



**COEP Technological University, Pune-411
005**

INVITATION OF TENDER

For

**Printing work of “Abhiyanta 2025”
Annual Magazine for Academic Year 2024-25
at COEP Technological University**

ReferenceNo:COEP/GYM/MAG/PRINT/2024-25/

DATE: 09/06/2025

Reference No: COEP/GYM/MAG/PRINT/2024-25/

DATE: 09-06-2025



**COEP TECHNOLOGICAL
UNIVERSITY, SHIVAJINAGAR, PUNE-
411005**

Ph:020-25507000/7199

Fax: 020-25507299

Reference No: COEP/GYM/MAG/PRINT/2024-25/

DATE: 09-06-2025

INVITATION OF TENDER

Name of the Work:

COEP Technological University invites Tender for printing work of “Abhiyanta 2025”, The Annual magazine for academic year 2024-25 for COEP Technological University as per the Part 1: Technical Bid and Part 2: Commercial Bid in the prescribed Bid forms.

Bids are invited for printing work of “Abhiyanta 2025”, The Annual Magazine for Academic Year 2024-25 at COEP Technological University from reputed/experienced organizations who have successfully carried out similar work in the past as mentioned in Part 1: Technical Bid: Annexure-I.

To view the detailed tender notice, detailed time schedule, pre-qualification criteria for this tender & subsequently to download the pre-qualification document kindly visit website of the institute:- www.coep.org.in under **Tender Tab** as mentioned below:

Sr. No	Tender No and Date	Reference No: COEP/GYM/MAG/PRINT/2024-25/Date:09-06-2025
1	Tender Opening and Closing Date.	From 09-06-2025 to 17-06-2025
2	Last Date of submission of Tenders	17-06-2025 by 10:59 A.M.
3	Opening of Tenders	17-06-2025 by 11:00 A.M.
4	Tender Fees	The Tender fee of Rs.1500/- shall be paid by SBI Internet Banking or Other Bank Internet banking in State Bank MOPS in favor of Vice Chancellor COEP Technological University, Pune
5	Correspondence Address	COEP Gymkhana, COEP Technological University, Shivajinagar, Pune 411005 020-25507699

Reference No: COEP/GYM/MAG/PRINT/2024-25/

DATE: 09-06-2025

1. Eligibility Criteria:

1.1 The bidder must have a minimum of three years experience in similar kinds of work, i.e. printing of college magazines, college information brochures, etc. The bidder must have executed at least one purchase order of not less than **Rs.2.50 Lakhs (Single order)** during any of the last FOUR years.

1.2 The bidder's annual turnover must be minimum **10 Lakhs** in any of the last FOUR financial years.

Pre-Qualification / Eligibility Criteria details:

Sr. No.	Pre-Qualification Criteria	Supporting Documents to be closed with the Bid
1	Bidder should be registered in India under Appropriate Authority	Certificate
2	The bidder must be a renowned Indian/Multinational Company with primary business in printing of college magazines, college information brochures	GST/CST Registration Certificate. Certificates showing previous experience of similar work.
3	Bidder must have experience of at least 04 years in the relevant field of printing of college magazines, college information brochures	Copies/Certificates of relevant work-order(s)
4	Bidder should have duly filed Income Tax Returns, Service Tax and other applicable Govt./Statutory body Taxes for the past three years	Relevant Documents (Income Tax Returns)
5	Prime bidder including the consortium members shall not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of the government agencies.	Self-Certification On Company Letterhead
6	Bidder must have digital set up for DTP work and proof-reading work of the magazine, in Pune City Area.	Undertaking should be Submitted on company letterhead.

Seal and signature of Manager / Representative of the firm on behalf of the firm submitting Tender

Telephone:
Mobile :
Fax :

Contact Person Name and Designation:

2. Bidding Process:

The Bid/Tender document will be in a two-cover system - Technical Bid (Part 1) and Commercial Bid (Part 2).

Reference No: COEP/GYM/MAG/PRINT/2024-25/

DATE: 09-06-2025

Part 1: Technical Bid - Detailed profile of the agency/organization, eligibility for selection, tender terms & conditions, receipt of payment of Tender Fee etc. - to be submitted in a separate sealed cover. This should include Annexure-I and documents in support of **turnover, experience, list of similar projects, client list, Pre-Qualification/Eligibility Criteria, Appendix-A**, etc.

