

Ref. No IHM/BTI/2022/ 432

Date: 05/04/2022

QUOTATIONS FOR “COMPOSING, PRINTING AND SUPPLY OF INSTITUTE MAGAZINE”

Sealed quotations are invited in sealed cover from eligible bidder/supplier/vendor for composing, printing and supply of institute magazine according to the following specification and terms & conditions.

- | | |
|---------------------------------------|------------|
| 1. Items and Specifications | Annexure-A |
| 2. Quotations e-publish Date and Time | Annexure-B |
| 3. Terms and Conditions | Annexure-C |
| 4. Limited Quotation /Bid Document | Annexure-D |
| 5. Financial Bid | Annexure-E |

ANNEXURE-A**ITEMS:**

Size	21 cm x 27.5 cm
Copies	200 pc.

OTHER SPECIFICATIONS:

1.	Cover	Design 300 GSM multi colour with UV printing Front-Back-Inside multi colour offset alcoholic dumper printing. Front & Back (4 pages)
2.	Internal Pages	DTP, 80 GSM multi colour printing - Rate for 56 pages
3.	Matter Proof	4 Times
4.	Magazine Binding	Perfect binding
5.	Colour Pages Proof	2 times
6.	Cover Proof	Till Satisfaction
7.	Dummy Magazine	2 times
8. The magazine content will be provided by the Institute.		
9.. Designing and editing by the bidder.		
10. Rates must be including all designing and editing of magazine.		

NOTE : Rate of +/- 4 pages (Multicolor & Single color)**Documents to be attached herewith by bidder:**

- Limited Bid Document.
- Self-declaration annexure.
- Financial Bid annexure.
- Terms & Conditions acceptance.

All the documents shall be signed and stamped by the bidder.

ANNEXURE-B

The Limited Quotation/Bid to be submitted in a sealed cover as per the following schedule of critical date & time. If there is holiday on the receipt / opening day of the quotation, the quotation may be received / opened on the next working day at the same time and at same place.

Quotations e-publish and document download start date	05.04.2022	Bid submission start Date	05.04.2022
Bid submission closing Date	26.04.2022 till 12.00 pm	Bid Opening Date/Time	26-04-2022, on 03:00 PM

This quotation will be published on website(www.ihmbti.com) and institute notice board on **05.04.2022** that is to be addresses and submitted to the **Principal Office at Institute of Hotel Management, Catering Technology and Applied Nutrition, Bathinda** on working days between 09:00 am to 5:00 pm till **26.04.2022 (12.00 pm)** Latest. The selection/opening will be made at the Principal's office at 3:00 pm on **26.04.2022**.

The authority of college reserves the right/discretion for selection based on experience, amount, quality of the bid & bidder.

ANNEXURE-C**GENERAL CONDITION**

1. Corrigendum / Addendum / Corrections, if any will be published in the website only. Firms shall continue to check the "Tenders" section of the website <https://www.ihmbti.com>
2. The bidder should be able to Print and Supply the material as mentioned in the Schedule of Requirements given in this document.
3. The bidder should have office located in Bathinda City with staff capable of coordinating with us during the printing like Proof-reading, corrections in the design etc.
4. The bidder should also provide sample of the papers proposed to be used for the printing jobs before the Order is placed and also should provide a set of prints for proof reading.
5. Pre-Qualification Requirements:
 - a) The bidder/supplier/vendor for supply of printing categorized can participate.
 - b) The Bidder shall submit a copy of Firm Registration No./PAN No. / GST No.
 - c) The Bidder shall also submit Self certification that they have not been debarred / blacklisted by any State/ Central Government/ PSU/Autonomous Body at any stage.

TERMS AND CONDITIONS

1. The firms are responsible on their own for submission of quotation. No separate acknowledgement will be made. Quotation/Bidder sending the Limited Quotation/Bid through Regd. Post shall ensure that the Limited Quotation/Bid has reached the Institute well within the stipulated time.
2. The Institute will not be responsible for the postal delays, if any. The Quotation/Bid shall be opened as per the above schedule in presence of parties/ representative / signatory of the supplier who wish to be present, in the office of Principal, IHM Bathinda at **3:00PM** on dated **26.04.2022**
3. The bidder/service provider/supplier shall comply with the laws and legal order of the local body or authority under the jurisdiction of which the supply is executed and pay all fees and charges for which the supplier may be liable nothing extra shall be paid by the institute.
4. The rate in INR should be **inclusive of all taxes (GST or any other taxes levied by Central Govt. or State Govt. or Local bodies, etc), transportation, packing material, carriage** etc. Any other charges will not be paid extra other than bid price.
5. The rates should be quoted preferably on the letter head of the firm.
6. The material must be supplied F.O.R. Institute premises at IHM, Industrial Growth Area, Mansa Road, Bathinda. The delivery of the printed material must be made within 15 Days from the date of order and shall be in name of IHM, Bathinda.
7. TDS is deductible as applicable.
8. The payment will be made by Account payee cheque drawn on IDBI Bank or NEFT/RTGS, as per the details to be provided by the Limited Quotation/Bidder. Upon receipt of the material as per order and specification & in good condition.
9. All rights of rejection/acceptance wholly or partly, any or all Quotation/Bidders are reserved with the Principal/Secretary of the Institute. The acceptance/rejection of a quotation/Bid will rest with the Principal, Institute of Hotel Management, Bathinda who does not bind herself to accept the lowest quotation/Bid and reserves herself the authority to reject any or all of the Limited quotation/Bid received without assigning any reason. If more than one bidder happens to quote the same lowest price, institute reserve rights to decide the criteria and further process for supply order.
10. The bidders shall have no right or any claim whatsoever for the same on this account.
11. The quotation/Bid in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
12. Dispute, if any, would be subject to Bathinda jurisdiction only.
13. Acceptance of Terms and conditions: Bidders must confirm the acceptance of all the terms and conditions of this quotation notice. Any non-acceptance or deviation from the terms and conditions must be clearly mentioned. However, bidders must note carefully that any conditional offer or deviation from the terms and conditions of this tender notice may render the quotation liable for rejection.
14. The bidder/supplier should have a minimum of 3 years experience in successfully supply/services of similar services/suppliers.
15. In case of failure of supply/service of material wholly/partially as per ordered specifications, the institute reserves the right to reject the service/supply order and can forfeit the earnest money deposited by the supplier. It will also be open to the institute to procure/print/supply the required items(s)/services from any other source at the risk and expense of the supplier firm.

