technological University (GTU) established by the Government of Gujarat vide Gujarat Act No.20 of 2007, is a premier academic and research institution which has driven new ways of thinking since its 2007. GTU is a State University with above 400 affiliated colleges and about 4,00,000 students enrolled in a various program and courses.

1. **Objective:**
   - To present the high points attained by the GTU in the education Sector
   - To enhance and glorify, further, the image of GTU as an student friendly University.
   - To Create and Enhance “GTU” Brand in the area of technical education.
   - To communicate about the developments, which has taken place in the area technical education in Gujarat to the Target Audience and also to the citizens at large.

2. **Scope of work:**
   
   The scope of work includes.....
   “Developing layout and Designing and printing of Coffee Table Book with specifications of size and volume after ensuring that feedback from GTU is incorporated in the Coffee Table Book” and “Ensure the delivery of printed Coffee Table Book at GTU”

3. **Method of Execution:** GTU will provide content. Agency will undertake compiling of information, developing layout, designing and printing.

4. **Specification for Coffee Table Book:**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Printing of GTU coffee table book multicolour</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Approximate Number</td>
<td>1000 copies (Quantity may be increased, as per the future requirements)</td>
</tr>
<tr>
<td>3</td>
<td>Size of Publication</td>
<td>9”X12” landscape (horizontal) orientation</td>
</tr>
<tr>
<td>4</td>
<td>No. Pages of the Manuscript</td>
<td>The number of pages in the book will be around 100 to 120 in English language. The quotations may be given for minimum 100 pages. If number of pages increases, additional amount in the multiple of 4 pages may be charged extra.</td>
</tr>
<tr>
<td>5</td>
<td>Method of Printing</td>
<td>Offset Printing</td>
</tr>
<tr>
<td>6</td>
<td>No. of colors to be used</td>
<td>Multicolour job for outside covers and inner text pages (English).</td>
</tr>
</tbody>
</table>
7. **Art work and layout of cover pages**
   Concept & Theme based art-work shall be prepared by the vendor/agency. GTU will provide the content to be used. Vendors may quote designing & artwork charges separately or inclusive within total of this quotation.

8. **Style of binding**
   Perfect book binding should be provided.

9. **Paper and its quality**
   (i) For inner pages
   (ii) For front and back covers.
   (i) 250 GSM, Art Paper for inner pages with Matt lamination and UV wherever required
   (ii) Hard book cover for cover pages with Thermal/Matt Lamination both side & spot UV on single outer side.

5. **Scope of activities and milestone:**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Activities</th>
<th>Time limit in days</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Issue of Work order</td>
<td>T0 = 0</td>
<td>GTU</td>
</tr>
<tr>
<td>2</td>
<td>Meeting of Agency and GTU liaising Officer to provide content to Agency</td>
<td>T1 = T0 + 1</td>
<td>GTU/Agency</td>
</tr>
<tr>
<td>3</td>
<td>To design draft book and submit to GTU</td>
<td>T2 = T1 + 2</td>
<td>Agency</td>
</tr>
<tr>
<td>4</td>
<td>To approve the draft with necessary corrections</td>
<td>T3 = T2 + 2</td>
<td>GTU</td>
</tr>
<tr>
<td>5</td>
<td>To print the Coffee table Book and submit to GTU</td>
<td>T4 = T3 + 3</td>
<td>Agency</td>
</tr>
</tbody>
</table>

6. **Eligibility criteria and work experience:**

1. Agency should have full-fledged client servicing facilities including permanent staff recruited for conceptualization, designing, copy writing, proof reading, and specialized / qualified professionals having adequate experience in dealing with Public Relations/Communications requirements of Education Sector/Public Sector Undertaking / State Government. The agency shall attach the list of creative team with their profile.

2. The agency should provide the list of in-house/linkages with proof readers, editors, printing agencies/firms etc. Required details may be submitted.

3. The agency should have minimum average Turnover of Rs. 15 lakhs in each of the last 3 financial years. CA certificate to be attached.

4. Agency should have minimum 5 years’ experience in handling similar/relevant work of Design, Preparation & Publication of Coffee Table Book” for Universities/ Educational Organization/ Private Corporates / Government Departments / Government Corporations. Agency should submit minimum 5 work orders/ completion certificates of such work.

5. Agency must furnish a list of at least 10 reputed clients of similar or other work/service provided during last 3 years along with the details of work carried out for them.

6. The agency shall attach at least 3 Sample of layout/design/art work done for coffee table book in last 3 years. Samples to be submitted with the name of an
agency unambiguously reflected in the publication. Agency shall submit layout/design/art work of at least 2 cover-page and 2 inner page for each work.

7. **Payment**
   University will disburse part payment 25% of total bill after receiving final design draft book, remaining 75% will be disburse after receiving of material and soft copy of Coffee Table Book, Original Art work of images, pictures, Open file of design and layout work, etc. in CD. The same would be considered to be the property of Gujarat Technological University. Further, the material developed by the agency will not be utilized by the agency without obtaining written permission of Gujarat Technological University.

8. **Other terms & conditions:**
   1. The selection is subject to immediate termination if at any given point of time the information provided by the agency is found contracting, violating, or misleading the facts.

   2. The invoice submitted by agency is inclusive of packaging, transport and delivery charges at Ahmedabad/Gandhinagar but exclusive of GST Only. The Bill/Invoice should be as per Government norms, Indicating GST rates and amount separately.

