

TENDER REF. No.: RGIPT/JAIS/ACADEMIC/001/2024

Date: 19<sup>th</sup> June 2024



राजीव गांधी पेट्रोलियम प्रौद्योगिकी संस्थान, जायस, अमेठी-229304  
उत्तर प्रदेश, भारत

**RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS,  
AMETHI– 229304, UTTAR PRADESH, INDIA**

## **e-TENDER NOTICE**

**For**

**“PRINTING AND SUPPLY OF EXAMINATION COPIES AT RGIPT JAIS  
CAMPUS”**

The Ministry of Petroleum and Natural Gas (MoPNG), Government of India, set up the **Rajiv Gandhi Institute of Petroleum Technology** at Jais, Amethi, Uttar Pradesh, by an Act of the Parliament. The institute has accorded the status of an Institution of National Importance along with the lines of the Indian Institutes of Technology (IITs). The institute is empowered to award degrees in its own right and is co-promoted as an energy domain specific institute by six leading oil public sector units (Oil and Natural Gas Corporation Limited, Indian Oil Corporation Limited, Oil India Limited, Gail (India) Limited, Bharat Petroleum Corporation Limited and Hindustan Petroleum Corporation Limited) in association with the Oil Industry Development Board. The institute is associated with the leading International Universities/Institutions specializing in the domain of Petroleum Technology and Energy Sector.

The Institute invites online bids for the **Printing & Supply of Examination Copies at RGIPT Jais Campus**.

## CRITICAL DATE AND INFORMATION

<b>Name of Work</b>	Printing & Supply of Examination Copies at RGIPT Jais Campus
<b>Tender Mode &amp; Type</b>	Online, under Composite Bid System (Technical + Financial Bid)
<b>Tender Ref. No.</b>	RGIPT/JAIS/ACADEMIC/001/2024 dated 19.06.2024
<b>Date of Issue/Tender Publication Date</b>	Tuesday, 25 <sup>th</sup> June 2024, 09:00 AM
<b>Bid Document Download Date &amp; Time</b>	Tuesday, 25 <sup>th</sup> June 2024, 09:00 AM
<b>Bid Submission Start Date &amp; Time</b>	Tuesday, 25 <sup>th</sup> June 2024, 09:00 AM
<b>Bid Submission End Date</b>	Friday, 19 <sup>th</sup> July 2024, 18:00 PM
<b>Bid Opening Date</b>	Saturday, 20 <sup>th</sup> July 2024, 18.00 PM
<b>Pre-Bid Meeting Date, Time &amp; Venue</b> (All queries shall be discussed in the Pre-Bid Meeting)	Monday, 01 <sup>st</sup> July 2024, 16:00 PM Conference Room, 3 <sup>rd</sup> Floor, Administrative Building
<b>Earnest Money Deposit (EMD)</b>	<b>Rs.16,640/- (Rupees Sixteen thousand six hundred forty Only)</b>
<b>Bid Address to the</b>	<b>Office of Dean (Academic Affairs)</b> Rajiv Gandhi Institute of Petroleum Technology, Mubarakpur, Mukhetia, Bahadurpur Post: Harbanshganj, Jais, Amethi – 229304 Uttar Pradesh (India)
<b>Contact person &amp; Address for Communication</b>	<b>Name:</b> Shri Sameer Rajan Singh, Deputy Registrar (Academic Affairs) & Tej Prakash Joshi Superintendent <b>Email:</b> <a href="mailto:dr.acad@rgipt.ac.in">dr.acad@rgipt.ac.in</a> / <a href="mailto:academic@rgipt.ac.in">academic@rgipt.ac.in</a> <b>Contact Nos.</b> +91-8299112860 / 9473660953

