



## OFFICE OF THE DEAN ACADEMIC AFFAIRS

UNIVERSITY OF JAMMU, Jammu

NAAC Accredited 'A+' University

Website: jammuuniversity.ac.in Phone: 0191-2456892

### REVISED TENDER NOTICE

#### Printing of Admission Brochure (JUET-2022) Session 2022-23:

For and on behalf of University of Jammu, sealed quotations along with a CDR of Rs.5000/- (Rupees Five Thousand only) pledged to the Registrar, University of Jammu and addressed to the Dean Academic Affairs, University of Jammu, Baba Saheb Ambedkar Road, New Campus, University of Jammu, Jammu-180006 are invited from the eligible, registered and reputed professional Printers possessing requisite technical capabilities and the state of the art printing facilities for the printing of the Admission Brochure for JUET-2022 as per the following criteria:

1. **ELIGIBILITY CRITERIA:**

- i. Having prior experience of designing and printing of similar nature of work.
- ii. The Agency should have an annual turnover of not less than Rs.10 lakhs in each year for the last 3 years.

2. **SCOPE OF WORK:**

The scope of services will include designing and printing of Admission Brochure for the JUET-2022 under the overall supervision and control of the Office of the Dean Academic Affairs, University of Jammu.

3. **SPECIFICATIONS:**

- i. Size & Paper: Spread size: 8.25" x 11" with each Brochure containing **55** leaves ( $\pm$  5 leaves) both side printed papers in multi colour on 130 gsm Art Paper, title page 300 gsm, spot UV, Matt Lamination with thread and perfect binding.
- ii. Rates shall be decided on the basis of quality. The earlier Brochures may be seen personally as reference to assess the quality of printing.
- iii. Quantity: 300  $\pm$  50 duly numbered.
- iv. Time of Delivery: Within two weeks (15 days) after the receipt of the work order.

4. **GUIDELINES FOR SUBMISSION:**

Interested and eligible publishing/printing houses may submit the required documents as detailed in the Guidelines for submission as given below:

The bid should contain the following documents in two packets:

**Packet – I: (Technical Bid):**

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| 1) The CDR duly pledged for Rs.5000/-   | 6) Photocopy of the PAN Card issued by the Income Tax Department.        |
| 2) Profile and Track Record of the Firm.  | 7) Photocopy of the GST Registration.                                    |
| 3) Documentary proof with regard to the eligibility criteria specified at 1 above.                | 8) Details of job of similar nature of work undertaken, with samples.    |
| 4) Details of the Technical Man power and printing/publishing facilities available with the Firm. | 9) Sample of paper to be used.   |
| 5) Audited Financial Statements for the last 3 financial years.                                   | 10) The permission as applicable from the concerned District Magistrate. |

**Packet – II: (Financial Bid):**

Packet II should only contain details of the financial quote of the Bidder. The Bidders are required to quote the rate (inclusive of all taxes) for each complete copy of the Admission Brochure.

**IMPORTANT NOTE:**

Both Packets, containing required documents, should be sealed separately and put in another cover sealed and Super-scribed and marked prominently with all the details of notice as '**TECHNICAL AND FINANCIAL BID FOR THE ADMISSION BROCHURE JUET-2022**' and the outer cover should carry the Name, Address, Telephone / Mobile No. and e-mail address of the Agency / Firm.

The outer cover containing the Technical and Financial Bid should be addressed to the Dean Academic Affairs, 1<sup>st</sup> Floor, Administration Block-II, Baba Saheb Ambedkar Road, New Campus, University of Jammu, Jammu – 180006 and should be submitted so as to reach within seven days from the date of publication of the Tender Notice, during office hours through Speed/Registered Post or Courier only. Tender/ Quotations by hand shall not be entertained.

5. **SELECTION PROCEDURE :**

Quotations will be opened by the Committee in the Office Chamber of the Dean Academic Affairs, in presence of the Bidders, who may like to be present themselves on **May 11, 2022 at 03:00 pm** or any other notified date. **Financial bids of only those firms shall be opened who qualify the Technical bids.**

6. **OTHER TERMS AND CONDITIONS:**

- i) The rates quoted shall be F.O.R., University of Jammu.
- ii) **The rates quoted shall be inclusive of all taxes as are applicable in the Union Territory of Jammu & Kashmir.**
- iii) The University reserves the right to withhold or withdraw the process and to modify the terms under intimation to the Bidders.
- iv) Disputes, if any, are subject to the local jurisdiction of Civil Courts of Jammu City only.
- v) In case of any lapse/delay on the part of the aforesaid Printer in doing the needful within the stipulated period, the University reserves the right to impose any penalty which the University deems fit and/or to cancel the contract without assigning any reason thereof.
- vi) The Firm/Agency should not have any record of being black-listed and an undertaking to this effect has to be furnished by the Firm/Agency.
- vii) The Printing House should depute designer to the University of Jammu to deal and coordinate with the Office of the Dean Academic Affairs for designing/ printing.
- viii) **The University reserves the right to accept or reject any bid in full or part thereof without assigning any reasons thereof.**

*Sunil Sharma* ..

Deputy Registrar  
(Academic Affairs)

No. DAA/22/611  
Dated: 04/05/2022