

Dr. Ram Manohar Lohiya National Law University

Sector-D-1, LDA Colony, Kanpur Road Scheme, Aashiana, Lucknow



SHORT TERM TENDER NOTICE

The University invites e-tenders from the interested and eligible tenderers for printing works and supply of the same at the University campus at Lucknow for one year which may be extended for another 02 subsequent years on the same rates, terms and conditions, with mutual consent of both parties. The selection of vender will be based on a two-stage process. At the first stage, the Agencies will be short-listed based on the eligibility criteria given in ANNEXURE-A. The Financial bids of the short-listed bidders shall only be opened.

E- TENDER NOTICE

(Selection of a firm for Mise. printing work)

: Important Dates:

Start date and time of viewing/downloading the Tender Document	:	04 Aug, 2023
Start date and time for submission of bid	:	04 Aug, 2023
Last date and time for downloading Tender Document	:	
Last date and time for online submission of bid & submission of EMD & Tender Fee	:	21 Aug 2023 till 5.00 PM.
Date and time for opening of Technical Bid	:	23 Aug 2023 3:00 PM
Tender Fee	:	Rs. 500/-
Date of Financial Bid Opening	:	Technically qualified tendering firms shall be informed telephonically
Scope of Work	:	Please see overleaf

Registrar
Dr. Ram Manohar Lohiya National Law University
Lucknow

Handwritten signature/initials in blue ink.

Dr. Ram Manohar Lohiya National Law University

Sector-D1, L.D.A., Kanpur Road Scheme, Lucknow-226012

1. About Dr. Ram Manohar Lohiya National Law University, Lucknow:

Dr. Ram Manohar Lohiya National Law University, Lucknow was established by an Act of Govt. of Uttar Pradesh in 2005, U.P. Act No.28 of 2005 and came into being on 4th of January 2006 to meet up the new challenges in legal field and to strengthen the vision that was given by the establishment of first National Law School of the country.

2. Purpose of Bid:

Purpose of bid is the selection of service provider for printing work.

3. General Terms & Conditions:

- (i) E-tender is invited in two bids i.e., Technical Bid (**Annexure-A**) and Financial Bid (**Annexure-B**) separately. Manual bid will not be accepted.
- (ii) The bidding process is online. Bidder should have valid Digital Signature Certificate (DSC) for online submission of bids. Prior to bidding DSC needs to be registered on the website <https://etender.up.nic.in>. Tender document may be viewed, downloaded from and uploaded on the website <https://etender.up.nic.in> as per schedule given in important date sheet of this tender document. Bidders are also required to submit hard copy of the uploaded documents in the University office before the date of opening of the tender document.
- (iii) The bidder should have the own offset colour printing facility at Lucknow. Proof of the same must be enclosed.
- (iv) The bidder should have average annual turnover of rupee twenty lacs and above in last three years i.e., 2019-20, 2020-21 and 2021-22. Proof of the same must be attached.
- (v) Processing cost of the tender of Rs. 500/- shall be required to be transferred through RTGS/NEFT in 'RMLNLU Misc. A/c No. 30728927026' IFSC Code SBIN0012734 and scanned copy of the proof of the payment with UTR No. shall have to be uploaded along with technical bid.
- (vi) The EMD Rs. 20,000/- shall be required to be transferred through RTGS/NEFT in 'RMLNLU Misc. A/c No. 30728927026' IFSC Code SBIN0012734 and scanned copy of the proof of the payment with UTR No. shall have to be uploaded along with technical bid.
- (vii) The bidders registered under MSE shall be exempted from paying EMD but they have to upload the proof of the same at relevant place.
- (viii) EMD of unsuccessful bidders shall be returned after the completion of tender process. EMD of successful bidder shall be returned within 30 days from the award of the contract.
- (ix) The successful bidder will be required to submit a Performance Guarantee which shall be 3% or Rs. 30,000/- of the annual estimated value of the contract. The performance bank guarantee shall be accepted either in the form of Bank Guarantee or in the form of TDR which shall be pledged in the name Registrar, Dr. Ram Manohar Lohiya National Law University, Lucknow, which shall be valid for a period of one year.