**Notes:**

1. Details regarding the tender are available on website of the Institute <https://www.rgipt.ac.in> and CPP Portal.
2. Tender document may be downloaded from above mentioned websites. Bidders are therefore, requested to visit the websites regularly to keep themselves updated. Any Addendum/Corrigendum will be displayed on the aforesaid websites only.
3. For submission of e-Bids, bidders are required to get themselves registered with CPP Portal.
4. Tender documents received in incomplete shape or beyond the stipulated period shall not be entertained under any circumstances. The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.
5. Earnest Money Deposit (EMD) of Rs. 16,640/- (**Exempted in case of MSE (Micro & Small Enterprises) registered, Udyam certificate to be enclosed**) in the form of NEFT/Banker Cheques/Demand Draft, Fixed Deposit Receipt issued by any Nationalized Bank in favour of “**Rajiv Gandhi Institute of Petroleum Technology, payable at Jais**”.
6. Payment proof pertaining to EMD (in case of payment of EMD through NEFT/RTGS transaction, copy of the same is required to be enclosed with the bid document) to be sent to the Institute at the address indicated below on or before bid opening date/time as mentioned in critical date sheet.

**ADDRESS OF THE INSTITUTE:**

RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY  
Mubarakpur, Mukhtia More, Bahadurpur,  
Post: Harbanshganj, Jais,  
Amethi, Uttar Pradesh-229304  
Website:[www.rgipt.ac.in](http://www.rgipt.ac.in)

## **INTRODUCTION**

The Ministry of Petroleum and Natural Gas (MoPNG), Government of India, set up the **Rajiv Gandhi Institute of Petroleum Technology** at Jais, Amethi, Uttar Pradesh, by an Act of the Parliament. The institute has accorded the status of an Institution of National Importance along with the lines of the Indian Institutes of Technology (IITs). The institute is empowered to award degrees in its own right and is co-promoted as an energy domain specific institute by six leading oil public sector units (Oil and Natural Gas Corporation Limited, Indian Oil Corporation Limited, Oil India Limited, Gail (India) Limited, Bharat Petroleum Corporation Limited and Hindustan Petroleum Corporation Limited) in association with the Oil Industry Development Board. The institute is associated with the leading International Universities/Institutions specializing in the domain of Petroleum Technology and Energy Sector.

The prime objective of the Institute is to provide education, training, and research to roll out efficient human resources, and to meet the growing requirements of the Petroleum and Energy sector.

The main campus of the Institute is located at Jais, Amethi, Uttar Pradesh and B. Tech./IDD, M. Tech., M.B.A. and Ph.D. programmes from there. The Institute has set two centres, namely- Energy Institute, Bengaluru (EIB) and Assam Energy Institute (AEI), Sivasagar to offer Diploma/Ph.D and M. Tech./Ph.D programmes respectively.

## **INSTRUCTIONS FOR ONLINE BID SUBMISSION (GUIDELINE FOR BIDDER):**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>.

### **1. Registration**

- (a) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app> by clicking on the link “Online bidder Enrollment “on the CPP Portal which is free of charge).
- (b) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (c) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

- (d) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sift/ nCode / eMudhra etc.), with their profile.
- (e) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- (f) Bidder then logs in to the site through the secured log-in by entering their user ID/Password and the password of the DSC/ e-Token.

## **2. Searching for Tender Documents**

- (a) There is various search option built in the CPP Portal, to facilities bidders to search active tenders by several parameters. These parameters could include TenderID, Organization Name, location, Date Value, etc. there is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- (b) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'my Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.
- (c) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

## **3. Preparation of Bids**

- (a) Bidder should consider any corrigendum published on the tender document before submitted their bids.
- (b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents must be submitted, the number of documents-including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- (c) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule any generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid document may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- (d) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificate etc.) has been provided to the bidders. Bidders can use "My space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My space" area while submitting a bid, and need not be upload again and again. This will lead to a reduction in the time required for bid submission process.

#### 4. **Submission of Bids**

- (a) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- (b) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (c) Bidders are required to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- (d) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders; opening of bids etc. the bidders should follow this time during bid submission.
- (e) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system-generated symmetric key. Further, this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- (f) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- (g) Upon the successful and timely submission of bids (i.e. after clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- (h) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid, this acknowledgement may be used as an entry pass for any bid opening meetings.

