

कॉलेज ऑफ वोकेशनल स्टडीज
(दिल्ली विश्वविद्यालय)

त्रिवेणी शेख सराय फेस-II, नई दिल्ली-110017

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संदर्भ संख्या

Ref. No. CVS/2020/1850

दिनांक

Dated

15.01.2020

E-TENDER

FOR

Book Binding

DATE & TIME OF ISSUE OF TENDER DOCUMENT (downloaded from website)	16.01.2020 From 6.00 P.M.
LAST DATE & TIME FOR SUBMISSION OF TENDER DOCUMENT	06.02.2020 up to 11.00 A.M.
DATE & TIME FOR OPENING OF TENDER DOCUMENT - (TECHNICAL/FINANCIAL BID)	07.02.2020 at 11.00 A.M.

The e-tender shall be accepted under Two Bid System. The interested Service Providers are advised to submit Technical & Financial bids through e-portal of e-procurement website- (www.eprocure.gov.in)

Principal

[Handwritten signature]

TENDER DOCUMENT

For

Book Binding

CONTENTS OF TENDER DOCUMENT

S. NO.	DESCRIPTION OF CONTENTS
01	Notice
02	Terms & Conditions (General)
03	Technical Bid
04	Performa for Company Profile
05	Performa for Financial Bid (Price Bid)

Note: 1. Tender document for viewing can be downloaded from the website www.cvs.edu.in

1. The e-Tender Form can be filled up from the www.eprocure.gov.in website.

2. Earnest Money Deposit : Rs. 2,000/- in form of DD favoring "Principal, CVS".

NOTICE

E-Tenders are invited for Binding of Books and question Papers in college of vocational studies, sheikh Sarai, Triveni, Phase – II, new delhi-110017 as per the specifications, terms and conditions mentioned in the tender document.

TERMS AND CONDITIONS (GENERAL)

1. The tenderer must submit the technical and financial bid as per the rules.
2. The tenderer should send EMD to the college in a sealed envelope in form of DD before the closing date.
3. The College reserves the right to accept or reject any or all the tenders in part or in full, without assigning any reason thereof.
4. The College reserves the right to relax, amend, with draw any of the terms and conditions contained in this tender document without assigning any reason thereof.
5. Any inquiry after submission of the quotation will not be entertained.
6. The Bids received incomplete or filed after the due date shall be summarily rejected.
7. The tenderer shall quote all price including all statutory taxes, duties.
8. Upload only relevant documents.
9. Tender without EMD shall be rejected. The EMD of the unsuccessful bidder shall be returned after finalization of the tender.
10. The tenderer should have full-fledged Office/Shop in Delhi/NCR.

TECHNICAL BID

1. Profile of the firm in brief with address.
2. GST registration.
3. Last Two years GST/ITR.
4. Firm should be in business of undertaking the Book Binding and related items for last five years.
5. The tenderer firm should have submit an undertaking with the Technical bid to the effect that he has not been black listed form any department/ college/ university or any other firm.
6. Average turnover during the last Two financial years not less than 01 lakh.
7. Tenderer should submit a sample copy of binding at the time of submission of EMD documents.

PERFORMA OF COMPANY PROFILE

Sr. No.	Particulars	
1	Name of the Firm/Agency	
2	Address of the Firm	
3	Mobile No.	
4	Name of the Tenderer	
5	Registration of the Firm	
6	Name, Designation and Mobile No. of the person authorized to deal with the Board	
8	Permanent Account Number under Income Tax	
12	Experience	
13	Annual turnover	
14	Black List (Yes/No)	

This is to certify that I/We have carefully read the contents of the tender document and fully understood all the terms and conditions therein and undertake myself/ourselves to abide by the same.

Place:

Date:

Signature and Seal of the Tenderer.