



SHRI RAM COLLEGE OF COMMERCE

University of Delhi, Maurice Nagar, Delhi – 110007
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May 10, 2023

NOTING INVITING EXPRESSION OF INTEREST (EoI) FOR EMPANELMENT OF PRINTERS

SRCC hereby invites Expression of Interest (EoI) from established and experienced Printers for creating a panel of Printers initially for the forthcoming academic session (2023-24), to be extended further on satisfactory performance of works and/or as per requirement of the college, for printing and supply of various publications viz. Prospectus, Students' Handbook, Magazine, Annual Report, Calendar, Diary, Directory, Journals, etc. of the college during the academic session.

Services of such empanelled printers will be utilized for various printing works through Limited Tender Query amongst them. As and when print work is to be assigned, job based specific rates will be invited and work will be assigned on lowest rate basis.

Eligibility criteria for submission of proposal

The agency must fulfil the following eligibility conditions to be eligible for submission of proposal:

- 1. Experience:** The agency must have been providing printing services to government departments/ PSUs/Banks/Educational Institutions/ Colleges/ Universities or private organizations of repute during the last 5 years having **executed designing and printing of at least 05 job works of book/ magazine type publication for educational institutions**, to be eligible to submit proposal. *List of organizations served during the last 5 years and currently being served along with Client Satisfaction Certificates are required to be submitted.*
- 2. Location in Delhi/ NCR (Faridabad/ Ghaziabad/ Gurugram/ Noida):** The agency should be located in the city of Delhi/ NCR (Faridabad/ Ghaziabad/ Gurugram/ Noida). Agencies from outside Delhi or other outskirts NCR areas will not be considered. *Proof of address to be provided.*
- 3. Registration under various laws:** The agency must be registered under tax laws viz. Income Tax, GST etc. *Requisite proof(s) with respect to all registrations are required to be submitted.*
- 4. Requisite license/ permissions:** The agency must have all the requisite licences, permissions, registrations, certificates etc. for carrying out the activity of printing business.

SCOPE OF WORK/ RESPONSIBILITIES OF EMPANELLED PRINTERS

1. The nature of jobs will be providing concepts, excellent designs and layouts, artworks, scanning, printing and supply etc. of various publication(s) of the college including Prospectus, Annual Report, Magazines, Reports, Newsletters, Journals, Calendar, Diary, Directory, letterheads, etc. with state-of-the-art printing facilities.
2. The agency will be responsible for collecting the data and other materials free of charge, preparation of designs, printing, proof reading, typesetting, editing, printing, binding etc. as per directions of the college.

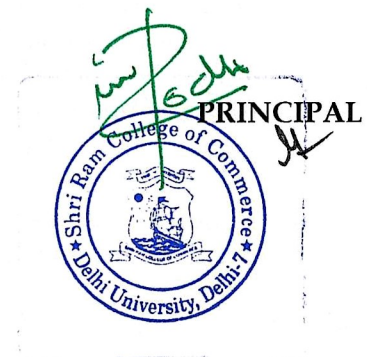
3. The agency will have to arrange on its own to collect and submit the materials during proof reading and printing etc. from the college campus. It will be responsibility of the agency to return all materials concerned like raw data, art work, photographs, CDs/DVDs, pen drives, etc. after completion of the job failing which costs of the same will be recovered.
4. The agency shall be required to provide soft copies (in PDF and editable modes) after completion of the assigned printing job work.

How to apply

Sealed proposal along with the required documents in prescribed proforma, as per *Annexure- A*, superscribed with '*Expression of Interest (EoI) for Empanelment of Printers*' on top of the covering envelope is to be submitted to the Principal, Shri Ram College of Commerce, University of Delhi, Maurice Nagar, Delhi - 110 007 latest by 1600 hrs on May 31, 2023.

