



# गुरु घासीदास विश्वविद्यालय, बिलासपुर (छ0ग0)

(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.4206 /LTI/Store/15

Bilaspur, Date 25.02.2015

Speed post/Registered post/Courier

To,

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**Subject: - Limited tender enquiry for Udaan Magazine.**

Sir,

We invite your sealed offer/quotation for printing the Udaan Magazine in the proforma given at Annexure-A. **The sealed quotation should be super-scribed with "Quotation for Printing of Udaan Magazine vide Enquiry No. 4206/Store/LTI/15 dated 25.02.2015 and must reach to the office of Asst. Registrar (Stores), Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur – 495009 (C.G.) on or before 10.03.2015,03.00 P.M. through Speed post/Registered post/ Courier only.** 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 <sup>st</sup> & 4 <sup>th</sup> multicolour printing with gloss lamination and 2 <sup>nd</sup> & 3 <sup>rd</sup> multi colour offset printing.  Inner text pages: 130 GSM glossy art paper (Ballarpur/JK), multi colour offset printing.  Binding: Perfect binding  No. Of pages:120 (approx.) Finishing size: 8.5" x11"	5000 (Approx)

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

## **General Terms & Conditions for printing Udaan Magazine**

- 1) 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.
- 2) Proofs: Successful tenderer should prepare a proof /Ferro copy 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.

- 3) Bulk printing should be made only after obtaining confirmation from the authorized personnel of University in the approved proof.
- 4) 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.
- 5) Liquidated Damages: 0.5% liquidated damages per week towards late delivery of printed Udaan Magazine subject to a maximum of 5% of the total order value.
- 6) Payment: 100% payment will be made after supply and delivery of ordered quantity of Udaan Magazine at our end in good condition. No advance payment request will be entertained.
- 7) CST/VAT will be paid extra, if applicable provided it is made clear in the quotation.
- 8) Quotation received without sample copy of magazine will be rejected.
- 9) Unsealed quotations will be rejected and quotations must reach on or before the due date through Speed post/ Registered post/courier only.
- 10) University reserves the right to accept or reject any quotation without assigning any reason thereof.
- 11) All the copyright of the Udaan Magazine 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.
- 12) The rates quoted should remain valid for six months from the date quoted.
- 13) In case the number of pages in the Magazine exceeds or falls short of 120 pages, the same to be calculated on prorata basis.

**Asst. Registrar (Stores)**

**ANNEXURE – A** TO LIMITED TENDER ENQUIRY NO. 4206/Store/LTI/15 DATE 25.02.2015

**PRINTING OF Udaan Magazine**

**Quotation**

**Last date of submission: 10.03.2015,03.00 P.M.**

<b>Sl.No.</b>	<b>Description/specification</b>	<b>Qty</b>	<b>Amount</b>
1.	Cover page: 300 GSM art paper (Ballarpur/JK); 1 <sup>st</sup> & 4 <sup>th</sup> multicolour printing with gloss lamination and 2 <sup>nd</sup> & 3 <sup>rd</sup> multi colour offset printing.  Inner text pages: 130 GSM glossy art paper (Ballarpur/JK), multi colour offset printing.  Binding: Perfect binding  No. Of pages:120 (approx.) Finishing size: 8.5" x11"	5000 (approx)	
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 6 months from the date of this quotes.

Date:

Signature of the Tenderer  
  
(With stamp/seal of the firm)