- (x) The bidder is expected to read carefully all instructions, eligibility criteria, general terms and conditions in the bid document. If the bidders fail to upload complete information as required in the bid document, this will result in rejection of the bid.
- (xi) Primarily, the contract shall be for a period of one year, which may be extended further by another 2 years based on yearly performance of the service provider.
- (xii) Rates approved through the tender process shall be valid for a period of 36 months from the date of award of the contract.
- (xiii) The tendering firm must be registered in GST. Proof of the same must be attached.
- (xiv) Bidders should upload brief profile of their work experience for the last three years along with the relevant samples of the similar work done.
- (xv) The successful bidder shall have to deliver the required material at the University campus. The transportation charges shall be the responsibility of the contractor/tendering firm.
- (xvi) **The total cost quoted should be inclusive of all taxes. The University shall not pay anything over and above the quoted price.**
- (xvii) The work mentioned in financial bid shall be carried out by the University as and when required.
- (xviii) The bidder should submit their bids for the entire job. Partial bidding will not be considered.
- (xix) The total printing shall be undertaken in two (2) languages (Hindi & English).
- (xx) The University reserves the right to accept / reject the bid.
- (xxi) The successful bidder shall be responsible for exchange of the items if found inferior to specifications or found defective for usages at its own cost.
- (xxii) The successful bidder shall supply printing materials within specified time. In urgent cases supply shall have to be made within 48 hours.
- (xxiii) Utmost confidentiality of the data provided by the University shall be maintained.
- (xxiv) In case, the successful bidder fails to perform the contract and to observe/fulfil any of the conditions thereof to the satisfaction of the University, the contract may be terminated, and the performance bank guarantee deposited by the bidder may be forfeited by the University.
- (xxv) The agency must be ISO 9001 certified. Certified copy of the relevant certificate must be uploaded on the appropriate place.
- (xxvi) The service provider must have to upload '**Self Declaration Certificate**' for not being blacklisted/Debarment from any organization.
- (xxvii) In case of any dispute between both the parties, the matter shall be referred to the sole arbitrator appointed by Dr. Ram Manohar Lohiya National Law University, Lucknow. The decision of the arbitrator shall be final in this regard.

Registrar
Dr. Ram Manohar Lohiya National
Law University, Lucknow

Dr. Ram Manohar Lohiya National Law University
Sector-D1, L.D.A., Kanpur Road Scheme, Lucknow-226012

Technical Qualification

S. No.	Required documents	Annexure Nos.
1.	The Firm must be registered under Company Act, 1956/ Society Act 1860/Proprietorship Act 1908/ Partnership Act, 1932 or be a Public Corporation. Copy of the relevant certificate must be uploaded on the appropriate place.	
2.	The agency must be registered in GST Department.	
3.	Average annual turnover of the firm should be Rs. 20.00 lacs in last three years: 2019-20 2020-21 2021-22 (Audited balance sheet or CA certified statement of turnover must be attached)	
4.	Details of Work/Purchase order received from the Govt. Departments/PSUs/Universities (enclose photocopy of the work orders) 2019-20 2020-21 2021-22	
5.	The Bidder should have printing setup at Lucknow. (Proof of the same must be uploaded on the relevant place with registration number)	
6.	The agency must be ISO 9001 certified. Certified copy of the relevant certificate must be uploaded on the appropriate place.	
7.	The service provider must have to upload 'Self Declaration Certificate' for not being blacklisted/Debarment from any organization.	

