



Rajiv Gandhi Institute of Petroleum Technology, Rae Bareli

(An Institute of National Importance Established under an Act of Parliament)

Ratapur Chowk, Rae Bareli, PIN- 229316 (Uttar Pradesh), Phone No: 0535 2704208

Tender Ref No: RGIPT/RBL/Printing/02/2013-14

SUBJECT: DESIGNING & PRINTING OF PLACEMENT BROCHURES

GENERAL

Rajiv Gandhi Institute of Petroleum Technology, Rae Bareli (An Institute of National Importance Established under an Act of Parliament) has been set up by Ministry of Petroleum & Natural Gas, Government of India to cater the needs of ever-demanding energy sector. With an intense focus on oil and gas domain, it aims at developing human resources to serve this vital sector of the economy by nurturing professionals who are trained to deal with the challenges of this dynamic industry. Currently, it offers B. Tech., M. Tech., MBA and Doctoral programmes.

Sealed quotations are invited from experienced reputed/professional firms or individual consultants for the following works:

S. No	Name of the jobs	No. of Pages	No. of Copies	Binding
1.	Designing & Printing of Multi Colour Placement Brochure (For B. Tech.) Brochure Size: A-4 Size international Cover Paper Quality: 300 GSM Inner Page Quality: 130 GSM Language: English	40 (Forty) Including Cover & Back Pages	1000 (One Thousand Only)	Perfect Central Two Stitch binding
2	Envelopes for Brochure Size: 2 inch bigger than brochure Paper Quality: 130 GSM plastic coated Color: Two colors Type: Printed (in 2 colors)	NA	1100 (One Thousand One Hundred only)	NA



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1. SCOPE OF WORK

Placement Brochure

1. Creating theme for the cover page of Placement Brochure
2. Designing of Placement Brochure
3. Printing of multi colors Placement Brochures

Envelope

1. **Size** : 2 inch bigger than brochure
2. **Paper Quality** : 130 GSM plastic coated
3. **Color** : Two colors
4. **Type** : Printed (in two colors)

2. TERMS & CONDITIONS

1. For all the above mentioned items, single quotation shall be submitted by a bidder.
2. All duties, taxes and other levies payable under the contract shall be indicated separately.
3. If any delivery/ postal charges are there, that may be indicated separately.
4. No extra charges shall be payable for editing work.
5. It shall be mandatory for the party to provide one time colored printed copy of Brochure to check the content, color, and layout.
6. At the end of the assignment or whenever it required by RGIPT Rae Bareli, Designer & Printer shall provide "Source Copy of Brochure with Photos".
7. The rates quoted by the bidders shall be fixed for the full duration of the contract and shall not be subject to adjustment on any account
8. The prices should be quoted in India Rupees only.

3. EVALUATION OF QUOTATIONS

All quotation shall be evaluated and compared to determine to be substantially responsive on following criteria:

- a. 4-5 years of experience in the field of Placement Brochure/ Corporate Brochure designing and printing (Submit the copies of Placement/ Corporate Brochures)
- b. Service Tax Registration No. and PAN/ TIN Number issued by appropriate authority
- c. An EMD of Rs. 5,000/- (Rupees Five Thousand only)
- d. Sample brochures submitted with quotation

Quotations would be evaluated for all the items together but great emphasis shall be put on the Ability, Reputation, Experience of the firm/ bidders of providing services to Educational Institutions/ Government departments in designing and printing the Placement Brochure.



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4. AWARD OF CONTRACT

The contract for the Designing & Printing of Placement Brochure shall be awarded to that bidder whose quotation shall be determined substantially responsive and who has offered the lowest evaluated quotation price.

4.1 Notwithstanding the above, the RGIPT, Rae Bareli reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

4.2 The bidders whose bid is accepted shall be notified of the award of contract by RGIPT, Rae Bareli. The terms of the accepted offer shall be incorporated in the PO/ LOI/Work order.

4.3 In case of any disputes, the decision of the Director, RGIPT, Rae Bareli shall be final and binding on the Bidders.

5. COMPLETION OF AWARDED JOB

1. After awarding the PO/LOI/ Work Order to L-1 party, they have to provide Brochure design within 7 working days.
2. After the approval of design, they have to finish the Designing & Printing works within 20 days.
3. If the selected party is unable to provide satisfactory design within the stipulated time period, Director, RGIPT shall have the right to cancel the PO/LOI/ Work Order and award the job to L-2 party.

6. EMD AMOUNT

The bidder shall submit an EMD of Rs. 5,000/- (Rupees Five Thousand Only) in the form of Demand Draft (DD) and that should be drawn in the favour of- **RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY** payable at **RAE BARELI (U. P.)**. DD should be issued by any nationalized bank.

