



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 ४९५००९ (छ०ग०) भारत

Tel. - +91-7752- 260381,260209 Fax - +91-7752- 260154, 260148, website - www.ggu.ac.in

Ref. No. 4056 /Store/14

Bilaspur, Date- 19.09.2014

To,

.....
.....
.....
.....

Subject: Limited tender enquiry

Sir/Madam,

We invite your sealed offer/quotation for printing of the Annual Report in Bi-lingual (Hindi version is followed by English version) 2013-14 in the proforma given at Annexure-A. **The sealed quotation should be super-scribed with "Quotation for Printing of Annual Report vide Enquiry No. 4056/Store/14 dated 19.09.2014" and must reach to the office of Assistant Registrar (Stores), Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur – 495009 (C.G.) on or before 08.10.2014 (3:00 p.m.)** through Speed post/Registered post/Courier. Received tenders will be opened on the same day, 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. | Cover page: 300 GSM art paper (Ballarpur/JK); 1 st & 4 th multicolour printing with matt lamination and 2 nd & 3 rd multi colour offset printing. Inner text pages: 115 GSM art paper (Ballarpur/JK), multi colour offset printing Binding: Perfect binding No. of pages: 360 (approx.) Finishing size: 11" x 8.5" (Book size) | 250 (Two hundred fifty only) |

General terms & conditions of Annual Report Printing

1. The tenders have been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies/firms are advised to submit two separate sealed envelopes superscribing "Technical Bid" and "Financial Bid". Both sealed envelopes should be kept in a third big sealed envelope superscribing "Tender **FOR PRINTING OF ANNUAL REPORT**" "Ref: 4056/Store/14 Dated 19.09.2014".

2. **Envelope I (Technical Bid)** The Bidder/Tenderer must submit the following documents in Envelope I-
 - a. Credentials and list of organizations where the tenderer supplied similar item in the last two years.
 - b. Documentary proof in support of PAN, VAT/TIN and service tax.
 - c. Two published magazine or annual report or similar items printed by the firm as sample.
 - d. The bidder must be competent to complete the work online. Attach a proof in this regard.
 - e. Financial bid of the firm will be opened on the basis of the quality of sample subject to satisfaction of the committee constituted for annual report printing.
3. **Envelope II (Financial Bid)**

The tenderer must submit the Price Bid information mentioning all taxes/duties FOR University campus, Bilaspur in the prescribed proforma **Annexure-A**. The price should be quoted in words and in figures, without any errors, erasures or alterations.
4. Softcopy of report in MS Office format (MS Word/MS Excel/PDF) will be provided to the printer. **Printer shall arrange the reformatting/type-setting of the matter in the printing format, designing of 20 full pages with photographs and 80 (approx.) photographs to be adjusted in the text.**
5. Proofs: Successful tenderer should prepare a proof /ferro copy in bilingual form for verification purposes within 3 days on receipt of P.O. University reserves the right to change the layout, addition/deletions in the text/photographs before accepting for making final prints of reports.
6. Bulk printing should be made only after obtaining confirmation from the authorized personnel of University in the approved proof.
7. Bulk delivery should be made from 7 days from the date of final confirmation on the proof. Printer has also to submit the soft copy of the final report in printable/PDF format for institute's records purposes and uploading on institute's website.
8. Liquidated Damages: 0.5% liquidated damages per week towards late delivery of printed Annual Reports subject to a maximum of 5% of the total order value.
9. Payment: 100% payment will be made after supply and delivery of ordered quantity of Annual Reports at our end in good condition. No advance payment request will be entertained.
10. CST/VAT will be paid extra, if applicable provided it is made clear in the quotation.
11. Unsealed quotations will be rejected and quotations must reach on or before the due date through Speed post or Registered post only.
12. University reserves the right to accept or reject any quotation without assigning any reason thereof.
13. All the copyright of the annual report will be with the University. None of the contents should be revealed to any person not associated with the Report work, nor material in the report in any form, should be shared by the successful bidder with anybody.
14. The rates quoted should remain valid for six months from the date quoted.
15. **In case the number of pages in the Report exceeds or falls short of 360 pages, the same to be calculated on prorata basis.**
16. Samples of the paper (Cover and inside pages) and two best samples printed by the bidder are to be submitted with the bidder's signature and seal. The same quality should be used for bulk printing.
17. All disputes will be subject to Bilaspur jurisdiction only.

Assistant Registrar (Stores)

ANNEXURE – A TO LIMITED TENDER NO. 4056/Store/14 DATED 19.09.2014

PRINTING OF ANNUAL REPORT 2013-14

Quotation

Last date of submission: 08.10.2014

| Sl.No | Description/specification | Unit Price | Tax, if any | Total Amount for 250 copies |
|---|--|------------|-------------|-----------------------------|
| 1. | Cover page: 300 GSM art paper (Ballarpur/JK); 1 st & 4 th multicolour printing with matt lamination and 2 nd & 3 rd multi colour offset printing. Inner text pages: 115 GSM art paper (Ballarpur/JK), multi colour offset printing Binding: Perfect binding No. of pages: 360 (approx.) Finishing size: 11" x 8.5" (Book size) | | | |
| Total 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)