



THE ADMISSION COMMITTEE FOR PROFESSIONAL COURSES  
GUJARAT STATE, INDIA



**L D College of Engineering Campus, Ahmedabad – 380 015**

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Tender Fee : Rs 500/-

EMD : Rs 20,000/-

**Price Tender Form (PTF)**

Name & Address of Bidder \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(To be returned with the tender duly signed and stamped by Bidder)

Start Date of Submission of Tender : 01-02-2018 (11:00 hrs)

Last Date of Submission of Tender : 22-02-2018 (17:00 hrs)

Primary & Technical Bid Opening : 26-02-2018 (15:00 hrs)

Tender shall be valid up to : 120 days.

| Category | Name of Item: Pin Mailer for Admission in                          | Quantity (Nos)  |
|----------|--------------------------------------------------------------------|-----------------|
| A        | Degree Engineering,                                                | 1,00,000        |
| B        | Degree/Diploma Pharmacy                                            | 25,000          |
| C        | Architecture                                                       | 7,000           |
| D        | Master In Business Administration                                  | 20,000          |
| E        | Master in Computer Application                                     | 15,000          |
| F        | Master In Business Administration & Master in Computer Application | 5,000           |
| G        | Diploma to Degree Engineering                                      | 30,000          |
| H        | Post Graduation Admission                                          | 15,000          |
| I        | Certificate to Diploma                                             | 10,000          |
| H        | Diploma Engineering                                                | 1,00,000        |
|          | <b>Total No of Pin Mailer</b>                                      | <b>3,27,000</b> |

**Annexure: A**

**DETAILS OF TENDERER**

1. Name of the Bidder : \_\_\_\_\_
2. Registered Office Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Working Place of the Press : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Year of Establishment : \_\_\_\_\_
5. Type of Firm - Ownership, Partnership, Pvt. Ltd. Or Ltd. : \_\_\_\_\_
6. Name, telephone/Mobile No. & Email of Responsible person : \_\_\_\_\_  
(O) : \_\_\_\_\_ (M) : \_\_\_\_\_  
Email : \_\_\_\_\_
7. Details of E.M.D. : Name of Bank : \_\_\_\_\_  
D.D. No : \_\_\_\_\_ Date : \_\_\_\_\_  
Amount : Rs. \_\_\_\_\_
8. Details of Tender Fee : Name of Bank : \_\_\_\_\_  
D.D. No : \_\_\_\_\_ Date : \_\_\_\_\_  
Amount : Rs. \_\_\_\_\_
9. Permanent Account No. (Income Tax) : \_\_\_\_\_
10. GST Registration No : \_\_\_\_\_

**Place:**

**Date:**

**Seal and Signature of Authorized person**

## Annexure : B

### COMMERCIAL BID

| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Total Quantity (Nos)     | Rate per Pin-Envelope (Rs) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------|
| <ul style="list-style-type: none"><li>➤ Pre-printed highly secured PIN Mailer on Carbonless paper in continuous form (as per specimen).</li><li>➤ Size of each PIN Mailer: 5.0 inch x 3.0 inch.</li><li>➤ Size of Paper Sheet: 10.0 inch x 12.0 inch.</li><li>➤ One sheet contains: 08 PIN mailers (Each PIN mailer should be separated by perforation).</li><li>➤ 14 Digit PIN to be printed on PIN Mailer will be provided by ACPC.</li><li>➤ 1st Copy: 70 gsm carbonless paper with two colour Printing.</li><li>➤ 2nd Copy: 70 gsm carbonless paper with front and back printing.</li><li>➤ Each PIN mailer formed by 1st and 2nd copy glued on four sides. Glueing should be at least 3 mm wide on all four sides.</li><li>➤ 1st and 2nd copy must have jumbled printing to protect viewing of secret PIN under light source.</li><li>➤ Perforation on one side of PIN mailer must be tearing easily for viewing secret PIN.</li><li>➤ The sprocket holes on the sides shall be perfectly aligned after gluing.</li><li>➤ The quality of glue used shall be such that it would not be possible to peel it off without damaging the paper even by steam treatment.</li><li>➤ All PIN Mailers shall be numbered serially at the bottom middle of mailer.</li><li>➤ Packing: PIN Mailers should be packed in transparent bags indicating serial nos. from and to of PIN Mailers of 200 nos. in each packet.</li></ul> | 3,27,000<br>(as per PTF) |                            |

#### Notes:

- In case of quantity of Pin Mailer increase from mentioned quantity, the amount of extra quantity will count as per the price mentioned above.
- The bidder has to mention above rates inclusive of all taxes with FOR delivery at ACPC/ACPDC office, Ahmedabad.

