DIU HIGHER EDUCATION SOCIETY, DIU
U.T. ADMINISTRATION OF DAMAN & DIU
OFFICE OF THE PRINCIPAL
DIU COLLEGE, FORT ROAD, DIU – 362520 (U.T)

No. DHES/DCD/ESTT/2016-17/653 Date: 22/02/2017

TENDER NOTICE

The Principal, Diu College, Diu, on behalf of the Diu Higher Education Society, Diu, invites sealed Bids from the registered printing agencies for COMPOSING, DESIGNING AND COLOUR PRINTING OF COLLEGE SOUVENIR.

- Last Date of Submission of Bids: 09/03/2017 upto 3:00 pm
- Opening of Bids (if possible): 09/03/2017 at 4:00 pm

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<tr>
<th>Sr. No.</th>
<th>Details/Particulars</th>
<th>Quantity</th>
<th>Rate per Unit</th>
<th>Total Amount</th>
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<tbody>
<tr>
<td>1</td>
<td>COMPOSING, DESIGNING AND COLOUR PRINTING OF COLLEGE SOUVENIR</td>
<td>500</td>
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<td></td>
<td>Total Sheets: 23 to 26 sheet (45-52 pages in Souvenir booklet)</td>
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<td>Booklet Size: 11 x 8.25 inches / A4</td>
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<td>Title Pages: 300 GSM Matte Thermal (with UV Emboss)</td>
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<td>Internal Pages: 170 GSM Matte</td>
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<td>Printing Quality: Multi-Colour Printing</td>
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<td>Binding: Centre Pin (2 Loop Pin)</td>
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<td>Booklet Cover: Transparent Plastic Cover</td>
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Terms and conditions:-

1) The tenderers should sign each page of the tender.
2) The tenderer shall not quote absurd rates or make corrections/ over writings in the tender. Any tenders found containing any corrections/ over writings shall be liable to be rejected as such.
3) Late/Vague/conditional/incomplete/not conforming to the laid down procedure, bids in any respect will be rejected.

[Signature]
24/02/2017
4) Final and net rates, inclusive of all taxes, labour charges; transportation cost etc. should be given. Rates will be valid for the period of 6 months from the date of receipt of quotation.

5) The successful bidder have to submit the Security Deposit of an amount equal to 5% of total value in form of FDR in favour of "The Collector & Chairman and Principal & Member Secretary, DHES, Diu" and should be valid for 6 months; the performance security will be released only after completion of work and satisfactory report from Librarian, Diu College.

6) The quotation should be submitted in sealed envelope superscribed as tender for COMPOSING, DESIGNING AND COLOUR PRINTING OF COLLEGE SOUVENIR.

7) Any Bid received after the last date will not be accepted and returned unopened to the Bidder.

8) The successful bidder will have to pick-up all the material for printing / photography etc. from Diu College Library. The first proof of Souvenir should be submitted within 7 days from the date of submission of material. The final art work of complete Souvenir Booklet will be prepared by the printer in consultation with Librarian, Diu College.

9) The specification and requirements of Souvenir Booklet has been given above. For more clarifications, the bidder may contact to the Librarian, Diu College before 08/03/2017 between 1:00 pm and 6:00 pm. It shall be the responsibility of bidder to seek clarifications about the specifications mentioned herewith.

10) The successful bidder must ensure that proofs are shown and got approved before final printing. In case the printing is done without getting the proofs approved and there is any error in the printing, the institute will not accept such work and no payment will be made for such work. The contractor has to rectify the error at no extra cost.

11) Quality of printing/paper is of vital importance. Any inferiority in the quality of paper will not be tolerated and the bidder may be asked to undertake the work again at no extra cost.

12) If at any stage, it is found that the performance, quality of work and paper is not satisfactory or the contractor commits breech of any terms & conditions of the contract, the contract is liable to be terminated without any notice and the performance security will be forfeited and the work will be assigned to another firm at the risk and cost of the contractor.
13) A soft copy of the final proof of Souvenir in PDF file along with the source file has to be returned back to the Institute after the completion of work.

14) Delivery is required to be completed within 15 days from the date of final proof approved by the Diu College.

15) The printer will supply all the copies of Souvenir Booklet in proper packaging (water proof and fabric packaging over carton) at Diu College.

16) Bill should be submitted in duplicate, original one should be duly affixed with Revenue Stamp.

17) The right to accept or reject all or any tender without assigning any reasons thereof are reserved by the undersigned. The final arbitration authority with regard to any dispute shall be vested with the Collector, Diu/Chairman, EC, DHES, Diu only.

18) Regarding quality and quantity of work done by the firm the final decision is vested only on the members of purchase committee and the decision of Librarian, Diu College will be final and binding on the bidder.

(Dr. Apurva Sharma, DANICS)
Principal
Diu College, Diu
Email: diucollege@gmail.com
Phone: (02875) 254115

I/We hereby accept this terms and conditions mentioned in quotation notice.

(Seal & Signature of Vendor)

Copy to:

1) The DIO, NIC, Diu with request to upload in website (www.diu.gov.in)
2) Computer Instructor to upload in website (www.diucollege.ac.in)