

# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

## Regional Centre , Kolkata

4<sup>th</sup> Floor, North Block, Bikash Bhavan , Salt Lake City, Kolkata-700091,

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### Invitation for Quotation

No: IG/RC/Kol/Printing/18-19

Date: 15<sup>th</sup> January 2019

#### Sub: Quotation for printing and supply of forms/envelopes etc

Sealed quotations from reputed registered firms for printing and supply of **forms/envelopes** etc. are invited for printing and supply of items as detailed below:

Sl No	Name of the Item with printing specifications	Units	Quantity	Paper thickness in GSM
1	<b>Imprest bill format</b> : A4 size, two pages, single colour, both side impression.	Pad of 50 sets	100 pads	60
				65
2	<b>Counselling claim format</b> : A4 size, single page, Single color , one side impression.	Pad of 100 sets	300 pads	60
				65
3	<b>Counselling report format</b> : A4 size, single page, single color, one side impression.	Pad of 100 sets	200 pads	60
				65
4	<b>Counselling schedule format</b> : A4 size, single color, one side impression.	Pad of 100 sets	200 pads	60
				65
5	<b>Students' attendance sheet</b> : A4 size, single color, one side impression.	Pad of 100 sets	500 pads	60
				65
6	<b>Award lists for assignments</b> : A4 size, single color, one side impression, <b>in duplicate</b> . Serial numbered. Original-Cream Ove, Duplicate-Ove Pink	Pad of 50 sets	500 pads	60
				65
7	<b>Remuneration bill for evaluation of assignments</b> : A4 size. Single color, one side impression.	Pad of 100 sets	200 pads	60
				65
8	<b>Global comments sheet</b> : A4 size, single color, one side impression	Pad of 100 sets	250 pads	60
				65
9	<b>IGNOU student identity card</b> : Art board, with two colour printing. Both side printing. Size 7.3"x 4.2". (sample provided)	Pack of 500 pcs X 10	5000 pieces	200
			5000 pieces	250
10	<b>Envelopes</b> : White, Address & Logo printed in two colours (Turquoise Blue & Black). Size 10" X 4.7"	Set of 500 pcs X 10	5000 pieces	72

11	<b>Window envelopes:</b> White, Address & Logo printed in two colours (Turquoise Blue & Black). Window size 4.5' x 2' (Window placed above one inch from bottom and one inch from left) Size 10" X 4.7".	Set of 500 pcs X 10	5000 pieces	72
12	<b>Cloth-lined envelope:</b> Light Green. Inner cloth lined. Address & Logo printed in single colour. Size 14" x 10"	Pack of 500 pcs X 10	5000 pieces	80
13	<b>Inner laminated envelope with strip gumming:</b> Cream colour. Inner laminated with strip gumming. Address & Logo printed in single colour. Size 13"x9"	Pack of 500 pcs X 10	5000 pieces	80
14	<b>Change /correction/SC/RC format :</b> A4 size, single page, single color, one side impression.	Pad of 100 sets	20 pads	60
				65
15	<b>Application for issue of migration certificate :</b> A4 size, single page, single color, both side impression.	Pad of 100 sets	20 pads	60
				65
16	<b>No objection for inter Regional Transfer:</b> single color, one side impression, in duplicate. Serial numbered. Original-Cream Ove, Duplicate-Ove Pink. Size 7.5" x 5"	Pad of 100 sets	10 pads	60
				65
17	<b>Medical reimbursement form (Outdoor):</b> A4 size, two pages, single colour, 1st page both side impression, 2 <sup>nd</sup> page one side impression.	Pad of 100 sets	10 pads	60
				65
18	<b>Letter head:</b> A4 size, Royal Executive Bond paper, white, with Logo & Address. Two colours (Turquoise Blue & Black) Address: bilingual as per IGNOU Brand Manual available at <a href="http://www.ignou.ac.in">www.ignou.ac.in</a>	Set of 500 pcs X 2	1000 pieces	75
			1000 pieces	80
19.	<b>Visiting Card:</b> White. With Logo & Address. Three colours (Turquoise Blue, Black, Red) Address: bilingual. Size 3.4' x 2.2'. As per IGNOU Brand Manual available at <a href="http://www.ignou.ac.in">www.ignou.ac.in</a>	Set of 100 pcs	200 cards	250
			400 cards	250
20	<b>Scribbling pad:</b> White. With name of University & Logo printed on each page. Single color, one side impression. Size 8.5" x 5.25", perforation on each page. Cover light blue, 85 gsm, address & logo dark blue, back cover thick card board with binding	1 pad of 20 leaves	500 pads	60
				65

