

# University of Mumbai



## University of Mumbai

National Service Scheme

Vidyapeeth Vidyarthi Bhavan, 'B' Road, Churchgate, Mumbai- 400020

### TENDER NOTICE

Details of NSS Volunteers Work Diary to be printed are as follows.

<b>UNIVERSITY OF MUMBAI</b> National Service Scheme, V.V.Bhavan, Churchgate, Mumbai – 400 020. <b>TENDER</b>	
Sealed tender are invited from suppliers / vendors for printing of NSS volunteers work diaries for the college NSS volunteers. Tender document can be collected on payment Rs. 500/- cash (non-refundable) from Room No. 12, Cash Section, University of Mumbai, Fort, Mumbai – 400 032 from <b>10<sup>th</sup> October 2022 to 19<sup>th</sup> October 2022 between 11.00 am to 05.00 pm.</b>	
NSS Volunteers Diary – Multi color 250 GSM art card title with 40 pages super fine 60 GSM quality paper. Size 5 inches x 4.5 inches	55500
Last date and time for the submission of the tender is <b>21<sup>st</sup> October 2022</b> at 02.00 pm National Service Scheme, Vidyapeeth Vidyarthi .Bhavan, B Road, Churchgate, Mumbai-400020. For details pl visit university web site. <a href="http://www.mu.ac.in">www.mu.ac.in</a>	
Date:08.10.2022 Place: Mumbai	Sudhir S. Puranik I/c, Director, NSS, University of Mumbai

Mr. Sushil Shinde  
OSD,NSS

Sudhir S. Puranik  
I/c, Director, N.S.S.  
University of Mumbai

Place: Mumbai

Date:

## University of Mumbai



### **TENDER**

#### **Tender for Printing of N.S.S. Volunteers Work Diary**

The Director, University of Mumbai, National Service Scheme invites sealed tender for printing of N.S.S. volunteer's diary.

1. Sealed bid document duly signed by the supplier/vendor be submitted to the Director, National Service Scheme, University of Mumbai, Vidyapeeth Vidyarthi Bhavan, 'B' Road, Churchgate, Mumbai – 400 020.

	Particulars	Date	Time
1.	The Blank Bid documents will be available	From 10.10.2022 To 19.10.2022	11.00 am to 05.00 pm
2.	Last Date & time for submission of Bid Documents.	21.10.2022	02.00 pm
3.	Date & Time to opening of Technical Bid	Will be informed	
4.	Date & Time to opening of Financial Bid	Will be informed	

The sealed tender should reach the Director, National Service Scheme, University of Mumbai, Vidyarthi Vidyapeeth Bhavan, 'B' Road, Churchgate, Mumbai – 400 020 by **21.10.2022 before 02.00 pm.**

#### **Terms & Conditions:**

##### **1. Preparation and submission of Tender:**

- The tender should be submitted in two parts i.e. Technical Bid & Financial Bid. The Technical Bid and Financial Bid should be sealed by the bidder in two separate covers marked as "Technical Bid for Printing of N.S.S. Volunteer Work Diary" and "The Financial Bid for Printing of N.S.S. Volunteer Work Diary". Both sealed envelopes should be kept in a Main envelop super-scribed "Tender for Printing of N.S.S. Volunteer Work Diary".
- All the sealed envelopes should also indicate clearly the name & the Address of bidders.
- Contents of all inner envelopes must be sealed.

##### **2. Documents comprising the bids:**

The bids prepared by the bidders shall be comprise of..

- (1) Technical Bid and
- (2) Financial Bid

A. **Technical Bid:** To qualify in the Technical Bid the firm should have the minimum eligibility criteria as under and the firm in this regards must submit the following documents in support of their eligibility criteria:-

- I. Duly filled format of Technical Bid as per Annexure – II.