**Place:**

**Date:**

**Seal and Signature of Authorized person**

## **Details about printing of Pin Mailer**

1. Name of Job : Printing of Pin Mailer as per sample provided by ACPC for various admission as per given details
2. Language : English (Alphabet, Numerical, Special Character)
3. Quantity : 1) As per given in PTF (page no 1)  
2) Additional as may be decided as per requirement.
4. All Pin shall be numbered serially at the top centre of front side as per the sample provided by ACPC/ACPDC.
5. Sample should be approved from ACPC/ACPDC before printing. Printing matter will be provided by ACPC/ACPDC in MS Word and/or Excel format only.
6. Matter shall be design & formatted by bidder.

## **TERMS & CONDITIONS**

- 1) The interested bidder should invariably submit their offer in sealed covers with demand draft of tender fee & EMD of an amount of Rs. 500/- and Rs. 20,000/- respectively on the name of "ADMISSION COMMITTEE FOR PROFESSIONAL COURSES" payable at Ahmedabad of any nationalized bank.
- 2) An interested bidder can receive a tender copy from this office on working days between 11:00 to 5:00 PM on production of Tender Fee amount either in cash or demand draft form. Bidders who can download a tender form from online have to submit tender fee at the time of submission of tender in sealed cover.
- 3) The quantity of Pin Mailer of each category may vary at the time of placing of order. However, Minimum quantity of printing of Pin Mailer in each category is as mentioned in Price Tender Form. Any increase in quantity of Pin Mailer in any category out of all these categories, either at placing of order or afterward, bidder has to print the same as per the quoted price and as per the delivery schedule.
- 4) The Earnest Money Deposit of the unsuccessful bidders will be refunded by the ACPC on written request only as soon as possible but not later than 30 days after the finalization of the tender.
- 5) The Earnest Money Deposit of the successful bidder shall be refunded only after submission of the security deposit.
- 6) Sealed offer cover should contain downloaded/purchased copy of Priced Tender Form (PTF) including Commercial Bid document along with attested copy of listed documents in Annexure C.
- 7) Bidder should be in printing work experience of minimum three years. For that the bidder has to attach the order copy of previously completed same category work order at least older than 3 year.

- 8) Incomplete Tender Forms and not fulfilling any condition of tender will be considered technically disqualified.
- 9) Successful bidder will have to submit Security Deposit of 5% of order value in a form of Demand Draft of Nationalized Bank within 07 (seven) days from the date of contract, whether the work order will be liable to cancelled.
- 10) Tenders should be submitted in sealed envelope titled as **“OFFER FOR PRINTING OF PIN MAILER – due date is 22-02-2018”**.
- 11) Validity of tender and their quoted price with terms & conditions should be valid for 120 days from the last day of tender.
- 12) Successful bidder has to deliver the first proof of Pin Mailer within 7 days from the data submitted by ACPC/ACPDC. After compilation and approval from committee, the successful bidder has to deliver the Pin Mailer within 15 days.
- 13) The successful bidder has to generate invoice on the name “Member Secretary, Admission Committee for Professional Courses” in triplicate copy.
- 14) No advance payment will be given to the successful bidder against the work order. 100% of the total value of the work order will be paid to the bidder within 30(thirty) working days on completion & delivery of entire material as per instructions of the ACPC/ACPDC.
- 15) For the delay in the supply, the ACPC shall deduct an amount @ 0.5% of total cost per day as penalty.
- 16) ACPC reserves its right to get the work done by any other Printer/bidder at the cost & risk of the selected bidder in case of refusal or incompleteness of the work as per tender conditions. In that case, security deposit shall be forfeited.
- 17) The conditional offer is liable to be ignored.
- 18) ACPC reserves rights to accept or reject one or all bids without showing any reason
- 19) In case of any dispute, only AHMEDABAD jurisdiction is allowed.

### **Annexure C**

#### **ENVELOPE SHOULD CONTAIN THE FOLLOWING DOCUMENTS:**

- a) Original/Downloaded Tender copy with sign & seal on each page with details of bidder in prescribed Format (Annex-A).
- b) Copy of the Company Registration Certificate with address and year.
- c) Turnover Certificate duly certified by C.A. for two years.
- d) Factory act registration certificate.
- e) Income tax PAN card certified copy.
- f) GST registration copy (Whichever applicable).
- g) Work Experience Certificate/old award of contract.
- h) SAMPLE : The bidder has to submit the samples of Pin Mailer as already printed for other agencies as past experience evidence.

## **DECLARATION**

I/We \_\_\_\_\_  
(Name of Tenderer)

Proprietor/Partner/Director hereby undertakes to supply stores conformation to your Tender Enquiry specification and abide all terms and conditions of their tender enquiry as well as invitation to tender and instructions to bidders. I also declare that information given in tender is true. If any information proved to be misleading/misguiding, then the tender is liable to be rejected.

We solemnly declare that we have attached all the documents mentioned here above and mentioned in the tender. We also understand that non-compliance of any documents will be treated as non-respective Tender and we will lose our claim to participate in the tender Enquiry automatically and our tender will be liable to rejected.

**Place:**

**Date:**

**Seal and Signature of Authorized person**