



# SHRI RAM COLLEGE OF COMMERCE

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May 9, 2018

## EXPRESSION OF INTEREST (EoI) FOR EMPANELMENT OF PRINTERS

Shri Ram College of Commerce (SRCC) is a premier institute of the country for education in Commerce and Economics at undergraduate and postgraduate levels. The college also imparts Postgraduate Diploma in Global Business Operations, a specialized and much in demand course in international business. At present, approximately 2700 students are studying and about 200 teaching and non-teaching staff are working in the college.

SRCC hereby invites Expression of Interest (EoI) from established and experience Printers for creating a panel of Printers initially for a period of one year, 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 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. Printer having own printing unit:** The agency must have own in-house state-of-the-art facilities for colour printing and all other auxiliary facilities. *Proof in support of the same is required to be submitted.*
- 2. Experience:** The agency must have been providing printing services to government departments/ PSUs/Banks/Educational Institutions/ Colleges/ Universities during the last 5 years having executed designing and printing of at least 10 job works 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.*
- 3. Location in Delhi:** The agency should be located in the city of Delhi/ New Delhi. Agencies from outside Delhi will not be considered. *Proof of address to be provided.*
- 4. 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.*
- 5. 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

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. 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. 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.

### 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 30, 2018.

### 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. 5,000/- (Rupees Fifty Thousand only) in the form of Demand Draft drawn in favour of *Principal, Shri Ram College of Commerce*, payable at Delhi.
- (e) Documents in support of own printing unit.
- (f) 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.
- (g) Undertaking of non-black listing by any government department/ institution as per **Annexure - C**.
- (h) Proof of organization's address in Delhi.
- (i) Requisite proof(s) with respect to registration under the Income Tax Law, GST etc.
- (j) Requisite documents in support of license/ permissions obtained in respect of the printing business.



PRINCIPAL

प्राचार्य/Principal  
श्री राम कॉलेज ऑफ कॉमर्स  
Shri Ram College of Commerce  
मौरिस नगर, दिल्ली/University of Delhi  
दिल्ली, Delhi-110007

## TERMS AND CONDITIONS

1. 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 tender document are liable to be rejected.
2. The agency which qualifies the technical evaluation stage shall only be eligible to be empanelled as Printer.
3. Proposal can only be submitted in the prescribed format.
4. Furnishing of wrong information and producing false documents will make the agency ineligible for bidding and liable to be debarred/ blacklisted from participation in tender enquiries.
5. The agency should not have been involved in major litigation that may have an impact affecting or compromising the delivery of jobs required.
6. An **Earnest Money Deposit (EMD)** of Rs. 5,000/- is required to be deposited vide Demand Draft/ Pay Order drawn in favour of the Principal, Shri Ram College of Commerce payable at Delhi. No interest shall accrue on the EMD.
7. The proposal and attached formats should be properly signed by the Proprietor/ Partner or any authorized official/ representative of the agency firm and his/ her capacity as the signatory should be specifically stated. Proposals should also bear stamp of the organization/ firm.
8. Proposal can only be submitted as per the schedule announced. Proposals received after the last date of submission will be summarily rejected.
9. The college reserves the right to accept or reject any or all of the proposals either fully or partially without assigning any reasons thereof.
10. The college reserves the right to visit and inspect the printing unit of the 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. The empanelled printers will be required to deposit Rs. 15,000/- (Rupees Fifteen 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 award of printing work.



15. No interest shall accrue on the refundable performance security deposit and the same will be refunded on completion of the period of empanelment.
16. Under no circumstances the empanelled printer can appoint any sub-contractor or sub-lease the work order for printing.
17. 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.



**EXPRESSION OF INTEREST (EoI)  
FOR EMPANELMENT OF PRINTERS**

**TECHNICAL PROPOSAL**

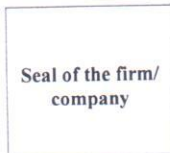
S. No.	Description	Particulars
1	Name of the firm/ company	
2	Legal status of the firm/ company (i.e. sole proprietorship/ partnership firm/ registered company)	
3	Date of establishment (number of years in business)	
4	Full Address with email and phone contacts (Documentary proof of address is required to be attached)	
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 own printing unit (Complete address and contact details)	
12	Details about the following facilities/ auxiliary works: 1. Pre-press facilities (DTP) 2. Translation	



	<p><b>3. Printing</b></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><b>4. Processing</b> (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.			
	<b>Date of Order</b>	<b>Nature of work executed</b>	<b>Name of the organization</b>	<b>Value of the order (in Rs.)</b>
(a)				
(b)				
(c)				

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

Date \_\_\_\_\_



Signature of Authorized Representative

Name \_\_\_\_\_

Designation \_\_\_\_\_

EXPRESSION OF INTEREST (EoI)  
FOR EMPANELMENT OF PRINTERS

UNDERTAKING

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

Sir,

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

I/ We understand that in case of breach of any of the terms and conditions committed on our part, the status of empanelment as printer, if granted to us, will be liable to be terminated.

Date \_\_\_\_\_

Seal of the firm/  
company

Signature of Authorized Representative

Name \_\_\_\_\_

Designation \_\_\_\_\_



**EXPRESSION OF INTEREST (EoI)  
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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 \_\_\_\_\_

