



ST.TERESA'S COLLEGE, (AUTONOMOUS) ERNAKULAM

Re- Accredited by NAAC in the 4th cycle with grade A++ and CGPA 3.57
Ranked 46th in National Institutional Ranking Framework (NIRF 2023)

No.STCAU/PD ACCOUNT/TEND-25/2024-2025

Dated 20-02-2025

TENDER NOTICE

Sealed competitive tenders are invited from the experienced firms for the "PRINTER AND SUPPLY OF COLLEGE MAGAZINE" for the use of St.Terasas College (Autonomous) Ernakulam, Under the PD Account College Magazine Head. The Tender form super scribed "PRINTING AND SUPPLY OF COLLEGE MAGAZINE" and it should be reached the office on or before 2.p.m. on 04/03/2025

Earnest Money Deposit (EMD), calculated @1% of the Purchase Assessment Cost (PAC), should be paid by the firm. Tenders will be opened at 3.p.m. on 04/03/2025 in presence of available bidders or their authorized representatives. The EMD should be furnished in the form of D.D. in favor of the Principal, St. Teresa's College (Autonomous), Ernakulam payable at Indian Bank, Ernakulam, Shanmugam Road, Kochi-682031 along with sealed tenders.

For ensuring the guarantee, terms and conditions, etc. relating to the articles supplied, a written Agreement must be submitted by the firm. Qualified bidder should submit 5% of PAC as Security Deposit. The detailed tender notice is available at the College official website, www.teresas.ac.in (Specifications attached)

Tender form and other details can be had from the College office on all working days, by paying the Tender cost of Rs.400 Including Tax. The cost of tender form is not refundable. All the rules/regulations applicable to government tenders will be applicable here also. Further details can be obtained from the office of the undersigned during office hours. The tender documents should contain:

1. Prescribed tender form, duly signed and sealed
2. Schedule of work duly signed and sealed by tenderer
3. Earnest Money Deposit
4. Preliminary Agreement
5. Details of previous similar work experience in Kerala
6. Compliance to payment condition
7. Delivery period and place of delivery
8. Delivery charge if needed. Please quote separately



Affiliated to
Mahatma Gandhi University
Kottayam

Ernakulam - 682011, Kerala, India
Ph: 0484 2351870, 2381312
Email : principal@teresas.ac.in Web : www.teresas.ac.in

Specifications for College Magazine Printing

ITEM	Approximate no. of Magazine to be Printed
176 Pages magazine Book (172+4) 21X28CM Cover 300gsm art(4pages) & Inner 130gsm art(172 pages) Four Colour Printing Matt Lamination on outer cover Perfect Binding + Stitching	400

Cost of Tender form	Rs.400/-
Earnest Money Deposit (EMD)	1% of the Tendered value, by DD
Tender form available	From the College Office during the office hours
Last date of issue of Tender form	3.p.m. on 28.02.2025
Last date & Time for the receipt of Tender	2 p.m. on 04-03-2025
Date and time of opening the Tender	3.p.m. on 04-03-2025

Sealed Envelope containing tenders shall be addressed to *The Principal, St. Teresa's College (Autonomous), Ernakulam - 682011*

Conditions

1. The Vendor should have a valid Trade License/Permanent Account No. (PAN), GST No., Bank Account no. etc. After completion of the aforesaid job, these documents need to be produced with the delivery challan and invoice .
2. Completion of the work needs to be approved by the magazine Committee for the final approval
3. The Authority reserves the right to either accept or reject any bid without assigning any reasons whatsoever and the tenderer shall have no claim/s on this account.
4. The quoted rates should be inclusive of all taxes and it should be valid at least for 3 months from the tender date.
5. No advance payment will be paid. The 100% payment will be made only after successful printing of the College Magazine.
6. The job needs to be completed within one month from the issue of the work order.
7. The Magazine should be delivered to the college office.





Principal

St.Terasas College (Autonomous),
Ernakulam – 682011
Dr. ALPHONSA VIJAYA JOSEPH
PRINCIPAL
ST. TERESA'S COLLEGE
Autonomous
ERNAKULAM

OTHER TERMS & CONDITIONS

1. The tender form with detailed specifications and terms and conditions may be had from the college office during working days (10.00 a.m. to 4.00 p.m.) Please quote the tender/s with specified tender number.
2. The completed tender forms along with 1% of the quoted amount as EMD in the form of a separate demand draft as indicated above drawn in favor of Principal, St. Teresa's College (Autonomous), Ernakulam, and an agreement (Annexure-I) in Kerala stamp paper worth Rs.200/- should be submitted. The format of the agreement is available in the STC website.
3. The Earnest Money Deposit of all unselected tenders will be refunded within a short time after the tenders are opened. EMD of the successful bidders will be refunded immediately after the successful completion of the warranty period/Defect Liability period. No interest will be allowed on the earnest money remitted and no claim shall be entertained against the Principal, St. Teresa's College (Autonomous), Ernakulam (herein after called 'THE PRINCIPAL') in respect of the same.
4. The bidder to whom tender has been awarded should deposit a security amount of 5% of the cost as demand draft in favor of Principal, St. Teresa's College (Autonomous), Ernakulam and an agreement in Kerala stamp paper worth Rs.200/-. The format of the agreement is available in the STC website (AnnexureII). The security will be released only after satisfactory performance during the warranty period.
5. Payment Terms: Total value will be released after successful commissioning and acceptance by the end user through bank.
6. The tenderer should verify and make sure that the claims made by them against items towards sales tax, customs duty, excise duty etc. are not more than those permissible under the provisions of the laws in force, and that they will refund any excess claims admitted in this respect
7. The offers should be kept open for a period of three months from the date of opening tenders. Acceptance of the offers will be intimated to the successful tenderers within that period. Tenderers will however, be given the option to keep their offers open for a further agreed period if there be any delay in intimating the acceptance.
8. The successful tenderer should execute an agreement for the fulfillment of the contract in the stamp paper within 15 days from the date of acceptance of the tender. The expenses incidental to the executing of agreement shall be borne by the successful tenderer.
9. Tenders not containing above information strictly in the required manner are liable for rejection.
10. The undersigned reserves the authority to accept or reject any or all of the offers for any particular item without assigning any reason whatsoever.
11. The Principal reserves the right to vary the quantity of articles notified on account of budgetary constraints. The vendor must be prepared to supply even if order is placed for a lesser number than that notified in this quotation notice.
12. All the rules and regulations applicable to Government tenders will be applicable to this tender also.




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