Part 2: Commercial Bid - As per the tender, commercial bid should be indicated in Indian rupees in figures as well as words. The final offer given by the bidder shall be with respect to the complete cost of the project.

3. Submission of Tender Documents:

3.1 Format & signing of Bid Document:

Bids must be accompanied with:

Instructions for submitting bids are given below:

3.1.1 Part 1: Technical Bid – in prescribed format sealed and duly signed.

Part 1 shall contain the following:

1. A covering letter in the format enclosed and **Annexure-I**.
2. Details of bidders' experience and capabilities in the format (Appendix –A) Balance sheets/audited accounts for the past three years.

Part 2: Commercial Bid –

A separate Envelope with commercial bid document on company letter head should be submitted with the stipulated time mentioned in tender document. If price is not quoted as per the prescribed format given in the tender document will not be considered for the bidding process.

Both the envelopes (Technical Bid and Commercial Bid) should be submitted to the address “Vice Chancellor, COEP Technological University, Pune, C/o, Gymkhana Department, COEP Technological University, Pune, Wellesley Road, Shivajinagar, Pune 411005.

4. Acceptance of Tender conditions:

Both covers of Part 1 & 2 are to be submitted on or before the last date for submission of tender. The last date for submission of the tender document is 17-06-2025 before 10.59hrs. The Part 1 (Technical Bid) will be opened to verify its contents as per requirements on 17-06-2025 at 11.00 hours at the same venue in presence of the bidders' representatives who wish to attend. In the event of any change in the date of opening, corrigendum for the same will be intimated on institute website. Part 2 (Commercial Bid) will be opened only after the technical

evaluation of tenders and only eligible and technically qualified bidders will be invited for commercial bid opening procedure at the same venue in presence of the bidders' representatives who wish to attend. The date of opening of commercial bid will be intimated to only eligible and technically qualified bidders. In the event of any change in the date of opening, the same will be intimated to all.

5. The Institute reserves the right to accept or reject any or all bids.
6. The Institute reserves the right to accept or reject any bids and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder.
7. Incomplete tenders will be rejected without consideration.
8. **Execution Period for Supplied Item:** The entire project is to be executed/commissioned within 15 days from the release of purchase order.
All Printed Magazine copies are to be supplied on or before 20/06/2025. No extension shall be given for supply. In such case penalty for delay in proportion to the cost of printing
 - a) at the rate of 0.5% per week: maximum limit of 10% shall be charged in case of work order value is less than 2 lakhs.
OR
 - b) at the rate of 0.5% per week: maximum limit of 5% shall be charged in case of work order value is 2 lakh and above.
9. The rate should be for "F.O.R." destination.
10. The stores shall be checked at this institute & it will not be liable to pay the charges for rejected material when returned and replaced.
11. The material should be supplied on CREDIT BASIS. The limit for credit will be up to 3 months from the date of quotation invitation.
12. The final bill will be paid on actual printing work.
13. The material received in the stores will be inspected for quality and corrections. The material not confirming the quality norms will be rejected. Supplier will have to remove the rejected material at his own cost. No payment will be made for rejected material.
14. It is compulsory to provide 5 copies in the form of a CD of the Final Magazine.
15. There shall be no retyping of material at the printers' end. This introduces errors and makes the process tedious. Exact files and exact words are meant to be printed.
16. All required illustrations for respective articles will be provided by the COEP Tech Magazine Team.
17. Proof-reading of all the content will be done by COEP Tech Magazine Team.