Documents required to be attached to the Technical Proposal

- (a) Technical proposal proforma as per **Annexure - A**
- (b) Organization's brief profile along with few samples of printing works executed.
- (c) Undertaking as per **Annexure - B**
- (d) **EMD** of Rs. 10,000/- (Rupees Ten Thousand only) in the form of Demand Draft drawn in favour of *Principal, Shri Ram College of Commerce*, payable at Delhi.
- (e) List of government organizations/ institutions for which printing works executed during the last 5 years (in given format in Annexure - A) along with Client Satisfaction Certificates.
- (f) Undertaking of non-black listing by any government department/ institution as per **Annexure - C**.
- (g) Proof of organization's address in Delhi/ NCR (Faridabad/ Ghaziabad/ Gurugram/ Noida).
- (h) Requisite proof(s) with respect to registration under the Income Tax Law, GST etc.
- (i) Requisite documents in support of license/ permissions obtained from respective government authorities for printing business.



TERMS AND CONDITIONS

A. TECHNICAL PROPOSAL

1. Technical Proposal is to be submitted duly filled and signed as per prescribed proforma in **Annexure - A** in a separate sealed cover.
2. The Proposal can only be submitted in the prescribed respective format.
3. Technical Proposal should be properly signed by the Proprietor/ Partner or any authorized official/ representative of the firm and his/ her capacity as the signatory should be specifically stated. Proposal should also bear stamp of the bidding organization/ firm.
4. The technical proposals shall be evaluated based on the available documents submitted by the agency. During the examination, evaluation, comparison of the proposals and qualification of the participating agency, the college may, at its discretion, ask any agency for a clarification of its proposal. Any clarification which is not in response to the request by the college shall not be considered.
5. If any agency does not provide clarification sought in respect of its proposal, the proposal is liable to be rejected by the college.
6. Conditional proposals with deviations from the conditions laid down by the college, proposals not meeting minimum eligibility criteria, technical proposals not accompanied with EMD of the requisite amount or any other requirements, stipulated in the Notice inviting EoI are liable to be rejected.
7. The proposer(s) which qualifies the technical evaluation stage shall only be eligible for empanelment.

B. EMD

1. EMD of Rs. 10,000/- (Rupees Ten Thousand only) in the form of Demand Draft drawn in favour of *Principal, Shri Ram College of Commerce*, payable at Delhi shall be required to be submitted along with the bid.
2. Participating agencies should mention the agency's name and contact number of the authorized representative on back of the Demand Draft.

C. GENERAL

1. The empanelled printers will be required to deposit Rs. 25,000/- (Rupees Twenty Five thousand only) towards refundable **Performance Security** deposit in the form of Demand Draft/ Pay Order drawn in favour of the Principal, Shri Ram College of Commerce payable at Delhi, **within 7 days from the date of receipt of communication from the college regarding empanelment**. No interest shall accrue on the refundable performance security deposit and the same will be refunded on completion of the period of empanelment.
 2. The empanelment may be extended further by two extensions of one year each on the same terms and conditions depending upon the requirement of the college and satisfactory delivery of services by the empanelled printing agencies. The number of such extensions cannot be more than two.
 3. The empanelment of any printing agency shall be liable to be terminated by the college administration any time during the period of the empanelment on account of breach of any condition of the contract or unsatisfactory services or non-compliance and non-fulfilment of any of the obligations on the part of the agency by giving one week's notice. This would result in forfeiture of the performance security deposit and no payment will be released.
 4. The college reserves the right to withhold the payment in the event of unsatisfactory services by the empanelled agency.
- Proposals submitted in response to this notice shall remain valid for a period of 90 days from the last date for submission.