**5. Assistance to Bidders**

- (a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- (b) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24X7 CPP Portal Helpdesk.

## LIST OF DOCUMENTS TO BE UPLOADED

1. Bidder should take into account notifications, corrigendum published, if any on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Any deviations from these may lead to rejection of the bid.
3. The composite bid system will be followed for this tender.

**“Online Bid” shall contain (Pdf format only)**

Sl. No.	Details of Documents	Documents to beUploaded	File Format
1.	<p>The EMD of Rs.16,640/- (Rupees Sixteen Thousand Six Hundred Forty Only) (Exempted in case of MSE (Micro &amp; Small Enterprises) registered, Udyam certificate to be enclosed) in the form of NEFT/Banker Cheques/Demand Draft, Fixed Deposit Receipt issued by any Nationalized Bank in favour of <b>“Rajiv Gandhi Institute of Petroleum Technology, payable at Jais”</b>.</p> <p><b>Bank Account Details of the Institute:</b></p> <p><b>Name: Rajiv Gandhi Institute of PetroleumTechnology</b>  <b>Bank: Bank of Baroda</b>  <b>Address: RGIPT Campus, Bahadurpur Jais,Amethi.</b>  <b>Account No. 59480100000001</b>  <b>IFSC Code: BARB0JAICAM</b>  <b>(5<sup>th</sup> Character is ZERO)</b></p>	<p>Payment Receipt</p> <p>(In case of EMD is required to be submitted by the bidder in the form of Banker Cheque/Demand Draft and FDR, original of the said instrument is needs to be submitted to the <b>Office of Dean (Academic Affairs), , Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi</b> before last date of the opening of bid)</p>	.pdf
2.	<b>Copy of PAN Card &amp; GST No.</b>	Upload – Self Attested Copy of PAN Card & GST No.	.pdf
3.	<b>Copy of Bank Mandate Form / Cancelled Cheque</b>	Upload – Self Attested Copy of Bank Mandate Form / Cancelled Cheque	.pdf
4.	<b>Entire Tender Document duly signed &amp; stamped by the bidder</b>	Upload – Entire Tender Document duly signed & stamped	.pdf
5.	<b>Duly Filled and Stamped “No Conviction Certificate” (Annexure 1)</b>	Upload – Duly filled ‘No Conviction Certificate (Annexure – 1)’	.pdf
6.	<b>Duly Filled and Stamped “Price Reasonability Certificate” (Annexure 2)</b>	Upload – Duly filled ‘Price Reasonability Certificate’ (Annexure – 2)’	.pdf



7.	<b>EMD Exemption -In case of exemption of EMD, the scanned copy of the relevant document in support of exemption will have to be uploaded by the bidder during bid submission</b>	Upload Self Attested Copy of MSE (Micro & Small Enterprises) (Udyam) valid certificate for EMD exemption. The MSE registration must be under relevant NIC Codes	.pdf
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*RGIPT, Jais, Amethi reserves the right to reject the bid if any of the above listed document/s is not submitted.*

## **INSTRUCTIONS TO BIDDERS**

1. Online e-Tender on Item Rate (Unit Rate) basis are hereby invited under the heading **“Printing & Supply of Examination Copies”** at RGIPT Jais Campus.
    - a. The Bid should contain all the relevant information and desired enclosures in the prescribed format along with Earnest Money Deposit (EMD).
  2. The total time for the printing & supply of items will be of 50 days. The date of commencement shall be reckoned from the date of acceptance of final draft of examination copies.
  3. The Earnest Money Deposit (EMD) amounting to Rs. 16,640/- (Rupees Sixteen Thousand Six Hundred Forty Only) (Exempted in case of MSE registered, Udyam certificate to be enclosed) in the form of NEFT/ FDR/ Demand Draft in favour of **‘Rajiv Gandhi Institute of Petroleum Technology’** payable at **‘Jais’**. Tender received without EMD will be invalid and rejected.
  4. The EMD may be forfeited:
    - a) if the bidder withdraws the bid after bid opening during the period of validity.
    - b) Any unilateral revision in the offer made by the tenderer during the validity of the offer.
    - c) Upon non-acceptance of purchase order, if and when placed.
    - d) If any bidder furnishes any incorrect or false, statement/ information/document.
- EMD EXEMPTION:** The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. **Traders are excluded from the purview of this Policy.**
5. The bid security (EMD) shall be returned to the unsuccessful bidders after finalization of tender without any interest.
  6. Canvassing in connection with the tenders is prohibited and the tenders submitted by the bidder who resort to canvassing are liable for rejection.
  7. Tender submitted shall remain valid for 120 days from the date of opening of tender.