ANNEXURE-B

Dr. Ram Manohar Lohiya National Law University
Sector-D1, L.D.A., Kanpur Road Scheme, Lucknow-226012

FINANCIAL BID

(A)

S. No.	Description of Work	Rate with taxes (in rupee)
1.	Composing Charges:	
	(a) Per page in single colour	
	(b) Per page in four colours	
2.	Designing charges per page in four colours	
3.	Plate Making charges per plate per set of 4 pages	
4.	Printing per thousand:	
	(a) Four colours	
	(b) Single color	
5.	Binding charges	
	(a) Staple charges below 20 pages	
	(b) Perfect binding charges below 100 pages	
	(c) Perfect binding charges for 100-200 pages	
6.	Lamination Charges:	
	(a) For Matt cover	
	(b) For Glossy cover	
7.	UV charges per cover	

(B)

S. No.	Description of Papers	Size (Sq. inches)	
1.	Art Card (Rs. Per SHEET)	(23x36) (In rupee)	(20x30) (In rupee)
	a). 200 GSM		
	b). 250 GSM		
	c). 300 GSM		
	d). 350 GSM		
2.	Art Paper	(23x36)	(20x30)
	a). 90 GSM		
	b). 100 GSM		
	c). 130 GSM		
	d). 150 GSM		
	e). 170 GSM		
3.	Maplitho Paper BALLARPUR (For Examination copy)	(23x36) (in rupee)	
	80 GSM		

(C)

1.	A4 Certificate Printing on 300 GSM With designing	Rate with taxes (Per copy)
	Seminar, Workshop, Conference, etc.	

(D)

1.	Flex Printing (For Academic Events)	Rates
	a) Designing of Flex (per design)	
	b) Printing on 300 GSM NORMAL (Per square feet)	
	c) Printing on 300 GSM STAR FLEX (Per square feet)	
	d) Wooden Frame (per square feet)	
	e) Iron Frame (per square feet)	
	f) Installation charges (per square feet)	

(E)

S.no	Name of Items	Printing Specifications	Rates with taxes Per piece
1	Envelop 10 x 4.5 White / Yellow	Four Colour Printed with University Name & Logo with Address	
2	Envelop 10 x 4.5 Windows White	Four Colour Printed with University Name & Logo with Address	
3	Envelop 10 x 12 Yellow Laminated	Four Colour Printed with University Name & Logo with Address	
4	Envelop 10 x 12 White Laminated	Four Colour Printed with University Name & Logo with Address	
5	Envelop 10 x 12 Brown Cloth line	One Colour Printed with University Name & Logo with Address	
6	Envelop 12 x 16 Yellow Laminated	Four Colour Printed with University Name & Logo with Address	
7	Envelop 10 x 12 Brown Cloth line	One Colour Printed with University Name & Logo with Address	
8	Letter Head A4 - 100 GSM Bond Paper -100 Pages in a Pack	Four Colour Printed with University Name & Logo with Address (As Per Matter Given by University)	
9	Letter Pad A5 - 100 GSM Bond Paper -100 Pages in a Pack	Four Colour Printed with University Name & Logo with Address (As Per Matter Given by University)	
10	File Cover -27 Kg Board - (As Per University Specification) Size 12*17	One Colour Printed with University Name & Logo	
11	File Cover Fully Binding cloths inside layer of File cover -27 Kg Board - (As Per University Specification)	One Colour Printed with University Name & Logo	

PS
10

12	Printing of Logbook – Vehicle 8*6	One Colour Printed with University Name & Logo & Logbook Design	
13	Printing of Register - 4Q- FS Size as per demand	Printed With University Name & Logo as Per Specification & Design by University	
14	Printing of Register - 8Q - FS Size as per demand	Printed With University Name & Logo as Per Specification & Design by University	
15	Printing of Register - 4Q- A4 Size as per demand	Printed With University Name & Logo as Per Specification & Design by University	
16	Printing of Register - 8Q - A4 Size as per demand	Printed With University Name & Logo as Per Specification & Design by University	

Signature of the bidder with the Seal

Handwritten signature in blue ink