



SHRI RAM COLLEGE OF COMMERCE

University of Delhi, Maurice Nagar, Delhi - 110007

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June 24, 2015

INVITATION FOR QUOTATIONS FOR PRINTING & SUPPLY OF PLASTIC IDENTITY CARDS FOR STUDENTS AND STAFF

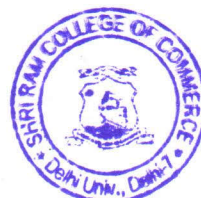
Shri Ram College of Commerce (SRCC) invites sealed quotations for printing & supply of plastic identity cards (*as per prescribed specifications*) for students and staff of the college from experiences & reputed vendors/agencies/manufacturers/printers.



S. No.	Specifications
1	Size: 8.5 x 5.5 cms
2	Type: ISO standard PVC non-breakable card (edges with round corners)
3	Printing: Both side printing; multi-colour (front side) with logo and scanned color photograph.
4	Thickness: 750 microns
5	Quantity: Approximately 2500-2800 at the time of start of academic session and later on as per requirement from time to time.

Quotations (as per prescribed proforma in *Annexure-A*) along with the following documents must be submitted in a non-window sealed envelope superscribing '**Quotation for Printing & Supply of Plastic Identity Cards**':

1. Certificate with respect to registration of the firm/ organization under relevant law.
2. Valid Sales Tax/ VAT Registration certificate.
3. Documents in support of supplies made to Govt. Research/ Academic Institutions/ Departments/ Ministries/ Delhi University or its colleges during the last 3 years.
4. EMD (to be remitted as detailed in Bid Information Sheet).
5. Details with respect to PAN/ TIN of the vendor.
6. Undertaking (as per prescribed proforma in *Annexure-B*)

Interested agencies/vendors/manufacturers/printers who fulfill the terms and conditions as stated in *Annexure-C* may submit proposals complete in all respect as stated above to The Principal, Shri Ram College of Commerce (University of Delhi), Maurice Nagar, Delhi - 110007, **latest by 1700 hrs on July 10, 2015.**




PRINCIPAL


SHRI RAM COLLEGE OF COMMERCE

Quotation for printing and supply of plastic identity cards (2015-16)

1	Price (in Rs.) per unit of identity card as per prescribed specifications	
2	Name of the organization	
3	Office address for correspondence	
4	Contact details [Phone(s), Email]	
5	Name of the authorized representative with designation	
6	Contact No. and email of authorized representative	
7	Service Tax/ VAT registration details of the organization	
8	Details of payment of EMD (DD No./date/issuing bank)	

Date: _____

Place: _____

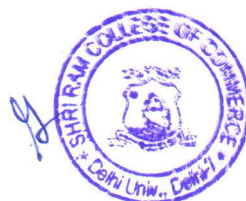


Signature of the Bidder _____

Name _____

Designation _____

Address _____



UNDERTAKING

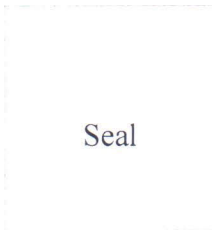
The Principal
Shri Ram College of Commerce,
Maurice Nagar,
Delhi-110 007

Sir,

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

Date: _____

Place: _____



Signature of the Bidder _____

Name _____

Designation _____

Address _____



TERMS & CONDITIONS

1. The agreement shall be valid for one year from the date of opening of quotation. However, the Principal reserves the right at his discretion to increase or decrease the validity period.
2. Quotation should be properly sealed and marked '**Quotation for printing and supply of Identity Cards**' and should be addressed to The Principal, Shri Ram College of Commerce. **Sample of the identity card must be submitted along with the quotation.**
3. The quoted rates/ cost should be inclusive of all levies/taxes/ charges etc. VAT/taxes should, however, be specifically stated.
4. An **Earnest Money Deposit** (EMD) of 3% of the total cost or Rs. 10,000/- (Rs. Ten Thousand Only), whichever is lower, is required to be submitted along with the Bid in the form of Demand Draft/Bankers' Cheque/Pay Order from any nationalized bank payable at Delhi, drawn in favour of the Principal, Shri Ram College of Commerce.
5. EMD will be adjusted against the full & final payment of the successful bidder and will be refunded (without interest) to the unsuccessful bidder within 90 days from the last date of receipt of tender document. Bids without the EMD, will be summarily rejected.
6. EMD will be forfeited if the successful bidder fails to comply with the terms and conditions of the agreement.
7. The successful bidder will have to deposit a sum of **5% of the amount of bid as Performance Security** to the college at the time at signing the contract. The Earnest Money paid by the bidder will be adjusted towards the performance security.
8. The Performance Security may be **FORFEITED** in case the performance of the product is unsatisfactory or does not meet the specifications mentioned at the time of the bidding.
9. The database for printing of identity cards will be provided by the college. The database is property of the college and any misuse of the same will render the bidder liable for penalty as per discretion of the college.
10. The printing and supply should be of good quality; defective supply will not be accepted. If the successful bidder fails to perform delivery or provide services within the time period specified in the contract/supply order, it is liable to be banned for participating in any tender for two years in the college. The college reserves the right to impose penalty in case of defective printing/ inferior quality of the material supplied.
11. Quotation must be accompanied with an undertaking (*as per prescribed proforma in Annexure-B*).
12. Vendors should submit the bids strictly in accordance with the information given in Bid Information Sheet.
13. Bids received within the stipulated time shall be opened as per schedule given in the Bid Information Sheet. The bidders may send their representatives on the stipulated date and time.
14. The college reserves the right to reject any or all bids without assigning any reasons thereof.
15. Conditional bids are liable to be rejected.
16. Bidder should have its own printing press and local office in Delhi.



Handwritten signature or initials in blue ink.

BID INFORMATION SHEET

1	Bid reference	Invitation for quotations for printing & supply of plastic identity cards for students and staff
2	Purpose	Printing of identity cards for students and staff of the college.
3	No. of envelope	One; containing covering letter, bid, documents in support as listed in the notice.
4	EMD	An Earnest Money Deposit (EMD) of 3% of the total cost or Rs. 10,000/- (Rs. Ten Thousand Only), whichever is lower, is required to be submitted along with the Bid in the form of Demand Draft/Bankers' Cheque/Pay Order from any nationalized bank payable at Delhi, drawn in favour of the <i>Principal, Shri Ram College of Commerce.</i>
5	Bid Submission starts	June 26, 2015
6	Last date for submission of bid	July 10, 2015
7	Venue, date and time for opening of bids	Committee Room of the college July 13, 2015 (1100 Hrs.)
8	Bid validity period	One year from the award of contract
9	Address for submission of bids	The Principal Shri Ram College of Commerce (University of Delhi) Maurice Nagar, Delhi - 110007

/s/