8. **The supplier is required to get the sample approved from the Deputy Registrar (Academic Affairs) of RGIPT before the bulk supply of the examination copies.**
9. The clarification, if required may be obtained from the Office of Dean (Academic Affairs) on any working day (Monday to Friday) between 11:00 Hrs. to 16:00 Hrs. from 25.06.2024 to 28.06.2024 on +91-8299112860 / 9473660953.
10. RGIPT, Jais, Amethi reserve the right to accept or reject all or any bid/quotation without assigning any reason thereof.

## 1) Eligibility Criteria:

To qualify in the Bid the firm should have the minimum eligibility criteria; the firm in this regard should submit the following documents-

- a) The bidder should be an Indian Registered Company under Companies Act 1956/ Proprietorship / Firm / Company of any of these. Copy of Certificate of Incorporation / Registration or any other relevant document, as applicable, should be submitted along with a copy of address proof Copy of constitution or legal status of the sole proprietorship / firm / company etc.
  - b) The bid should be accompanied by EMD for bid security of the amount.
  - c) Duly filed **Annexure – 1** (No Conviction Certificate).
  - d) Duly filed **Annexure – 2** (Price Reasonability Certificate).
  - e) Copy of PAN Card.
  - f) Copy of GSTIN registration certificate.
  - g) Copy of Bank Account details.
  - h) **Entire NIT duly signed & stamped by the bidder.**
- 2) Bidder is required to quote his item rates in the BOQ as attached in the tender document (Financial Bid). The rates/price quoted by bidder should be all inclusive i.e., should include all freight, Insurance, Govt. duties & levies, of materials and all other expenses not specifically mentioned but reasonably implied. Nothing over and above these rates shall be payable to bidder. **Applicable GST rate will be added extra on overall value of bid price. The tender job will be awarded on overall L-1 basis, not on individual item basis.** It is mandatory for bidder to quote all items rate as asked for in the BOQ/Price schedule.
- 3) **COMPLETION TIME:**  
The total time for supply of examination copies will be 50 days. The date of commencement shall be reckoned from the date of acceptance of final draft of examination copies. Time is the essence of the contract.
- 4) **OPTION CLAUSE:**  
The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

**5) PAYMENT TERMS & CONDITIONS:**

4.1: RGIPT will not pay any advance for the said work.

4.2: Payment will be paid on the basis of the actual supply of examination copies and submission of original invoice to the satisfaction of Deputy Registrar (Academic Affairs).

**6) LIQUIDATED DAMAGES:** In case of delay in completion of supply of examination copies, the supplier shall pay liquidated damages an amount equal to 0.5% of the order value per week of delay subject to a maximum of 10% of the order value.

7) The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.

8) The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.

9) The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

**SPECIFICATION FOR THE EXAMINATION COPIES**

SL.NO.	SPECIFICATION OF ITEM	GSM	GSM
1	Printing of examination copies ( <b>20 pages</b> ), size: FS (215mmx345mm) with double stapled (scanned copy attached as sample) <b>Quantity: 40,000</b> <i>All examination copies will be bearing serial numbers starting from 00001 and in ascending order.</i>	75	70
2	Printing of examination copies, ( <b>12 pages</b> ) size: FS (215mmx345mm) with double stapled (scanned copy attached as sample) <b>Quantity: 40,000</b> <i>All examination copies will be bearing serial numbers starting from 00001 and in ascending order.</i>	75	70
3	Printing of supplementary copies, ( <b>04 pages</b> ) size: FS (215mmx345mm) with single fold (scanned copy attaches as sample) <b>Quantity: 80,000</b> <i>All examination copies will be bearing serial numbers starting from 00001 and in ascending order.</i>	75	70

**Note:**

- 1) Attached postcard size sample paper of 75 and 70 GSM for choose and clarification.
- 2) No other examination papers will be supplied by vendor. In case any material/ product does not available in the market, alternate product as per decision and approval of Deputy Registrar (Academic Affairs) shall be supplied by the vendor.