6. The participating agency will be deemed to have read and accepted all terms and conditions for award of the contract of empanelment in entirety.
7. Furnishing of wrong information and producing false documents will make the agency ineligible for participation and liable to be debarred/ blacklisted from participation in limited tender enquiries, requisite remedial legal action besides termination of the contract of empanelment.
8. The agency should not have been involved in major litigation that may have an impact affecting or compromising the delivery of jobs required.
9. Proposal can only be submitted as per the schedule announced. Proposals received after the last date of submission will be summarily rejected.
10. The college reserves the right to visit and inspect the office/ printing unit of the participating agency before empanelment.
11. The decision of the college regarding approval of proposal for empanelment and award of specific printing work shall be final and binding and no queries or appeal for review shall be entertained.
12. The college reserves the right to restrict the opportunity to proposal for a specific job to a limited number of printers in the panel.
13. The college reserves the right to delete any agency from the panel during the validity of the period of panel without assigning any reasons thereof.
14. Under no circumstances the empanelled printer can appoint any sub-contractor or sub-lease the work order for printing. In the event of any agency contravening this condition, it shall be liable to indemnify the college for any loss or damage, which the college has suffered.
15. In the event of any dispute arising out in connection with the interpretation of any clause in the terms and conditions of the contract, agreement, or otherwise the matter shall be referred to the Arbitrator as appointed by the Chairman, Governing Body of the college who shall have jurisdiction in connection with any dispute/ litigation arising out of the contract, if awarded.



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TECHNICAL PROPOSAL

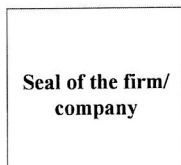
S. No.	Description	Particulars
1	Name of the firm/ company	
2	Legal status of the firm/ company (i.e. sole proprietorship/ partnership firm/ registered company)	
3	Date of establishment (number of years in business)	
4	Full Address with email and phone contacts <i>(Documentary proof of address is required to be attached)</i>	
5	Name of the Proprietor/ Director/ authorized representative	
6	Designation/ capacity (Proprietor/ Director/ Official)	
7	Contact Number	
8	Email	
9	Details of EMD paid (DD No./ Date/ Drawee Bank)	
10	Details of registration under the Income Tax Laws, GST etc.	
11	Details of the printing unit <i>(Complete address and contact details)</i>	
12	Details about the following facilities/ auxiliary works: <ol style="list-style-type: none"> 1. Pre-press facilities (DTP) 2. Translation 	

	<p>3. Printing</p> <p>i. No. of printing machines (one colour/ two colour/ four colour/ five colour - for each of the machines)</p> <p>ii. Make and year</p> <p>iii. Year of purchase</p> <p>iv. Type</p> <p>v. Capacity</p> <p>vi. Speed - actual</p> <p>4. Processing (jobs like cutting, folding, punching, binding, pining, packaging)</p>			
13	Details of requisite licence/ permission for printing business			
14	Details of organizations for which similar orders executed during the last 05 years (certificates to be attached). Attach separate sheet, if required.			
	Date of Order	Nature of work executed	Name of the organization	Value of the order (in Rs.)
(a)				
(b)				
(c)				

Attach separate sheet(s) if space is inadequate.

Note: Few samples of the printing works executed recently to be also attached.

Date _____



Signature of Authorized Representative

Name _____

Designation _____

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UNDERTAKING

The Principal
Shri Ram College of Commerce,
Maurice Nagar,
Delhi-110 007

Madam,

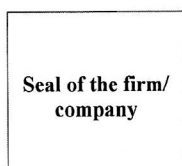
I/We, the undersigned, certify that I/we have gone through the terms and conditions mentioned in the Notice inviting EoI and hereby undertake to agree and comply with them in entirety.

The information/ documents furnished along with the proposal are true and correct to the best of my knowledge and belief.

I/ We understand that in case of furnishing false information or any forged/ fabricated document would render the proposal liable to be rejected at any stage besides liabilities towards prosecution under appropriate law.

I/ We also understand that for breach of any of the terms and conditions committed on our part, the contract of empanelment with Shri Ram College of Commerce, if awarded to us, will be liable to be terminated along with imposition of appropriate penalties.

Date _____



Signature of Authorized Representative

Name _____

Designation _____

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UNDERTAKING OF NON-BLACKLISTING

This is to undertake that M/s _____ (name and full address of the firm/ company) is neither blacklisted by any Government Department/ Ministry/ PSU/ Institution nor any criminal case is registered against the firm/ company till date.

Date _____

Seal of the firm/
company

Signature of Authorized Representative

Name _____

Designation _____