



गुरु घासीदास विश्वविद्यालय  
GURU GHASIDAS VISHWAVIDYALAYA

(A Central University established Under the Central Universities Act, 2009, No.25 of 2009)

KONI, BILASPUR-495 009 (C.G.) INDIA, कोनी बिलासपुर 495 009 (छठगठ) भारत

Tel. - +91-7752- 260381,260209 Fax - +91-7752- 260154, 260148, website - [www.ggu.ac.in](http://www.ggu.ac.in)

Ref. No.4082 /Store/LTI/14

Bilaspur, Date-10.10.2014

To,

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Subject: Limited tender enquiry for supply of printed envelopes.

We invite sealed offer/quotation for supply of printed envelopes of different size in the proforma given at Annexure-A. **The sealed quotation should be super-scribed with "Quotation for supply of printed envelopes vide Enquiry No.4082/Store/LTI/14 dated 10.10.2014" and must reach to the office of Assistant Registrar (Stores), Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur – 495009 (C.G.) on or before 29.10.2014(3:00 p.m.)** through Speed post/Registered post/Courier. Received tenders will be opened on 29.10.2014, 04:00 p.m. at the above address in the presence of bidders or their representative. Tenders received after due date & time will not be considered: The quantity, specifications and general terms & conditions of the printing work are as under:

Sl. No.	Specification	Qty.
1.	Printed Envelope White Size- 23X10 cm <sup>2</sup> 80GSM	4000
2.	Printed Envelope White Size- 23X10 cm <sup>2</sup> 90GSM	4000
3.	Printed Envelope Yellow Size- 23X10 cm <sup>2</sup> 90GSM	1500
4.	Printed Envelope (Cloth inner side) Size- 30X15 cm <sup>2</sup>	2000
5.	Printed Yellow Envelope (Cloth inner side) Size- 30X20 cm <sup>2</sup>	3000
6.	Printed Light Green Envelope (Cloth inner side) Size- 40X30 cm <sup>2</sup>	3000

**General terms & conditions**

1. Bulk printing should be made only after obtaining confirmation from the authorized personnel of University in the approved proof.
2. Bulk delivery should be made from 10 days from the date of final confirmation on the proof.
3. Liquidated Damages: 0.5% liquidated damages per week towards late delivery of printed envelopes subject to a maximum of 5% of the total order value.
4. Payment: 100% payment will be made after supply and delivery of ordered quantity of printed envelopes at our end in good condition. No advance payment request will be entertained.
5. CST/VAT will be paid extra, if applicable provided it is made clear in the quotation.

6. **Discount, if any:** Special concession/discount applicable for Educational Institutions, if any, must be clearly mentioned at the time of submission of quotation.
7. The rate should be quoted on F.O.R. University Campus, Koni, Bilaspur basis. No packing/forwarding charges will be paid extra.
8. **Delivery period:** The envelopes to be delivered within 20 days from the issue of P.O.
9. University will not be responsible for any postal delay or non-receipt of the tender.
10. Unsealed quotations will be rejected and quotations must reach on or before the due date through Speed post/ Registered post/courier only.
11. University reserves the right to accept or reject any quotation without assigning any reason thereof.
12. The rates quoted should remain valid for six months from the date quoted.
13. **Samples of the envelope paper printed by the bidder are to be submitted with the bidder's signature and seal. The same quality should be used for bulk printing.**
14. **Printers can meet the O/o Assistant Registrar (Stores) for sample inspection.**
15. All disputes will be subject to Bilaspur jurisdiction only.

**Assistant Registrar (Stores)**

**ANNEXURE – A TO LIMITED TENDER NO. 4082/Store/LTI/14 DATED 10.10.2014**

**SUPPLY OF PRINTED ENVELOPES**

**Quotation**

**Last date of submission: 29.10.2014**

Sl.No.	Description/specification	Unit Prize	Tax if any	Amount
1.	Printed Envelope White Size- 23X10 cm <sup>2</sup> 80GSM			
2.	Printed Envelope White Size- 23X10 cm <sup>2</sup> 90GSM			
3.	Printed Envelope Yellow Size- 23X10 cm <sup>2</sup> 90GSM			
4.	Printed Envelope (Cloth inner side) Size- 30X15 cm <sup>2</sup>			
5.	Printed Yellow Envelope (Cloth inner side) Size- 30X20 cm <sup>2</sup>			
6.	Printed Light Green Envelope (Cloth inner side) Size- 40X30 cm <sup>2</sup>			

Note:- Prices are all inclusive /FOR delivery at University

We ----- declare that the rates quoted above are inclusive of all and the rates will be valid for 6 months from the date of this quotes.

Date:

Signature of the Tenderer

(With stamp/seal of the firm)