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M/s .....

**Sub: Inviting Tenders/Quotations for Designing and Printing of dissemination materials under IECEI study**

Sealed Tenders are invited from registered Designing and Printing agencies to design and print of dissemination materials under IECEI study.

S/no	Particulars (all in 4 color scheme)	Designing	Printing in English/Quantity	Printing in Hindi/Quantity	Paper Quality (In Gsm)	
					Cover Pages	Inner Pages
1	Brochure of the study	Yes	Yes/1000	Yes/500	250	250
2	IECEI report 1 Executive Summary	No	No	Yes/500	300	175
3	IECEI report 2 Executive Summary	Yes	Yes/100	Yes/500	300	175
4	IECEI report 3 Executive Summary	Yes	Yes/100	Yes/500	300	175
5	Pre-School Kit	No	Yes/100	Yes/500	300	175
6	Quality of ECE Programme (Booklet no. 1)	Yes	Yes/100	Yes/500	300	175
7	Participation of Children in ECE	Yes	Yes/100	Yes/500	300	175

	(Booklet no.2)					
8	Impact of ECE (Booklet no. 3)	Yes	Yes/100	Yes/500	300	175
9	Combined Project Booklet with leafs	Yes	Yes/500	Yes/100	350	200
10	2 Fold folder with 2 pockets each on inner side for placing leafs as mentioned in line item no. 9	Yes	Yes/500	Yes/100	300	200
11	Flex Banner	Yes	Yes	No	NA	NA
12	Standee	Yes	Yes	No	NA	NA

**You are requested to submit the quotation for the above items in the form of the two sealed bids (Technical and Financial separately) describing the detailed technical specifications and budgetary specifications, within 14 days from the date of advertisement to the undersigned.**

-Sd-

Prof. Venita Kaul  
Director,  
CECED, Ambedkar University, Delhi - 110006

## TERMS of REFERENCE (ToR) OF CONTRACT FOR SUBMISSION OF TENDER/QUOTATION

1. Sealed Tenders should be clearly super scribed as “**Quotation for Designing and Printing of dissemination materials under IECEI study**”.
2. Late receipt of bids (i.e. after due date and time) will not be considered.
3. Rates must be quoted in figures & words in INR with all levies and taxes.
4. Each page of the tender document should be signed by the tenderer and duly stamped.
5. Special discount/rebate admissible to Education Institution/ University may be specifically indicated in the quotation, if applicable.
6. The bidder shall submit the tender document with seal and signature on each page within the stipulated period as token of acceptance of terms & conditions. Tender documents in any other form and not completed in all respect shall be summarily rejected.
7. CECED, AUD reserves the right to reject any or all tender (s) without assigning any reason. The decision of AUD in this regard shall be final. No enquiries in this regard shall be entertained. Correspondence during tendering process may invite disqualification.
8. **Payment Terms:** 100% of contract value will be paid through cheque on successful completion of work.
9. **Earnest Money Deposit:** A fixed amount of **Rs. 10,000/- (Rupees Ten Thousand only)** in the form of crossed demand draft drawn in favour of **“Registrar, Ambedkar University Delhi”** will have to be submitted by the Agency as EMD with the technical tender application. **Tenders received without prescribed Earnest Money will be outrightly rejected.** On successful completion of work, the EMD will be returned to the selected agency with settlement of payments as per the rates submitted with financial proposal (see Annexure II for format).
10. In case of incomplete/unsatisfactory/partial work submission, the EMD amount submitted by the agency will be retained by the CECED and the payment for the work done will be released as agreed upon by both the parties. The final decision will be of the Director, CECED.
11. All the content, photos and other material shared must remain confidential and must not be distributed further without seeking CECED’s prior written permission.
12. No content or any other material should not be used in any form without the consent of the CECED concerned Officer.
13. The Company/Agency must take into account any feedback/suggestions/comments provided by CECED, AUD related to designing and printing.

14. The full and final payment will be done only after the satisfactory submission of the work.
15. The Company/Agency should be a registered Company and should have a bank account in the name of the Company/Agency.
16. The Company/Agency will have to fill a format with required details (Annexure 1) and submit along with Financial & Technical proposal. The financial proposal should be submitted in a prescribed format (Annexure II).
17. You may also submit a sample of your work along with the technical proposal.

**Annexure I**

**Details of Company**

**(To be filled and printed on Company's Letter Head)**

<b>S.No.</b>	<b>Particulars</b>	<b>Details</b>
1	<b>Company Name</b>	
2	<b>Registered Company Name</b>	
3	<b>Office Address</b>	
4	<b>Registered Company Address</b>	
5	<b>Name of Director</b>	
6	<b>Contact Number</b>	
7	<b>Fax</b>	
8	<b>Email ID</b>	
9	<b>TIN Number</b>	
10	<b>PAN Number (enclose copy)</b>	
11	<b>Cheque to be made in the Name of (Company Name)</b>	
12	<b>Account Number</b>	
13	<b>Bank Name</b>	
14	<b>Bank Branch/Address</b>	
15	<b>Bank IFSC</b>	

**DECLARATION**

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

**Place:**

**Date:**

**Signature of Director/Proprietor**

## ANNEXURE II

### Financial Tender Quotation

S/no	Particulars (all in 4 color scheme)	Specifications/ pages (approx.)	Designing	Printing in English/ Quantity	Printing in Hindi/ Quantity	Rates offered (In Rs.)	
						Cover page	Inner page
1	Brochure of the study	12x10 inches / 1 page with 2 folds	Yes	Yes/1000	Yes/500		
2	IECEI report 1 Executive Summary	8.5x9 inches / 22 pages	No	No	Yes/500		
3	IECEI report 2 Executive Summary	8.5x9 inches / 20	Yes	Yes/100	Yes/500		
4	IECEI report 3 Executive Summary	8.5x9 inches / 20 pages	Yes	Yes/100	Yes/500		
5	Pre-School Kit	8.5x9 inches / 20 pages	No	Yes/100	Yes/500		
6	Quality of ECE Programme (Booklet no. 1)	8.5x9 inches / 20	Yes	Yes/100	Yes/500		
7	Participation of Children in ECE (Booklet no.2)	8.5x9 inches / 20 pages	Yes	Yes/100	Yes/500		
8	Impact of ECE (Booklet no. 3)	8.5x9 inches / 20 pages	Yes	Yes/100	Yes/500		
9	Combined Project Booklet	12x10 inches/16	Yes	Yes/500	Yes/100		

	with leafs						
10	2 Fold folder with 2 pockets each on inner side for placing leafs as mentioned in line item no. 9	12x10 inches/2 fold	Yes	Yes/500	Yes/100		
						<b>Rates Per Unit</b>	
11	Flex Banner	Flex: 8x4 ft	Yes	Yes	No		
12	Standee	Standee: 10x2 ft	Yes	Yes	No		
						<b>Total</b>	
						<b>Taxes</b>	
						<b>Grand Total</b>	

Any other information you would like to submit:

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**Grand Total (in words):**

**DECLARATION**

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

**Place:**

**Date:**

**Signature of Director/Proprietor**