   3. Successful vendor has to submit security deposit of 5% of total order value in form of Demand Draft.

   4. GTU reserves the right to reject any or all proposals without assigning any reason therefore.

9. **Submission of Proposal:**

   1. Agencies fulfilling the above criteria may submit their technical proposal in the prescribed format as per in one sealed cover superscribing “**Technical Proposal for Preparation of Coffee Table Book**” and “**Commercial Bid Online Only**”. It is mandatory to Stamp and Sign on each page of Tender document and attached submitted.

   2. Estimated cost of tender is Rs. 12.00 lacs (Twelve Lacs). The agency will also have to submit Demand Drafts, of Rs. 1,500/-(Tender fees) and EMD of 3% of Tender Cost, drawn in favour of “Gujarat Technological University” payable at Ahmedabad, Gujarat towards tender Fees(Non- refundable) and Earnest Money Deposit (Refundable) respectively, in sealed cover superscribing “Tender Fees & EMD”. Earnest Money Deposit will be refunded after completion of selection process. However the EMD of the empanelled agency will be retained with GTU as Security Deposit bearing no interest.
3. All pages of technical proposals should be numbered serially and signed.

4. The above i.e. Technical documents (with necessary proofs), EMD and Tender Fees should be submitted on or before **1500 Hours** on 24/07/2019 at the following address:

   The Registrar  
   Gujarat Technological University,  
   Near Visat Three Roads, Visat - Gandhinagar Highway,  
   Chandkheda, Ahmedabad, Gujarat 382424
Annexure A
Proposal for
Design, Preparation & Printing of Coffee Table Book

1.1 General Details of the Organization:

1.1.1 Company Name : 
1.1.2 Address : 
1.1.3 Phone : 
1.1.4 Fax : 
1.1.5 E-mail : 
1.1.6 Website : 
1.1.7 Contract Person : 
1.1.8 Year of Establishment : 
1.1.9 Legal Structure :
(Write appropriate Legal Structure i.e. Public Limited / Private Limited/
Partnership/Proprietorship/Please specify if any other)
1.1.10 Total turnover:
• in 2015-16 :
• in 2016-17 :
• in 2017-18 :
Note: Please attach the certificate from CA for the last three financial years.

1.2 Company Profile (Not to exceed 100 words):

1.3 Any other important Detail, which you feel worth mentioning (like
award, recognition, special achievement, etc.):

1.4 Details of Head Offices (National):

1.4.1 Location :
1.4.2 Type of Presence :
1.4.3 Address :

1.4.4 Services offered :

1.5 Details of Local Branch Offices/Alliance:

1.5.1 Location :
1.5.2 Type of Presence (Direct/Alliance) :
1.5.3 Address :
1.5.4 Services offered :
1.6  **Details of Global presence directly or alliance with Global Partner(s) if any:**

1.6.1 Location :
1.6.2 Type of Presence (Direct/Alliance) :
1.6.3 Address :
1.6.4 Service offered :
1.6.5 No. of Employees :

1.7  **Details of Employees Local Branch Offices/Alliance:**

1.7.1 Location :
1.7.2 Type of Presence (Direct/Alliance) :
1.7.3 Address :
1.7.4 Total No. of employees :
1.7.5 Management :
1.7.6 Skilled Employees :
1.7.7 Support Staff :

1.8  **Details of in-house/Alliance/Linkages with Editors/ProofReader (Local):**

1.8.1 Location :
1.8.2 Type of Presence (in-house/Linkage) :
1.8.3 Total No. of employees :
1.8.4 Management :
1.8.5 Skilled Employees :
1.8.6 Support Staff :

2  **Details of in-house/Alliance/Linkages with Printer / Printing Agency:**

2.1 Location :
2.2 Type of Presence (in-house/Linkage) :
2.3 Name of agency (if Linkage) :
2.4 Details of Printing Machine :
2.5 Details of Cutting, Binding Machine, etc. :
2.6 No. of Skilled Employees :
2.7 No. of Support Staff :

3  **Annual Turnover of last 3 years**

3.1 Turnover of 2015-16 :
3.2 Turnover of 2016-17 :
3.3 Turnover of 2017-18 :

**Note:** Please attach CA Certificate
4 Details of last 5 years’ experience in handling similar work for Government Department / Government Corporations/ Private Corporates:

4.1 Name and Contact details of the client : 
4.2 Details of Project : 
4.3 Outcome of the Project : 
4.4 Total Cost of Project : 

5 Work done for 10 reputed clients served during last 3 years:

5.1 Name and contact details of client : 
5.2 Type of work done for them : 

6 Details Layout/design/artwork attached as sample

6.1 Name and Contact details of the client : 
6.2 Details of Project : 
6.3 Outcome of the Project : 
6.4 Total Cost of Project : 

7 Other Details (if Any)
# Commercial Bid for
Design, Preparation & Printing of Coffee Table Book

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Particulars</th>
<th>Unit Cost (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Charge for Design, Preparation &amp; Printing of Coffee Table Book as per technical specification</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Rate per 4 inner page (in case pages increases more than 100 pages)</td>
<td></td>
</tr>
</tbody>
</table>

**Note:**
1. The L1 will be selected based on the sr. no. A above.
2. The amount to be paid to agency is inclusive of packaging, transport and delivery charges at Ahmedabad/Gandhinagar but exclusive of GST Only.
3. The above rates will be valid for the next one year from the issue of work order.
4. It may be noted that, initially the order would be valid for the period of one year, and may be extended for the further period of one year, considering the performance.