



# Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur – 495009 (C.G.)

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

Website: [www.ggu.ac.in](http://www.ggu.ac.in) Phone: 07752-260381 FAX: 07752-260154, 260148

No. 176 /LTI/Store/15

Bilaspur, Date 18/08/2015  
Speed post/Registered post/Courier

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject: - Limited tender enquiry for ID Card.**

Sir,

We invite your sealed offer/quotation <sup>again</sup> for ID Card in the proforma given at Annexure-A. The sealed quotation should be super-scribed with "Quotation for Printing of ID Card vide Enquiry No. 176 Store/LTI/2015 dated 18.8.15" and must reach to the office of Asstt. Registrar (Stores), Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur – 495009 (C.G.) on or before 21.08.2015 through Speed post/Registered post/ Courier only. The quantity, specifications and general terms & conditions of the printing work are as under:

| Sl.No.                                  | ID Card Specification   | Qty.        |
|---|---|-------------|
| <b>ID Card with holder &amp; ribben</b> |   | <b>7500</b> |
| 1.                                      | Size of the card must be within 4"x 2.75"                           |             |
| 2.                                      | The card should be a plastic card like Driving licence              |             |
| 3.                                      | The design must match the design given in the tender                |             |
| 4.                                      | University LOGO should be on the card                               |             |
| 5.                                      | Printing on both side   |             |
| 6.                                      | Soft copy of the data will be provided by the university            |             |
| 7.                                      | Digital photo of the holders should to be taken by the vendor       |             |
| 8.                                      | Card holder and strap printed with should be provided by the vendor |             |

**Note:** Please enclose a sample **ID card** of the above specification printed by you along with your quotation for quality assessment.

### General Terms & Conditions for ID card

- 1) Liquidated Damages: 0.5% liquidated damages per week towards late delivery of ID card subject to a maximum of 5% of the total order value.
- 2) Payment: 100% payment will be made after supply and delivery of ordered quantity of ID card at our end in good condition. No advance payment request will be entertained.
- 3) CST/VAT will be paid extra, if applicable provided it is made clear in the quotation.
- 4) Unsealed quotations will be rejected and quotations must reach on or before the due date through Speed post/ Registered post/courier only.
- 5) University reserves the right to accept or reject any quotation without assigning any reason thereof.
- 6) The rates quoted should remain valid for one year from the date quoted.
- 7) All legal disputes shall be subject to jurisdiction of Bilaspur High Court.

  
Asstt. Registrar (Store)

**ANNEXURE – A**

TO LIMITED TENDER ENQUIRY NO. 176--- Store/LTI/2015 DATED 18.8.15

**ID Card****Quotation**

| <b>ID Card Specification</b>  | <b>Amount (Rs.) Per piece</b> | <b>Tax, if any</b> | <b>Total</b> |
|---|-------------------------------|--------------------|--------------|
| <b>ID Card with holder &amp; ribben</b>                             |                               |                    |              |
| Size of the card must be within 4"x 2.75"                           |                               |                    |              |
| The card should be a plastic card like Driving licence              |                               |                    |              |
| The design must match the design given in the tender                |                               |                    |              |
| University LOGO should be on the card                               |                               |                    |              |
| Printing on both side   |                               |                    |              |
| Soft copy of the data will be provided by the university            |                               |                    |              |
| Digital photo of the holders should to be taken by the vendor       |                               |                    |              |
| Card holder and strap printed with should be provided by the vendor |                               |                    |              |
| Total all inclusive /FOR delivery at University                     |                               |                    |              |

Enclosed: Sample copy

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

Date:

Signature of the Tenderer

(With stamp/seal of the firm)