## Terms and Conditions

(Signed copy of this page and the next page to be submitted by each tenderer along with the Technical Bid)

1. The quotation shall be submitted in the prescribed formats (Technical and Financial bid, Annexure-1 & II).
2. The duly signed quotation should be submitted to the office in sealed envelope, addressed to the Regional Director, IGNOU Regional Centre, Kolkata superscribing "Quotation for Printing Stationery, which shall contain the two separate sealed envelopes superscribing 'Technical Bid' and 'Financial Bid', latest by **2.30 PM** on **4<sup>th</sup> February 2019**.
3. The samples of papers should be submitted along with the quotation, providing serial number of the items.
4. Items to be printed may be verified from the office on any working day between 11 am and 4 pm.
5. Over writing should be avoided. Cuttings/corrections, if any made must be duly authenticated.
6. The rates quoted shall not include word processing charges as the text of all formats to be printed shall be provided in PDF format to the successful bidder.
7. The rates quoted shall be inclusive of all charges like taxes and other incidentals for delivering the items at IGNOU premises. Percentage of GST applicable shall be mentioned. GST should be quoted separately, in absence of which it will be presumed that the GST is included in the rates and IGNOU shall have no liability to pay this.
8. No request for enhancement in price/extension in delivery period shall be entertained.
9. The rates quoted should be valid for at-least six months from the date of opening of the Financial Bid. If the period of validity of rate is offered beyond six months, please mention the period separately in the technical bid under "Additional information, if any".
10. The IGNOU Regional Centre, Kolkata reserves the right to reject any quotation wholly or partly without assigning any reason thereof.
11. The bid shall be accompanied by an EMD for an amount of Rs 3000/- (Rupees Three Thousand Only) in the form of a demand draft drawn on IGNOU, payable at Kolkata. The EMD of the unsuccessful bidders shall be returned. The successful bidder may be asked to submit Performance Security at a later stage.
12. The Technical Bid shall be opened on 04.02.2019 at 4 pm. The "Financial Bid" will be opened on the same date or at a later date in respect of technically qualified bidders in the presence of the representative of the firm (s) who may wish to be present.
13. The decision of IGNOU arrived at as above shall be final and representation of any kind shall not be entertained on the above. Any attempt by any tenderer to bring pressure of any kind shall disqualify the tenderer
14. Offers will be evaluated individually or together for each item mentioned. Supply order can be placed for all items mentioned or parts thereof.
15. Supply Order shall be placed as per IGNOU's requirements by the authorized officer.
16. The successful tenderer will supply the item (s) within a maximum period of 30 days from the date of placing the work order.
17. Payment shall be made, subject to tax recoveries, etc, within 15 days of submission of the bill, duly supported by the consignee's receipt to the complete satisfaction of IGNOU confirming to the quality and specifications provided in the work order.
18. Arbitration:
  - (a) In the event of any question, dispute or difference arising under these terms and conditions or in connection with this contract, the same shall be referred to the arbitration of a sole arbitrator, to be nominated by the competent authority of IGNOU, New Delhi or his nominee. The award of the arbitrator shall be final and binding on the parties to this contract. The arbitration shall be held at New Delhi. The proceedings of arbitration shall be held in

accordance with the provisions of the Arbitration and Conciliation Act, 1996 or any statutory amendments thereto.

(b) If the dispute cannot be settled by mutual discussion within 30 days as provided herein the courts at Delhi/New Delhi, India only will have the jurisdiction to adjudicate upon the matter

19. As a token of acceptance of the terms and conditions laid above, a signed copy of the same shall be attached along with the technical bid in the technical bid envelope.

**Assistant Registrar**

**Distribution:**

1. IGNOU Regional Centre notice boards/PWD notice board, Bikash Bhavan , Salt Lake-700091
2. Local printing firms including Kendriya Bhandar/NCCF
3. Website of the University