

Encl: .....

**Annexure A3  
TECHNICAL BID**

1. Name of the Bidder
2. Full Address of the Bidder with Pin Code, Telephone number, Fax number, e-mail address
3. Local Address of the Bidder, (if any) with Pin Code, Telephone number, Fax number, E-mail address
4. Annual turnover in last 2 years
5. GST registration no. & place
6. PAN no. & place (Documents be attached)
7. Details/Panel of Printing Press
8. Detail profile of Bidder
9. Proof of Experience of at least two years in publishing work.
10. Details of Earnest money deposit (Amount Rs., Bank Draft No., Bank Draft Issuing Date Drawn on (Bank))

**Annexure4  
FINANCIAL BID**

Please specify your prices of the below particulars.

**S.No WORK DESCRIPTION TOTAL AMOUNT  
(in Rupees)**

Sl. No	Particulars	Specification	Quantity	Rate (inRupees)	Amount (in Rupees)	GST	Total Amount(Rs)
Grand Total		(in figure)					
		(in words)					

Date: [Signature of authorized signatory]  
with Seal of the Firm  
Name:  
Designation:

**IGNOU Regional Centre, Deoghar**  
**NOTICE INVITING TENDER**  
**TENDER DOCUMENT FOR PRINTING WORK**

Date:22/02/2018

Indira Gandhi National Open University, Regional Centre, Deoghar, Jharkhand is inviting quotation for its printing work as detailed in annexure A1 .

The interested bidders will have to apply on prescribed format for both technical and financial bids. The interested bidders have to pay an earnest money deposit (EMD) of Rs. 1000- by Demand Draft in favour of IGNOU, payable at Deoghar.

The time schedule for submission and opening of bid is as under:-

1. Last date for submission of Bid:13/03/2018, 5pm.
2. Date of opening of bid:14/03/2018, 12 noon.

The interested parties will have to submit tender document in two parts. First part will be 'Technical bid' consisting earnest money deposit of Rs.1000/-(Rs. One thousand only) in the form of Demand Draft in favour of IGNOU, payable at Deoghar, proof of eligibility qualification and also signed copy of terms & conditions as given in tender document complete in all respects. The second part of bid will be "Financial bid" containing all the details as required in "Financial bid" document given in tender document.

The envelopes containing "Technical bid" & "Financial bid" be super scribed as under:-

- 1- "Technical bid" for printing work
- 2- "Financial bid" for printing work

Both the above envelopes containing Technical bid & financial bid shall be placed together in a third sealed envelope with the superscription "Technical & Financial Bid for printing work". All the envelopes should contain the detailed address of the bidders.

The bid document, complete in all respects and sealed properly shall be submitted at IGNOU, Regional Centre, Deoghar till the above mentioned date on 13/03/2018, upto 5pm. The financial bid of the bidders who do not conform to requisite specifications & fulfill other conditions in their technical bid shall not be opened. One authorized representative of each of the vendor/supplier may be present at the time of opening of bid.

#### **TERMS AND CONDITIONS**

##### **Eligibility Criteria:**

- a) The bidder should have minimum two years experience in printing of books, newsletters, brochures, magazines, handbooks, forms, formats etc.
- b) The Agency should be registered with GST, copy of certificate to be submitted along with bid.
- c) The Agency/ firm/ individual must submit a list of firms/Government departments/ Ministries/ institutions of repute for which they have done this type of work.
- d) Copy of the PAN card.
- e) An Earnest Money deposit of Rs. 1000 by Demand Draft in favour of IGNOU, Payable at Deoghar may be kept in the envelope for technical bid. The bids without Earnest Money will not be entertained.

**Performa for submission of Technical bid (Part A)**

Refer to Annexure A3

**Performa for submission of Financial bid (Part B)**

Refer to Annexure A4

· All tenders strictly in the prescribed form should be submitted before the Date & Time of submission, as specified, along with this tender, duly signed and stamped, as a token of acceptance of terms and conditions of this tender.

· The IGNOU shall have the right to accept or reject any or all tenders without assigning any reason thereof.

**Regional Director(I/c)**

**Annexure A1**  
**Printing works to be performed**

Sl.No.	Partiulars	Specifications	Quantity
1	Award List	Triplicate with page numbering, 50 sets in one pad with perforation, 60 GSM	300 pads of 50 sets in triplicate
2	Remuneration Bill Format	Single, 50 sheets in pad, 60GSM	100 pads of 100 sheets
3	Assignment Comment Sheet	Duplicate, 50 sets in one pad perforation 60 GSM	300 pads of 50 sets in duplicate
4	Monthly performance chart	Single, 100 sheets in one pad, 60 GSM	100 pads of 100 sheets
5	Monthly Counseling Activity	Single, 100 sheets in one pad, 60 GSM	100 pads of 100 sheets
6	Contingent bill format	Single with both side printing, one pad with 100 sheets, 60 GSM	100 pads of 100 sheets

**Annexure2**

**APPLICATION LETTER**

(On the letter head of the Bidder)

Date: .....

To  
 The Regional Director (I/c)  
 IGNOU Regional Centre  
 Mandikini Bhawan  
 Rohini Road  
 Basuadih  
 Jasidih  
 Deoghar-814142  
 Jharkhand

**SUB:** Bid for printing of various formats

Dear Sir,

Being duly authorized to represent and act on behalf of..... (Hereinafter referred to as "the Bidder"), and having reviewed and fully understood all of the requirements of the Regional Centre, the undersigned hereby apply for the project referred above.

I/We are enclosing the following documents with the details as per the requirements of the tender document

(i) Earnest Money of Rs.1000/- (Rs. One Thousand only) (Vide Demand Draft no. .... of <.....Name of Bank.....> dated ..... drawn in favour of IGNOU payable at Deoghar.

(ii) All other document, information relating to Technical Bid (Part A) and financial bid (Part B) with supporting documents wherever necessary.

I/We understand that concerned authorities of IGNOU reserves the right to reject any application without assigning any reason.

I/We also understand that application along with annexure and formats not completed in all respects is liable to rejection.

Yours Sincerely

Signature

Name (Authorized Signatory)

<Company/Consortium Name>

Date: .....

Encl: .....