7. For any doubts, clarification etc. with reference to the tender, please contact- Jitendra Prasad, Corporate Communication Officer on Phone No- 0535 2704208 between 09.00 AM to 06.PM on all working days.

8. ENCLOSURES:

- a. Signed Quotation Price
- b. Experience certificate for designing and printing of Placement/Corporate brochure
- c. Sample copies of brochure (Designed & printed for Corporate/ Educational Institutions)
- d. An EMD of Rs. 5,000 (Rupees Five Thousand Only) in the form of Demand Draft (DD) and issued in the favour of **RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY** and payable at **RAE BARELI**.
- e. Copy of Service Tax Registration and PAN/ TIN Number
- f. Details of the clients to whom similar kind of services have been provided during last 4-5 years
- g. Any other document, certificate or copy of award, want to submit in support of claim



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9. LAST DATE OF TENDER SUBMISSION

- The last date of receipt of quotations is **Tuesday, 20th August, 2013 by 03.30 PM.**
- The Quotation Envelope should be super scribed with **Quotation for Placement Brochure-2013** on the top of the envelope.

10. OPENING OF TENDER

- Tender shall be opened on the same day i.e. **Tuesday, 20th August, 2013 at 04.30 PM** in the presence of bidders who wish to remain present. Interested bidders may participate in bid opening process on their own expenses. The bidders attending the event should carry letter of authority from their Firm/ Agency/ Consultancy.
- The DD of EMD amount submitted along with this Tender of all unsuccessful bidders shall be refunded immediately after awarding the contract to a successful bidder.

11. IMPORTANT POINTS

- Last date of Tender submission** : 20-08-2013 by 03.30 PM
- Opening of Tender** : 20-08-2013 at 04.30 PM
- EMD** : Rs. 5,000/- (Five Thousand only) in the form of DD

12. ADDRESS FOR SENDING QUOTATION

- Quotation should neither be sent in opened envelop nor be e-mailed to RGIPT. It should be sent only by Registered/ Speed Post or could be dropped in the Tender Box available at RGIPT, Rae Bareli.
- Please send your sealed quotation at following address **by Registered/ Speed Post/ Courier/by Hand:**

The Director
Rajiv Gandhi Institute of Petroleum Technology (RGIPT)
Ratapur Chowk
Rae Bareli, PIN- 229316
Uttar Pradesh

For Rajiv Gandhi Institute of Petroleum Technology,

Jitendra Prasad,
Corporate Communication Officer,
(On behalf of the Director)



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Form -A

LETTER FOR SUBMISSION OF BID

(To be submitted by bidders on their letter head)

Date: -----

To
The Director
Rajiv Gandhi Institute of Petroleum Technology (RGPT), Rae Bareli,
Ratapur Chowk, Rae Bareli, PIN- 229316 (Uttar Pradesh)

Dear Sir,

This quotation is in response to your Tender Reference No. **RGPT/RBL/Printing/02/2013** dated
----- for the Designing & Printing of Placement Brochures.

Please find herewith our offer in line with requirement of the Bidding Document. We confirm that:

1. I/ We have submitted only one bid for this work.
2. Our bid is in complete compliance with requirements of bidding document.
3. We understand that any deviation in the offer shall render our offer liable for rejection.
4. We have enclosed following with the Bid:
 - i. Signed Quotation Price (On Letter head)
 - ii. Experience certificate
 - iii. Sample copies of Brochure (Designed and Printed for any Corporate/Educational Institutions)
 - iv. EMD of Rs. 5,000 (Rupees Five Thousand Only) in the form of Demand Draft (DD)
 - v. Copy of Service Tax Registration and PAN/ TIN Number
 - vi. Details of the Companies/ clients to whom same nature of services have been provided during last 4-5 years

Bidder's signature : -----

Name : -----

Designation : -----

Mobile : -----

Email : -----

Company Seal :

Form -B

(To be submitted by bidder with tender documents)

INFORMATION ABOUT BIDDER

S. No.	Details	Details to be filled in by Agency/Firm
1	Name of the Agency & Contact Person	
2	Date of incorporation of the Firm. State whether it is Partnership/ Proprietorship (Attached a copy for proof)	
3	Regd. Office/ Business Address of the Agency	
4	Date of registration of firm	
5	PAN No. of the firm/ Company (Attach a copy for proof)	
6	TIN of the Firm (Attach a copy for proof)	
7	Sales Tax Registration No. of the firm (Attach a copy for proof)	
8	Postal Address of Companies with PIN, Phone, Mobile No and e-mail address	
9	No. of years in the current business (Attach a copy for proof)	

Form -C

(To be submitted by bidder with tender documents)

(PRICE BID)

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3	Delivery charges, Services Tax, VAT or any other liability				
4	Total Amount (In Rupees)				

Bidder's signature :

Name :

Designation :

Company Seal :