



**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA  
ROURKELA**

Tender Notice No. BPUT/19/466

Date : 25/01/2019

**TENDER DOCUMENT FOR PRINTING OF 9<sup>th</sup> CONVOCATION MATERIALS**

**NATURE OF THE WORK:** Printing and supply materials for 9<sup>th</sup> convocation of BPUT, Odisha

**ESTIMATED COST OF THE WORK:** Rs.3.00 lakh

**EMD:** Rs.15,000.00 (Refundable)

Tender Document can be downloaded from the official website of the University ([www.bput.ac.in](http://www.bput.ac.in)) and submitted during the due date along with Rs.500/- (Rupees five hundred only) in shape of non-refundable account payee Demand Draft, in favour of BPUT, Odisha, payable at Rourkela, towards cost of the Tender Document.

**LAST DATE & TIME FOR RECEIPT OF TENDERS:** 16/02//2019 (up to 05.00 PM) at Biju Patnaik University of Technology, at- Chhend, Rourkela, Odisha by Speed Post only.

**Date of Opening of Tenders :** 19/02/2019 at 11.30 AM  
Venue - Biju Patnaik University of Technology, Chhend, Rourkela

**BIDDER PARTICULARS**  
(To be filled by the bidder)

<b>SINo</b>	<b>Particulars</b>
1	Name of the Printing press/Firm/ Dealers :
2	Address :
3	Name of the Proprietor/Partner/Director :
4	Email address :
5	Telephone Number(s) :
6	Tender cost DO No. Date and Bank :
7	EMD, DO No. Date and Bank :

8	GST / TIN No. :
9	Permanent Account No.(PAN) :

## 10. Price Table

S. N.	Materials	Specification	Qty	Rate/piece(Rs.) * (to be filled by the bidder)
1	Books	Containing names of degree holders for 9 <sup>th</sup> Convocation, 1000 pages (approx) single side laser printing in Executive Bond paper of 85 gsm with hard leather bound cover	2	
2	Books	Containing names of degree holders for 9 <sup>th</sup> Convocation, 1000 pages (approx) <i>Inner page:</i> Both side printing in 80 gsm paper of A4 size <i>Cover page:</i> Bi-colour cover of 150 gsm of A4 size with lamination.	160	
3	Invitation cards with envelop	Material content printed on art paper of 300 gsm. Size:11.5"X8.5"	500	
4	Badges with ribbon		300	
5	Convocation folders	(With screen printing)	400	
6	Chief Guest's Address booklet	Containing 16 pages(approx) of 70 gsm paper with cover page (art paper) Size:5.5"X8"	400	
7	Hon'ble Chancellor's Address booklet	Containing 15 pages(approx) of 70 gsm paper with cover page (art paper) Size:5.5"X8"	400	
8	Vice Chancellor's Address booklet	Containing 25 pages(approx) of 70 gsm paper with cover page (art paper) Size:5.5"X8"	400	
9	Programme booklet	Containing 25 pages(approx) of 70 gsm paper with cover page (art paper) Size:5.5"X8"	400	

\*The price is inclusive of all charges, taxes and statutory liabilities.

**Signature of Tenderer**  
With Seal & Date

## **DOCUMENTS TO BE SUBMITTED**

1. Self attested copy of PAN
2. Self attested copy of GST / TIN certificate
3. Self attested copy of GST clearance certificate
4. Self attested copy of Experience certificate for doing similar job
5. DD of Rs.500/- towards tender cost
5. DD of Rs.15,000.00 towards EMD
6. Tender document signed with seal & date on each page.
7. Declaration form duly signed (*Annexure-I*)

*Note: If the above documents are not submitted the tender will be summarily rejected.*

## **Terms & Conditions**

Bidders responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the Tenderer. Tenders complying partly are liable to be rejected. Biju Patnaik University of Technology (BPUT), Odisha, Rourkela will process the tenders as per the standard procedures followed by BPUT. The University reserves the right to reject any or all or part of tender without assigning any reason thereof and shall also not be bound to accept the lowest tender. BPUT will not under any obligation, give any clarification to the bidders whose bids are rejected / not selected.

1. The tender should be submitted in the prescribed tender format only.
2. The tender should be submitted in a sealed envelop & superscribing as "**Tender for Printing and Supply of Convocation Materials**".
3. All the pages of the tender document are required to be signed by the tenderer or the authorized representative on behalf of the tenderer along with seal of the firm and date.
4. Tenders should be submitted by Speed Post only addressed to "**The Registrar, Biju Patnaik University of Technology, Odisha, Chhend, Rourkela**", which should reach BPUT by the scheduled date and time. The tenders received after the due date and time will be summarily rejected. The University will not be liable for postal delay if any.
5. The University is not responsible for accidental opening of the covers that are not properly superscribed and sealed before the time notified for opening of tenders.
6. No claim for price increase will be entertained in any case.
7. The EMD amount of Rs. 15,000/- submitted earlier by the successful bidder will be kept as security deposit, the same will be returned on successful completion of the job to the satisfaction of the University.
8. The EMD is liable to be forfeited in case the bidder fails to execute the order in time or violates any other stipulations as laid down by the University and the party shall be black listed.
9. The EMD amount will be returned to the unsuccessful bidders without any interest after completion of selection process.

10. In case the BPUT feels that the firm has intentionally delayed the job, penalty as deemed fit by the University shall be imposed. In addition to the penalty, the tenderer may also be black-listed.
11. If the tenderer fails to complete the job and University is compelled to get it done through any other firm at higher rates, the difference in the rates accrued shall be deducted from the firm's bill besides forfeiting the EMD of the firm, imposing penalty and taking such other action as may be deemed fit by the University.
12. The tenderer must not have been black listed earlier by any Government or other organization.
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13. Payments will be made only after delivery of goods and submission of bill. No advance will be paid to carry out the work.

**Registrar**

(Annexure-I)

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA, ROURKELA**

**Tender for Printing of Convocation Materials**

Tender No. BPUT/19/466

Date: 25/01/2019

**Declaration**

1. I have read the above terms and conditions carefully and these are acceptable to me.
2. I hereby declare that my firm/company/concern is registered for the above work. I am in the business of above work, which can be verified from my record. I have not been black listed by any Government or other organisation.

Name of Tenderer \_\_\_\_\_

Address \_\_\_\_\_

**Signature of Tenderer**

With Seal & Date