

D. No. ...563.../CDE

Date ...05/01/19...

ALIGARH MUSLIM UNIVERSITY, CENTRE FOR DISTANCE EDUCATION

(ALIGARH)

TENDER NOTICE

Sealed tenders are invited from reputed firms for Printing of Study Material. The Tender document is available in the office of Centre for Distance Education, Aligarh Muslim University.

1. Eligibility conditions for the firm/company/organization:-

- (i)** The firm/organization should be in existence for more than 5 years and have experience of printing of Text Books of at least 2 years (Experience certificate or supply order be submitted).
- (ii)** The average annual turnover of the company should be at least 5 crores per year in the last 5 years. (Balance sheets profit and loss account of last Three years to be submitted).
- (iii)** The firm must have at least 5 offset printing machines. The leased or hired machines will not be counted for this purpose.
- (iv)** The firm must be registered under Goods and Services Tax
- (v)** The firm must have adequate security measures required for printing of examination materials in secured premises and with utmost secrecy.

2. Requirement of Printing Jobs

- (i)** The Study Material size is A4, inside page 60 GSM white to be printed in Single color, cover page to be 300 GSM Gray back to be printed in multicolor.
- (ii)** The Study Material to be perfect binded, properly packed deliver at earlier.

3. Contract Period:

The contract for the supply of Study Material will be for a period of 2 years.

4. Sample:

- (i)** Sample of Study Material can be seen by visiting the office of Centre for Distance Education in the University on any working day.

(ii) The printer has to ensure that these items are confidential in nature therefore extra care is to be taken while supplying and printing the material. All Correspondence in this regard should be held at the following address:

The Director
Centre for Distance Education
Nasheman Building, Opposite Sulaiman Hall,
Anoopshahar Road
Aligarh Muslim University
Aligarh-202002 (UP)

5. **Bid Submission Methodology:**

In this Tender two envelopes system is to be resorted to :

(i) Bids be submitted in two different sealed envelopes.

Envelope-I should contain documents which shows the proof regarding eligibility conditions 1(i), 1(ii) , 1(iii) & (iv) superscribed as "Technical Bid".

Envelope-II should contain the rates of Study Material, superscribed as "financial bid". (Proforma for submission of financial bid is given at Annexure).

The rates quoted should include all kinds packing & transportation charges. FOR- Aligarh, But excluding GST.

(ii) Both the envelopes be placed in one single sealed envelope and subscribed as Bid for Study Material and termed as confidential

(Only to be opened by the Addressee).

(iii) The Bid should be sent by Regd. post only at the following address:

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