

**SHORT TENDER NOTICE**

**DIRECTORATE OF EMPLOYMENT & TRAINING**

**C/O GUJARAT COUNCIL OF VOCATIONAL TRAINING**

BlockNo.1, 2ndFloor, Dr. Jivraj Mehta Bhavan, Sector-10, Gandhinagar-382010

Tel: +917923252118, Fax: +917923253835

Tender No: 1/GCVT/2016-17

Tender Fee: Rs.500/-

Tender EMD: Rs.15, 000/-

Name of the Agency:\_\_\_\_\_

**SHORT TENDER FOR INAUGURATION CEREMONY OF MAHATMA GANDHI  
NATIONAL INSTITUTE FOR SKILL DEVELOPMENT & ENTREPRENEURSHIP.**

Subject: Tender for Designing & Printing related activity for **Inauguration ceremony  
of Mahatma Gandhi National institute for Skill development.**

Gujarat Council of Vocational Training, an autonomous organization working under Directorate of Employment & Training, Gandhinagar invites sealed Tenders for the items mentioned in Annexure-A from the agencies for carrying out Creative designing/printing with installation related activities.

|   |  |
|---|--|
| <b>Date of submission of tender fees,<br/>EMD and Other documents</b> | <b>Dt. 09/05/2016 at 18:00 Hrs.</b>          |
| <b>Technical Bid Opening</b>  | <b>Dt. 10/05/2016 at 12:00 Hrs.<br/>NOON</b> |
| <b>Financial Bid Opening</b>  | <b>Dt. 10/05/2016 at 15:00 Hrs.</b>          |

The schedule of required items along with specification is attached on Annexure-A. Agencies have to quote their rate based on following terms and conditions. The Tender to be submitted on scheduled date and time to Member secretary, Gujarat Council of Vocational Training, Block No: 1, 2<sup>nd</sup> Floor, Dr. Jivraj Mehta Bhavan, Gandhinagar free of cost.

Member Secretary,  
Gujarat Council of Vocational Training,  
Gandhinagar

## **ELIGIBILITY CRITERIA AND TERMS & CONDITIONS**

The contract is subject to the following eligibility criteria and terms and conditions: -

1. The agency should be empanelled for carrying out Creative designing/ printing with installation related activities.
2. Copies of CST / State Sales Tax registration certificates and PAN Card should be enclosed with the Tender.
3. Tender fee Rs.500/- (Five Hundred only) and Earnest Money Deposit Rs.15,000/- (Fifteen thousand only) in the form of demand draft (Separate drafts) drawn in favour of **The Member Secretary, Gujarat Council Of Vocational Training, Gandhinagar (Payable at Gandhinagar)** should be submitted along with tender bid, failing which the bid shall not be considered valid. The separate cover should be submitted with documents. EMD will be refunded only when Bidder writes a letter on its own letter head.
4. Creative Designing & Printing, Videography & Photography work for different items should be done in consultation with DET/GCVT officers.
5. The rates shall remain valid till 90 days.
6. After issue of the work order, any increase in quantity of any item will be paid at the approved rates only.
7. The firm should ensure that the printing is done and printed items are supplied within the given time frame. For videography and Photography work agency should provide 2 (two) C.D. with cover and PHOTO ALBUM.
8. In case the firm is not able to undertake / supply the work/ items due to any reasons, these will be arranged from some other agency at the cost and risk of the Contractor.
9. If the agency commits breach of any of the above terms and conditions or is not able to complete the work in time or the quality of work / paper is not of the desired level, the contract will be cancelled and security deposit shall be forfeited and the work will be assigned to another agency which in majority work. Another Agency has to work with the rate of agency which does not want to perform.
10. Tender should be sent on the letter head of the firm as per the proforma provided on Annexure-A. The cover containing the Tender should be sealed and subscribed "Tender for Designing & Printing related activity for Skill Development should be addressed to Gujarat Council of Vocational Training, Gandhinagar.

11. Gujarat Council of Vocational Training, Gandhinagar reserves the right to terminate the contract any time without assigning any reason there for.
12. The undersigned reserve the right to reject any or all the Tenders without assigning any reason there for.
13. The representative of the firm will have to pick -up the work orders / material for Designing/Printing from the office of the DET/GCVT and will have to deliver the printed material as per the directives of DET/GCVT. No extra charges will be admissible for this purpose.
14. As most of the items of work will be of urgent and time bound nature, the work will have to be completed within the stipulated time frame.
15. The firm will ensure that proof 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, this Department will not accept such work and no payment will be made for such work.
16. Very good workmanship and quality of printing / paper are of vital importance. Any shortfall in the workmanship / quality of paper will not be tolerated and the firm may be asked to undertake the work again at no extra cost.
17. If at any stage, it is found that the performance, quality of work and paper is not satisfactory, the contract is liable to be terminated without any notice and the Performance Security shall be forfeited.
18. The lowest quoted bidder (s) shall be selected on the basis of total bid price received. The successful bidder has to submit Security Deposit of Rs.15,000/- (Rupees fifteen thousand only) in the form of Demand Draft drawn on any Nationalized Bank and drawn in favour of Member Secretary, Gujarat Council of Vocational Training, Gandhinagar as a performance guarantee.
19. Performance guarantee will be refunded after successful and proper execution of work shown in the work order.
20. The prices to be quoted along with all applicable taxes.