Reference No: COEP/GYM/MAG/PRINT/2024-25/

DATE: 09-06-2025

18. 3 Copies of Magazine should be given for the proof reading. The final draft approved by the authorities will be given to the printer for reference. Final printing of copies must be as per the approved draft. Any deviation in printing will attract fine accordingly. Publishers will be solely responsible for the printing work which will be out of proofreading confirmed by respective authorities.
19. Suppliers must retain a soft copy of the final magazine after printing for 3 more months.
20. **Payment Terms & Conditions:**

Payment: 100% payment shall be made at the earliest after successfully completion of the work. No advance payment will be given. The work will be evaluated by the institute Authorities.
21. **Performance Security Deposit/Bank Guarantee:** Performance Security Deposit/Bank Guarantee (Nationalized Bank only) for an amount @ 5% value of the contract (if order is placed) is to be submitted immediately after accepting the work order. The performance security must be valid during the period i.e. for **4 Months**. The same will be returned without any interest after completion of the work and support period.
22. **Verification of Bank Guarantees:** Bank Guarantee submitted by the Bidder as EMD/Performance Security is subject to verification from the issuing bank by purchaser before its acceptance.
23. The vendors shall have to quote for all the items of the Tender. Part Tenders/incomplete Tenders shall be summarily rejected.
24. Offers in bid should be written in English and price should be written in both figures and words.
25. The relevant supporting document(s) should be enclosed along with the offer.
26. Bid(s) received after the last date of bid submission will be rejected.
27. No bid will be entertained by E-mail/FAX.
28. The Institute reserves the rights to cancel the tender without any reason thereof and tender fee will not be refunded.
29. The Institute reserves the rights to split the purchase order.
30. The Institute reserves the rights to cancel any of the items of tender without any reason thereof.
31. The Institute reserves the rights to decide the quantity of any of the items of tender for finalizing the purchase order without any reason.
32. The Institute reserves the right to cancel work order, before or after the delivery of material, before making payments without giving any reasons thereof.

Appendix A (To be filled up by the bidder)

Following details required for all bidders:

Sr. No.	Name & Full Address of the firm:	Necessary Documents Submitted (Yes/No)
1.	Registered Office with Address (Copy of registration certificate of firm may be enclosed)	
2.	Pan no.	
3.	Previous Purchase order details	
4.	Whether limited company or Pvt. ltd. or Partnership	
5.	Undertaking on company letter head for digital set up provision in Pune City Area	
6.	Name & Addresses of the person who will represent the firm while dealing with the Institute.	
7.	Turnover for the last three financial years. 2021-2022 2022-2023 2023-2024	
8.	Do you have printing of college magazines, college information brochures as a primary business?	
9.	Do you have experience of at least 04 years in the relevant field of printing college magazines, college information brochures?	
10.	Have you duly filed Income Tax Returns, Service Tax and other applicable taxes for the past three years?	
11.	Have you been blacklisted by any government authority in India? If so, then you will not be eligible. Submit Self-Certification stating you are not blacklisted in the past.	

Seal and signature of Manager/Representative of the firm on behalf of the firm submitting Tender

Telephone:.....

Mobile:.....

Fax:.....

Mail:.....

Contact Person Name:

Contact Person Designation:

Reference No: COEP/GYM/MAG/PRINT/2024-25/

DATE: 09-06-2025

Part 1: Technical Bid:

Printing work of “Abhiyanta 2025” The Annual Magazine for Academic Year 2024-25
at COEP Technological University

FORMAT & REQUIREMENTS

1. Tender Ref. No:
 2. Name of Vendor:
 3. Complete office address of Vendor:
 4. Contact details of authorized person of Vendor who have signed the tender.
 - a. Name.....
 - b. Designation.....
 - c. Phone (Office).....
 - d. Phone (Mobile).....
 - e. E mail.....
 5. Due date & Time of submission of bid:.....
- Submission of technical confirmation to the requirement

Annexure- I

Format of printing work of “Abhiyanta 2025” The Annual Magazine for Academic Year 2024-25 at COEP Technological University

A]:

Sr. No.	Guidelines for Magazine Printing (DESCRIPTION / SPECIFICATION)		No. of Copies (Qty)
01]	Size of magazine	8.5” x 11” (American Paper Size-Letter)	100
02]	Printing Sections (Languages)	Marathi, Hindi, English and other regional and foreign Languages	
03]	No. of pages	220 (Approx)	
04]	Paper quality	Glossy Art type for grayscale and Glossy Art paper (90 GSM) for color printing	
02]	Standardization of soft copy in Flipbook format	Should be available in standard open access portable document format	1

B]:

Sr. No.	Guidelines for Magazine Printing (DESCRIPTION / SPECIFICATION)		No. of Copies (Qty)
01]	Cost per page for grayscale (Black and white) pages (approved matter)	Approximate 120 pages (Single Side)	100
02]	Cost per page for multi color pages (4 colour) for photographs Art Paper (90gsm)	Approximate 100 pages (Single Side)	
03]	Cover Page	1 & 4 in Multi Color, Laminated 2 & 3 in four color art paper (300 gsm)	
04]	Binding –	Staple Perfect	
05]	Total charges for standardizing soft copy in Flipbook format	Open access from any OS of any device. Must be unloadable and readable when uploaded on a website.	1

7. Higher technical specifications may be considered subject to competitive price offers.

8. Documents to be enclosed with the Technical bid are as under:

- a. Duly signed & stamped Tender documents (All pages) as a mark of your acceptance.
- b. Details of latest Two customer/clients with order details for whom similar work was done.

(Printing work of “Abhiyanta 2025” The Annual Magazine for Academic Year 2024-25 at COEP Technological University) were made should be submitted in the following format: -

Sr. No.	Name of Client along with contact details
1.	
2.	
3.	

- c. Supporting information with respect to the technical data, booklets of inquiry. Any service manual brief, test certificates if any may be closed.
- d. Copies of PAN, VAT/ TIN, GST duly Signed & Stamped.

Signature of Vendor
with a stamp

Part 2: Commercial Bid

Printing work of “Abhiyanta 2025” Annual Magazine for Academic Year 2024-25 at COEP
Technological University

FORMAT & REQUIREMENTS

Tender Ref. No.:

Name of the Vendor/Bidder:

The offer with rates for the schedule of requirements of items, as elaborated under, to be submitted. Adhering to the format given below is a prerequisite for considering your quotations: However, quantity may increase/ decrease. The format of commercial offer is as below:

Sr. No	DESCRIPTION / SPECIFICATION		Qty.	Rate per unit in Rs. (Exclusive of all taxes)	Total Amount in Rs. (Exclusive of all taxes)
1	Cost per page for grayscale (Black and white) pages (approved matter)	Approximate 120 pages (Single Side)	For 100 copies of Magazine		
2	Cost per page for multi color pages (4 colour) for photographs Art Paper (90 gsm)	Approximate 100 pages (Single Side)			
3	Cover Page	1 & 4 in Multi Color, Laminated 2 & 3 in four color art paper (300 gsm)			
4	Title of magazine	Embossed (approx. 8 letters)			
5	Binding	Staple Perfect			
				GST %	
				Total Amount	

The rate quoted shall be in accounting units (A/U) and should be quoted as the basic price. All other costs if to be quoted separately.

Note: Custom duty exemption certificate will be provided, if applicable.

Sd/-
Vice Chancellor,
COEP Technological University, Pune -05

[Covering letter to submitted by the bidder]

To,
The Vice Chancellor,
COEP Technological University,
Shivajinagar, Pune -411005,

Sub: Tender for printing work of “Abhiyanta 2025” Annual Magazine for Academic Year 2024-25 at COEP Technological University, Pune.

Sir,

I have carefully gone through the tender document regarding the prequalification of agencies/ vendors for printing work of “Abhiyanta 2025” Annual Magazine for Academic Year 2024-25 at COEP Technological University.

I shall be bidding in this tender as the sole representative of my company. I hereby declare that

- 1.All the information related to my company, customer base, projects, financial details, data sheet of the products offered, etc. provided in my offer is true and without any alteration/modification.
- 2.All the provisions of these tender documents are acceptable to my company. No violation of the terms and conditions as mentioned in the tender document has been made.
- 3.I declare that my company or any member of the company has not been debarred / black listed by any Government / Semi –Government organizations in India.
- 4.I certify that the period of validity of bid is 90 (Ninety Days) days from the last date of submission of proposal. I further certify that I am authorized signatory of my company, and I am, therefore competent to make this declaration.

Yours faithfully,

(Signature of the bidder)

Seal and signature of Manager
/Representative of the company/firm On behalf of the company/
Firm submitting tender Telephone:
Mobile:
Fax:
Mail:
Contact Person Name:.....
Contact Person Designation:

[This page is intentionally kept blank]

List of Documents attached by the Bidder