**NO CONVICTION CERTIFICATE**

(On company letterhead)

This is to certify that \_\_\_\_\_ (Name of the Firm/Organization), having registered office at \_\_\_\_\_ (Address of the registered office) has never been blacklisted or restricted to apply for any such activities by any Central / State Government Department /Semi Government department/ PSU/ Autonomous bodies or Court of law anywhere in the country.

Yours faithfully,  
Signatures

Name of Vendor or Officer Authorised  
to sign on behalf of Vendor

(Company stamp)

Date: .....

Place: .....

**PRICE REASONABILITY CERTIFICATE**  
(ON THE LETTER HEAD OF THE COMPANY)

It is certified that the rates quoted against Tender No. RGIPT/JAIS/ACADEMIC/001/2024 dated 05<sup>th</sup> June 2024 for the items are exclusively for supply to ACADEMIC and RESEARCH Institutions and are not more than as charged to other Govt./PSU"s for similar supplies made in recent past. If they have been approved by the Director, RGIPT and if at any stage it has been found that the quoted rates are higher than the rates applicable to supply to Government then in such condition RGIPT, Amethi, will have the right to cancel the approved rates and to take legal action against the tenderer.

Yours faithfully,

(Name of manufacturers)

(Signature with date)

(Name and designation)

Duly authorized to sign tender for and on behalf of



**Check List**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Yes/No (Bidders to tick Yes/No)</b>
1	EMD of Rs. 16,640/- (Rupees Sixteen Thousand Six Hundred Forty only)	Yes / No
2	PAN No, GSTIN No., Bank Account details	Yes / No
3	Copy of No Conviction Certificate	Yes / No
4	Price Reasonability Certificate	Yes / No
5	BOQ (duly filled with quoted rate and amount of each item)	Yes / No
6	Entire NIT, Tender Document & other paper duly signed & stamped	Yes / No

## **BILL OF QUANTITY**

<b>SL.NO.</b>	<b>ITEM DESCRIPTION</b>	<b>GSM</b>	<b>Required Quantity in Nos.</b>	<b>Per Unit Rate in Rs.</b>	<b>GST</b>	<b>Total Amount in Rs.</b>
1	Printing of examination copies ( <b>20 pages</b> ), size: FS (215mm x 345mm) with double stapled	75	40000			
2	Printing of examination copies, ( <b>12 pages</b> ) size: FS (215mm x 345mm) with double stapled	75	40000			
3	Printing of supplementary copies, ( <b>04 pages</b> ) size: FS (215mm x 345mm) with single fold	75	80000			
	Freight Charges (Unloading & Stacking):					
	Any Other Cost:					
	<b>Grand Total:</b>					

<b>SL.NO.</b>	<b>ITEM DESCRIPTION</b>	<b>GSM</b>	<b>Required Quantity in Nos.</b>	<b>Per Unit Rate in Rs.</b>	<b>GST</b>	<b>Total Amount in Rs.</b>
1	Printing of examination copies ( <b>20 pages</b> ), size: FS (215mm x 345mm) with double stapled	70	40000			
2	Printing of examination copies, ( <b>12 pages</b> ) size: FS (215mm x 345mm) with double stapled	70	40000			
3	Printing of supplementary copies, ( <b>04 pages</b> ) size: FS (215mm x 345mm) with single fold	70	80000			
	Freight Charges (Unloading & Stacking):					
	Any Other Cost:					
	<b>Grand Total:</b>					