

**BHARATI COLLEGE
(UNIVERSITY OF DELHI)
C-4, JANAKPURI, NEW DELHI-110058**

1. Bharati College invites bids for **Binding of Books/Journals of the College Library** services from Vendors. Bids are invited from interested Vendors who can binding the Books/Journals of the College Library as per College's need and requirement.

Document Download: Tender documents may be downloaded from College website www.bharaticollege.du.ac.in (for reference only) or CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule. **CRITICAL DATE SHEET** given on next page.

Approximate cost of the Tender:- 2,60,000/-

Manual tender application will NOT be entertained.

The technical bids will be opened first and then the financial bids of technically qualified bidders shall be opened in the presence of the Purchase Committee.

EMD Amount: 5,000.00 (Rupees: Five Thousand Only).

Tender Fee: Rs. 1,000.00 (Rupees One Thousand Only) Not Refundable.

The College Bank details are (Account Name: Bharati College Maintenance Grant A/c, Account Number: 1527000400332120 IFS Code: PUNB0495200, Bank: Punjab National Bank, Bharati College, University of Delhi, Janakpuri, New Delhi-110 058. The bidder shall submit the Tender Fee through RTGS/NEFT.

**Prof. Saloni Gupta
Principal**

2. CRITICAL DATE SHEET

	<u>DATE</u>
Published Date	03.01.2025
Bid Document Download	03.01.2025
Bid Submission Start Date	03.01.2025
Bid Submission End Date	24.01.2025 at 5.00 pm
Technical Bid Opening Date	27.01.2025
Financial Bid Opening date	31.01.2025

3. **Bid Submission: Bids shall be submitted online only at CPPP website:** <https://eprocure.gov.in/eprocure/app>.

Bidders are advised to follow the 'Special Instructions to the Contractors/Bidders for the e-submission of the bids online' available through the Link:
<https://eprocure.gov.in/eprocure/app>

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

5. Tenderer who can download the tender from the college website www.bharaticollege.du.ac.in and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, **shall not tamper/modify the tender form including downloaded price bid template in any manner.** In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be black listed from doing business with the Bharati College/University of Delhi.

6. Intending tenderers are advised to keep checking the college website www.bharaticollege.du.ac.in and CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.

7. Bid Security/EMD Payment/Tender Fees:

Earnest Money Deposit of **Rs.5,000/- (Rupees: Five Thousand Only) and Tender Fees of Rs.1000/-** in the form of Demand Draft in favour of Principal, Bharati College, University of Delhi C-4, Janakpuri, New Delhi or may transfer to the College Account. The College Bank details are (**Account Name: Bharati College Maintenance Grant A/c, Account Number: 1527000400332120 IFS Code: PUNB0495200, Bank: Punjab National Bank, Bharati College, University of Delhi, Janakpuri, New Delhi-110 058.** The bidder shall submit the EMD/ UTR No of RTGS/NEFT with the college in case of payment through Demand Draft or RTGS upload the receipt of the same with the online bid. EMD of unsuccessful bidders will be returned to them after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

8. Bids (Technical) will be opened as per date/time as mentioned in the Tender Critical Date Sheet. After online opening of Technical-Bid the results of their qualification as well as Financial-Bid opening will be published on CPP Portal.

Submission of Tender

The tender shall be submitted online in two part, viz., Technical bid and Financial (Price) bid.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

Technical Bid Specification

The following documents are to be furnished by the Contractor along with **Technical Bid** as per the tender document:

- i) Signed and scanned copy of **proof for payment of Earnest Money and Tender Fees Deposit.**
- ii) Signed and Scanned copy Certificates like PAN No, GST No.
- iii) Signed and Scanned Copy of **Tender Acceptance Letter & Letter of authorization to submit bid.**
- iv) An undertaking (self-certificate) that the **agency hasn't been blacklisted** by a Central / State/UT Government institution and there has been no litigation with any government department on account of similar services.
- v) Bank account details- A copy of Pass book or Cancelled cheque must be attached

9. General Terms and Conditions:-

1. Interested parties are requested to verify the sample of binding and ink printing available with the Library before quoting the price. The binding should be as per the specifications and sample made available for the inspection. In case of any deviation from the specification or use of inferior quality material of binding of inferior quality the College reserves the right to reject the goods. The firm will have to use best quality material for binding work.
2. The Price quoted should be inclusive of all taxes/labour charges etc, wherever applicable. The taxes so charges should be shown separately in the Quotation and even in the bills, in case the order is awarded for the above job.
3. The rates quoted will hold good for two years and any/no subsequent change or revision of rates will be permitted.
4. The binder should quote single rates irrespective of size or number of pages.
5. The quotation should be signed by the authorized person and his full name and status should be indicated below his signature along with the official stamping of the firm.
6. An undertaking from the binder that they have not been blacklisted/declared ineligible by any government agency/ university/ autonomous bodies in India.
7. The College reserves the right to accept or reject any tender without assigning any reason thereof.
8. The Binding work includes the binding as well as pasting of the book plate, book pocket and due date slips.
9. A security deposit of **Rs.15000/- (Fifteen Thousand only) as Demand Draft in favour of Principal, Bharati College** will be taken from the vendor at the time of awarding the Order. The amount shall be returned to the firm in 3 months after completion of work. If the work of the firm is found unsatisfactory, security may be forfeited. The firm shall have to remove the defects found, if any in the binding work at its own cost.
10. In case of loss/theft of books by the vendor, the current price of lost book/(s) will be charged. The liability of the binder for such damage/loss shall be equivalent to the full cost of the books irrespective of the condition of the book at the time of delivery, and shall be adjusted from the bill or security of the binder, if not deposited within fifteen days of demand by the college.
11. Each book(s) old and new has to be re-stitched, preferably section stitching and lappet of 3-4 sections in the beginning and 3-4 section at the end.

12. The Binder shall execute the work within the time specified each time the books are given to him. If the books are not delivered on time, as specified in the order, a penalty of Rs. 500/- (Five Hundred) per day shall be deducted from the bill or from the security deposit.
13. The binder shall take delivery of the books at the premises of the college library and return them in the college library after binding at their own expenses. Transport charges shall be borne by the binder for both ways.
14. The books and periodicals etc., received by the binder for binding shall not be taken out of city of Delhi for any purpose whatsoever, nor lent out to anybody for any purpose.
15. If the books are not delivered on time, as specified in the order, a penalty of Rs. 500/- (Five Hundred) per day shall be deducted from the bill.

Financial Bid for Binding of Books/Journals of the College Library.

S.No.	Category	Rates in Rs. (inclusive of all taxes)
1.	Half Leather Binding with Gold Printing (Books/Journals)	
2.	Full Cloth Binding Black Ink Printing (Books/Journals)	
3.	Half Cloth Binding with Black Ink Printing (For Question Papers)	
4.	Old Accession Registers Half Leather Binding with Gold Printing	

(Signature of Bidder)