



ST. XAVIER'S COLLEGE FOR WOMEN, ALUVA

Aluva - 683 101, Kerala, India

Established in 1964, Affiliated to Mahatma Gandhi University, Kottayam

Nationally Re-accredited by NAAC with A++ Grade (CGPA 3.68)

No.SXC/PD/MAG/Tend-01/2023

TENDER NOTICE

Sealed tenders are invited for the for the printing of College Magazine 2022-2023 to St. Xavier's College for Women, Aluva.

The tender forms with detailed specifications and terms and conditions can be downloaded from the college website (www.stxaviorsaluva.ac.in). **Earnest Money Deposit (EMD)** calculated at **1 % of the Quoted Amount** (If exempted, the relevant certificate/document should be produced along with the tender) should be paid by the firm. The cost of the form and the EMD should be furnished separately in the form of DD drawn in favour of, "**The Principal, St. Xavier's College for Women, Aluva**". payable at SBI, Aluva along with the sealed tenders. Tender Fee calculated at **.2 % of the Quoted Amount** (If exempted, the relevant certificate/document should be produced along with the tender) should be paid by the firm

For ensuring guarantee, terms and conditions, etc relating to the printing, a written Agreement must be submitted by the firm.

Important details:

Tender form can be downloaded from college website : www.stxaviorsaluva.ac.in


Last date & time of tender: 16/12/2023, 3.00 pm

Date & time of opening tender : 18/12/2023, 10.00 am

The tender documents should contain:

1. Prescribed tender form and declaration (can be downloaded from website stxaviorsaluva.ac.in) duly signed and sealed
2. Tender agreement (stxaviorsaluva.ac.in) on a stamp paper worth Rs. 200/- duly signed and sealed
3. Detailed specifications and original brochure
4. Cost of the printing

The tenders duly filled and signed by the tenderer along with necessary documents should be submitted to the Principal, St. Xavier's College for Women, Aluva on or before 3.00 pm, 16/12/2023. Late and incomplete tenders will not be accepted. The envelope should be superscripted "Tender for the printing of magazine.


PRINCIPAL
St.Xavier's College for Women
Aluva 683101, Kerala

The tenders will be opened at 10.00 am, 18/12/2023, in the presence of such tenderers or their representative who may be present at that time. The Principal, St. Xavier's College for Women, Aluva reserves the right to accept or reject all or any tenders at her sole discretion without assigning any reason. For legal purposes, the cause of action will be deemed to have arisen in Ernakulam, Kerala state, India.



The Principal
St. Xavier's College for Women, Aluva

PRINCIPAL
St. Xavier's College for Women
Aluva 683101, Kerala



TENDER FORM

Sir,

I,.....of M/s.....
..... hereby agree to printing the
College Magazine, St. Xavier's College for Women, Aluva, in accordance with the terms
and conditions stipulated in the tender form, the printing hereunder named of the quality
or sort and at the rate or price hereunder specified, on the acceptance on this tender
(Ref.No.....) by you.

Delivery:

We confirm that the quoted prices are firm and inclusive of all taxes for printing
Magazine. There would not be any price escalation during the supply period. We also
confirm that we will abide by all the terms and conditions and we do not have any
counter conditions.

Yours faithfully,

Signature of the Tenderer..... (Seal)

Place.....

Date.....

**INSTRUCTIONS TO TENDERERS REGARDING TENDER FORMS
DOWNLOADED FROM COLLEGE WEBSITE**

1. Tender file is to be downloaded from the website and printout is to be taken on A4 size paper and details are to be entered by the tenderer at the various locations in the document.
2. This tender document (in full) downloaded along with the various documents required to be submitted as per the tender conditions in a sealed cover duly superscribing with the name of the item, tender notice no. and date, should be submitted in the office as mentioned in the tender notice before the date and time stipulated in the tender document.
3. The cost of tender document as indicated in the tender document will have to be deposited by the tenderer in the form of bank draft payable in favour of Principal, St. Xavier's College for Women, Aluva along with the tender document or paid by cash at college office. Tender not accompanied with the demand draft towards the cost of the tender document will be summarily rejected
4. Tenderers are advised to download tender documents well in advance and submit the tender before the stipulated time. It is the responsibility of the Tenderer to check any correction or any modifications published subsequently in Website and the same shall be taken into account while submitting the tender. Tenderer shall download corrigendum (if any), print it out, sign and attach it with the main tender document. Tender document not accompanied by published corrigendum/s is liable to be rejected. The institution will not be responsible for any postal delays / delay in downloading of tender document from the internet.
5. The tenderer may please note that the rate of the printing charge should be written in figures and in words. Each page of tender document should be signed by the tenderer.
6. Tenderers are free to download tender document at their own risk and cost, for the purpose of perusal as well as for using the same as tender document for submitting the offer. Master copy of the tender document is available in the College office as mentioned in the tender document
7. After award of tender an agreement will be prepared based on the master copy of tender document available in the above mentioned department. In case, any discrepancy between the tender document downloaded from the internet and the master copy, latter shall prevail and will be binding on the tenderers. No claim on this account will be entertained.
8. If any change/addition/deletion is made by the Tenderer, the tender will be summarily rejected.
9. The following declaration should be given by the tenderer while submitting the tender:

10. The successful tenderer should execute an agreement for the fulfillment of the contract in the stamp paper in the model form given in prescribed format as per Store Purchase Manual within fifteen days from the date of acceptance of the tender. The expenses incidental to the executing of agreement shall be borne by the successful tenderer.

Declaration

(a) I/we have downloaded the tender form from the internet site www.stxaviersaluva.ac.in and I/ we have not tampered / modified the tender forms in any manner. In case, if the same is found to be tampered / modified I/we understand that my/our tender will be summarily rejected and the contract will be terminated at my/ our risk and cost. (b) I/we am/are submitting a demand draft no. _____ dated _____ issued by _____ for Rs. _____ towards the cost of tender form.

Signature of Tenderer:

Date:

Address:

(Seal