Authorized Signatory _____ Dated _____

Name & Designation _____

Name of the Firm _____

Official Seal/ Rubber Stamp _____

ANNEXURE-D

QUOTATION /BID DOCUMENT

Detail of Quotation/Bidder: Checklist of the details to be furnished by the Quotationer /Bidder (pre-qualification criteria). Each Limited Quotation / Bidder has to meet the minimum eligibility criteria

A) Details to be submitted: -

S.no	Particulars	Detail
1	Name and nature of the Organization & Authorized signatory with designation, Contact No. e-mail etc	
2	Bank Account Number, Bank, Bank Branch and IFSC code	

B) Pre qualification criteria Self attested Copy of Certificate to be attached, failing which the bid will be disqualified and not be considered/rejected.

S.No.	Particulars	Detail	Attached Yes / No
1	Copy of Firm Registration No./PAN No. / GST No.		
2	Non-Black list Self certification.		

Disqualification: - The proposal is liable to be disqualified in the following cases or in case the quotationer /bidder fails to meet the bidding requirements:

- A. The proposal is conditional or has deviations from the terms and conditions of this limited quotation /bid document.
- B. Proposal is received in incomplete form & after due date & time.
- C. Proposal does not meet the minimum requirements/Pre qualification criteria specified in the quotation/ bid document.
- D. Proposal is not accompanied by all the requisite documents.
- E. The Quotation /Bidder is under a declaration of ineligibility / banned / blacklisted by any State or Central Government / any other Government institutions in India for any reason as on last date of submission of the Bid.

I have carefully read and understood all the terms & conditions of the bid document and accept/undertake to abide by them

Authorized Signatory _____ Dated _____

Name & Designation _____

Name of the Firm _____

Official Seal/ Rubber Stamp _____

ANNEXURE-E

“LETTER HEAD OF THE BIDDER/FIRM”

FINANCIAL BID

QUOTATION FOR “FOR COMPOSING, PRINTING AND SUPPLY OF INSTITUTE MAGAZINE”

Sr.No.	Item Specification	Quantity	Rate per unit in Rs.	Total Amount (All inclusive) in RS. (IN FIGURES)
1.	Magazine as per specification given in Annexure A	200 copies of Multicolor Magazine		
Quotation in words:				

Quotation for additional requirement of pages, if any:

1.	Colour Pages Design (including photo scanning & editing) 130 GSM Art paper, 4 colour offset (Alcoholic dumper printing).	04 Pages		
2.	Internal Pages DTP, 80 GSM Natural shade Maplitho, Single colour offset printing.	04 Pages		

NOTE:

In case of any discrepancy between the rates in figures and that in words, the rates in words will be accepted as correct.

I have carefully read all the 6 pages of the documents and understood all the terms & conditions of the bid document and accept/undertake to abide by them.

Authorized Signatory _____ Dated _____

Name & Designation _____

Name of the Firm _____

Official Seal/ Rubber Stamp _____

SELF-DECLARATION –NO BLACKLISTING

To

The Principal
Institute of Hotel Management, Catering Technology and Applied Nutrition
Mansa Road, Bathinda

Dear Sir/Madam,

Ref: Notice inviting Quotation for “composing, printing and supply of Institute Magazine”

In response to the Document for _____, I/ We hereby declare that presently our Company/ firm _____ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We further declare that presently our Company/ firm is not blacklisted/ debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission. If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled

Thanking you,

Date.....

Place.....

Signature.....

Name.....

Seal of the organization

The Limited quotation/bid to be submitted in a sealed cover super scribed as “Quotations for “Composing, printing and supply of institute magazine” and addressed in favor of:-

To
The Principal,
Institute of Hotel Management,
Catering & Applied Nutrition,
Industrial Growth Area, Mansa Road, Bathinda
(Punjab) – 151001.