Member Secretary,  
Gujarat Council of Vocational Training  
Gandhinagar

**Pre-bid Meeting held on dated 26<sup>th</sup> april 2016, as per tender notice  
published on 23<sup>RD</sup> April 2016, Tender No: 1/GCVT/2016-17**

**Corrigendum**

Below terms & conditions are added as per suggestions given by Vendor in pre-bid meeting.

1. Vendor must have own 4 to 5 color offset printing press. (must attach photographs & Copy of Bills)
2. Vendor must have this type of work experience with Government organization and has minimum 6 work orders in the past 2 years from Government of Gujarat organizations. (Copy of work orders must be attached).
3. Vendor must have their own in-house designer (submit pay-roll of last 1 year of these designers in their own organization).

Vendor must have to personally submit necessary documents as per above 1 & 2 conditions along with previous terms & condition of the tender.

1. Demand draft of tender fee and EMD in one sealed cover.
2. Documents of technical bid in sealed cover in duplicate.
3. Documents of financial bid in sealed cover in duplicate.

Above 3 sealed cover be kept in one cover and sealed submit personally to Gujarat council of Vocational Training, Gandhinagar.

Financial bid of those vendors who technically qualify will only be opened.

Technical bid and Financial bid opening Date:-

|  |                                   |
|--|-----------------------------------|
| Date of submission of tender fees, EMD and Other documents | Dt. 09/05/2016 at 18:00 Hrs.      |
| Technical Bid Opening                                      | Dt. 10/05/2016 at 12:00 Hrs. NOON |
| Financial Bid Opening                                      | Dt. 10/05/2016 at 15:00 Hrs.      |

**ANNEXURE – A**

| Sr. No. | Name of Item  | Specification  | Rate (Including with all applicable taxes) |
|---------|---|--|--|
| 1       | Designing & Printing of Back Drop                               | To be prepared in Star flex material of 360 GSM in eco solvent multicolor six pass printing<br>With Iron Framing & with Installation at site.<br>Per Sq. feet rate to be quoted with installation  |  |
| 2       | Designing & Printing Podium Flex                                | To be prepared in Eco printing Vinyl and to Paste it on “5mm Firm Sheet” along with Installation at site<br>Per Sq. feet rate to be quoted with installation   |  |
| 3       | Designing & Printing Standees                                   | Star flex 360 GSM eco solvent printing<br>Fixing and to be supplied along with good quality folding standees and cover<br>Per Sq. feet rate to be quoted with installation each piece along with printing and to be supplied at site.  |  |
| 4       | Designing & Printing Brochure                                   | 250 GSM Art Card with all side lamination multicolor printing<br>Rates to be quoted per No .for sizes : <ul style="list-style-type: none"> <li>• 8 inch x 8 inch (2 leaf and 4 pages) (4 leaf and 8 pages)</li> <li>• 9 inch x 11 inch (2 leaf and 4 pages) (4 leaf and 8 pages)</li> <li>• 10 inch x 12 inch (2 leaf and 4 pages) (4 leaf and 8 pages)</li> </ul> (Approx. 500 piece rate to be quoted per piece) |  |
| 5       | Hoardings and Banners Designing , Printing & Installing at site | 320 GSM flex material with Iron Framing with Installation at different sites with necessary support materials as suggested by department.<br>Per Sq. feet rate to be quoted with installation.   |  |
| 6       | Booklet Creative designing and Multicolor printing              | A4 Size, All pages, with 250 GSM art card multicolor printing/<br>Creative Designing with.<br>12 page:-____<br>24 page:-____<br>36 page:-____<br>48 page:-____<br>(Approx. 500 piece rate to be quoted per piece)  |  |
| 7       | Invitation card with cover                                      | 8.5 inch x 5.5 inch front back printing 4 pages.<br>Multicolor design scanning, CTP, Printing on Art card with cover printing & cover making charges.  |  |
| 8       | Videography, & Photography                                      | Rate quoted per day and providing album and C.D.   |  |

Date: \_\_/\_\_/2016

Signature and Seal of the agency