II. The Technical Bid should be accompanied by a demand draft of Rs.10,000/- (Rupees Ten Thousand Only) for EMD. The Demand Draft of EMD should be drawn in favor of **Finance & Accounts Officer, University of Mumbai**.

III. Copy of Pan Card/Service Tax Registration/ Sell Tax/VAT/GST Registration Certificate.

**B. Financial Bid:-**

The Financial Bids contain price bid (as per Annexure – III) price must be coated as per format specified failing which tender shall be summarily rejected. The tender received without EMD will be rejected.

**3. Opening of Tender:**

The tenderer, either himself or authorized representative (not more than one representative) is at liberty to remain present at the time of opening of tender.

**4. Specification:**

The supplier/vendor must conform in writing that the goods supplied by them shall be as per specification of goods mention in Annexure – 'I'.

**5. Delivery:**

The firm/vendor must provide corrected proof within five working days from the date of providing the printing material to the firm. All the material order shall be delivered within 15 Days from the date of receipt of corrected proof.

**6. Payment term:**

The bills may be submitted to the office of the N.S. S. Director, for settlement after satisfactory delivery.

**7. Passed experience of printing be submitted from 2018-19 onwards**

**8. Breach of Terms and Condition:**

In case of breach of any terms and condition as mentioned above the University of Mumbai will have the right to reject the bid at any stage without assigning any reason thereof and nothing will be payable by University of Mumbai in that event the EMD shall also stands forfeited.

Mr. Sushil Shinde  
OSD, NSS

Date:  
Place: Mumbai

Sudhir S. Puranik  
I/c, Director, N.S.S.  
University of Mumbai

**Annexure - I**

**Technical Specification- NSS Volunteers Work Diary**

<b>Sr. No.</b>	<b>Particular</b>	<b>Qty.</b>	<b>Specification</b>
1.	N.S.S. Volunteers Diary	55,500	multi color 250GSM art card title with 40 pages super fine 60 GSM quality paper size 5 inches X 4.5 inches

All design work has to be done by successful bidder, with contents provided.

Note:- the interested bidder must review the sample for above said required materials from the office of the Director, N.S.S.

Mr. Sushil Shinde  
OSD, NSS

Date:  
Place: Mumbai

Sudhir S. Puranik  
I/c, Director, N.S.S.  
University of Mumbai,

**Annexure - II**

**Technical Bid – NSS Volunteers Work Diary**

**(In separate sealed cover- I super scribed “Technical Bid”)**

<b>Sr. No.</b>	<b>Details of Tenderer/Bidder</b>	<b>Page No.</b>	<b>Remarks</b>
1.	Name and Address of the Tenderer/Bidder		
2.	Complete Address:		
3.	State clearly whether it is sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization		
4.	Details of the earnest Money Deposit (EMD) (Yes/No) DD No.: Dated: Drawn on Bank: Amount: (Rupees .....)		
5.	Whether each page and its annexure have been signed and stamped		
6.	Whether Bidders have quoted for each and every item mentioned in Financial Bid (Yes/No) (If No, then please attach a list of quoted items with the Technical Bid without indicating price)		
7.	Copy of VAT/CST/ST/GST Registration		
8.	Permanent Account No.		
9.	Email ID		
10.	Contract No.		

(Name & Signature of the Bidder)  
Along with Stamp of Firm/Company

Date:

Place:

**Annexure - III**

**Financial Bid**

**(In separate sealed cover- I super scribed “Financial Bid”)**

<b>Sr. No.</b>	<b>Particular</b>	<b>Qty. (A)</b>	<b>Rate in Rs. Per (B)</b>	<b>VAT/GST, if any (C)</b>	<b>Amount D=(B+C)</b>	<b>Total Amount (E=A x D)</b>
1.	N.S.S. Volunteers Work Diary	55,500				

I/We have gone through the Terms & Conditions as stipulated in the Tender Document and conform to accept and abide the same.

(Name & Signature of the Bidder)  
Along with Stamp of Firm/Company

Date:

Place: