



No. 1264 /Store/LTI/2014

Bilaspur, Date: 16/01/2014

Limited Tender Enquiry

To,

Subject:- Limited tender Enquiry for Printing of Udaan magazine 2013-14 & others.

A Sealed offer/quotation is invited for Printing of Udaan magazine -2013-14 & others in the proforma given in Annexure-B. The sealed quotation should be super-scribed with "Quotation for Printing of Udaan magazine 2013-14 & others vide Enquiry **No.1264 /Store/LTI/2014 Date: 16/01/2014** " and must reach the office of Dy Registrar(Store),Administrative Block, Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur – 495 009 (C.G.) on or before 31/01/2014 till 3.00 PM through Speed Post/Registered post only. The quantity, specifications is given in Annexure- A and general terms & conditions for the Printing are as under:

General Terms & Conditions for Printing of items

- 1 Quotations shall be submitted by registered firms/vendor of GGV, Bilaspur/DGS & D/ NSIC/Kendriya Bhandar only.
- 2 The tenderers are required to deposit the tender forms along with relevant papers (mentioned in the form) in sealed covers mentioning quotation for Printing of Magazine 2013-14 and others.
- 3 The last date of receiving the quotation in the office of Dy Registrar(Store),Administrative Block, Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur – 495009 (C.G.) is on or before 31/01/2014 till 3.00 PM through Speed post/Registered post only.
- 4 The tender will be opened on same day i.e 31/01/2014 at 4.00 PM in the office of Dy Registrar(Store),Administrative Block, Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur – 495009 (C.G.). The tenderer or their representative may present during the process.
- 5 Incomplete & conditional tenders are liable to be summarily rejected.
- 6 All legal disputes shall be subject to the jurisdiction of Bilapur (C.G)
- 7 All taxes, delivery charges, packing, forwarding, loading and unloading of total consignment must be included in the quoted rate . No extra charges shall be payable to the firm on any condition by the university.
- 8 The successful tenderer will have to submit Rs 10000/- (Rs Ten thousand) towards EMD amount in form of Bank guarantee / Bank Draft in favor of Registrar, GGV, Bilaspur, Payable at Bilaspur (C.G) within two days after the opening of the tender then only the purchase/work order will be issued.
- 9 Sample/specimen copy of the papers/items in accordance with the prescribed specification should accompany the quotation duly signed on behalf of the firm with detailed specification paper, GSM, guage, cards i.e. name of the paper, GSM etc. In case paper samples, duly signed, are not attached with the quotation, the same will be rejected. The charges for setting and designing as per the direction of the authorized person of the university must be included in the quoted rate. No extra charge will be paid by the University for typing, setting, designing etc.
- 10 The rates should be mentioned in figures as well as in words. Erasing / overwriting should be avoided/duly attested by the tenderer. Taxes, however, should be indicated separately. In case, nothing is mentioned, it will be assumed that all taxes are included in the rates quoted.
- 11 **Offer validity period** : The offer should hold good for a period of 180 days from the closing date of the tender. Any offer falling short of the validity period is liable for rejection. This may be extended for further 180 days by mutual consent.
- 12 **No commitment to accept lowest or any bid**: University shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason what so ever. University reserves the right to make any changes in the terms and conditions of the bid. University will not be obliged to meet and have discussion with any vendor, and or to listen to any representations.

- 13 Firm has to quote their rates only on the format attached at Annexure-B . Rates quoted on other format or specifications shall not be accepted.
- 14 **The University does not bind** itself to offer any explanation to those bidders whose bids have not been found acceptable by the Committee of the University.
- 15 **The following information must be clearly written in the Price Bid/Invoice for RTGS / FUND TRANSFER:**
- (a) Name of the Firm with complete postal address
 - (b) Name of the Bank with Branch where the Account exist
 - (c) IFSC CODE
 - (d) ACCOUNT No
 - (e) PAN No
 - (f) VAT/TIN No (Required from the vendors belongs to Chhattisgarh)
- 16 Kindly mention the minimum time required to supply the desired consignment. However, the university reserves the right to negotiate the time of supply with the firm/vendor.
- 17 CDs in MS-Word /PDF of the printed material capable of being downloaded in our Website are to be provided to UNIVERSITY.
19. After award of the contract, any minor changes in the modus of implementation can be agreed to mutually in writing.
20. The Contractor shall not give sub-contract, transfer, assign or otherwise, part of the contract to any other persons, firm, company, directly or indirectly.
21. Free door delivery of the printed items have to be made at the address specified in the work order.
22. The Printing work will be assigned in phases from time to time as per requirement.
23. The number of pages and the number of copies are tentative and subject to change and the same be calculated of prorata basis.
24. The transit insurance will have to be borne by the supplier. The supplier will have the right to claim for the payment only when the consignment is received intact as per the work order of the university.
25. The university reserves the right to accept or reject any quotation without any reason thereof.
26. The tenderers are requested to visit the university website www.ggu.ac.in for any information/updates/corrigendum
27. The university has all the rights reserved to relax any of the above conditions in favor of the university.

Note: A signed copy of the tender documents as acceptance of all terms and conditions of the tender is to be enclosed with the technical proposals.

Registrar (Acting)

A. Printing of Annual Report/NAAC Report

Printing of Report (Specification)		Qty
1.	Cover page- Art paper 11" cm x 8.5" cm multicolor printing with PVC lamination (300 GSM) – 4 pages	200/300/500/700/1000 pages
2.	Inner page – Art paper 11" cm x 8.5" cm multicolour printing (120 GSM) – 4 pages	
3.	Thread Binding	
4.	50/100/200/250/500/1000 copies	

B. Printing of I -Card

SI.No.	ID Card Specification	Qty.
ID Card with holder & ribbon		1000/2000/3000/4000/ 5000/6000 (approx)
1.	Size of the card is to be as per sample given by university.	
2.	The material of the card should exactly as per sample.	
3.	The design must match the design given in the tender.	
4.	University LOGO must be printed on the card.	
5.	Printing on both side of card is required.	
6.	Hard copy of the data will be provided by the university.	
7.	Passport/ticket size photo of the I-card holders will be provided by university.	
8.	Card holder and strap printed with clip should be provided by the vendor.	
Total (inclusive of all taxes /FOR delivery at University)		

C. Printing of Magazine (Udaan)

SI.No.	Printing of report	Qty.
Printing of report		4000/4500/5000/5500/ 6000 copies
1.	Cover page- Art paper 11" cm x 8.5" cm multicolor printing with PVC lamination (300 GSM) – 4 pages	
2.	Inner page – Art paper 11" cm x 8.5" cm multicolour printing (120 GSM) – 4 pages	
3.	Thread/perfect Binding	
4.	100 pages aprox each copy	

D. Brochure / Factsheet

Size	8.5" (width) X 11" (height)	Qty
Paper	250 GSM / 220 GSM / 170 GSM /130 GSM Imported Art Board (mention quote separately for 250 GSM / 220 GSM / 170 GSM and 130 GSM)	50/100/150/200/250/300 pages
Designing	Yes	100/150/200/250 copies
Printing	Multi colour printing / Matt finish for {mention quote Separately for (i) single side printing and (ii) double side (back to back printing)}	

E. Printing of Booklet

Size	5 1/2 inch x 8 1/2 inch, A4, A5 (mention quote Separately for Size)	Qty
pages	for 8 pages on prorata basis (for eg. a booklet with 27 pages will be charged for 32 pages – in multiples of 8 pages)	50/100/150/200/250/300 pages
Wrapped board	Natural evolution white – 240 GSM	100/150/200/250 copies
Inner paper	Natural evolution white 120 GSM	
Processing & printing	Multi - colour offset	
Binding	Yes and Perfect	

F. Printing of Handbook

Size	9.5 x 12 inch / A3	Qty
Handbook	250 GSM / 220 GSM / 170 GSM	50/100/150/200/250/300 pages
Color	Multi printing on top and inner with matt lamination 80/120 GSM	
Designing	Yes	100/150/200/250 copies

NOTE : Samples of paper/ cards & others must be submitted with bids.

(To be submitted on letter head of firm under signatures of the authorised agency)

To
The Registrar, Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.)- 495 009

I / we wish to submit our TENDER for printing of Magazines, I-cards & others for UNIVERSITY at the following rates:

S.No	Description	Amount quoted in Rs.					Taxes %
1	Processing, Printing and Supply of Report as per specification given & on pro rata basis per sheet (A)	Amount (in Numbers & Words)					Taxes %
		200 pages	300 pages	500 pages	750 pages	1000 pages	
		(i) 50 copies					
		(ii) 100 copies					
		(iii) 200 copies					
		(iv) 250 copies					
		(v) 500 copies					
	(vi) 1000 copies						
2	(B) I-cards as per specification given Rate per cards (inclusive of all taxes and FOR GGV)	Amount (Rs) (in Numbers & Words)					Taxes %
		(i) 1000 pcs					
		(ii) 2000 pcs					
		(iii) 3000 pcs					
		(iv) 4000 pcs					
		(v) 5000 pcs					
	(v) 6000 pcs						
3	(C) Processing, Printing and Supply of Magazine as per specification given & on pro rata basis per sheet	Amount (in Numbers & Words)					Taxes %
		(i) 4000 copies					
		(ii) 4500 copies					
		(iii) 5000 copies					
		(iv) 5500 copies					
	(v) 6000 copies						
4	(D) Processing, Printing and Supply of Brochure/Factsheet as per specification given & on pro rata basis per sheet	Amount (in Numbers & Words)					Taxes %
		Copies ----->	100 copies	150 copies	200 copies	250 copies	
		Size	Quote for 130/170/220/250 GSM separately	Quote for 130/170/220/250 GSM separately	Quote for 130/170/220/ 250 GSM separately	Quote for 130/170/22 0/250 GSM separately	
		(i) 50 pages					
		(ii) 100 pages					
		(iii) 150 pages					
	(iv) 200 pages						
	(V) 250 pages						
	(vi) 300 pages						

5	(E) Processing, Printing and Supply of Booklet as per specification given & on pro rata basis per book	Amount (in Numbers & Words)				Taxes %
		Copies ----->	100 copies	150 copies	200 copies	
	Size	Quote for 130/170/220/250 GSM separately	Quote for 130/170/220/250 GSM separately	Quote for 130/170/220/ 250 GSM separately	Quote for 130/170/22 0/250 GSM separately	
	(i) 50 pages					
	(ii) 100 pages					
	(iii) 150 pages					
	(iv) 200 pages					
	(V) 250 pages					
	(vi) 300 pages					

6	(F) Processing, Printing and Supply of Handbook as per specification given & on pro rata basis per book	Amount (in Numbers & Words)				Taxes %
		Copies ----->	100 copies	150 copies	200 copies	
	Size	Quote for 130/170/220/250 GSM separately	Quote for 130/170/220/250 GSM separately	Quote for 130/170/220/25 0 GSM separately	Quote for 130/170/2 20/250 GSM separately	
	(i) 50 pages					
	(ii) 100 pages					
	(iii) 150 pages					
	(iv) 200 pages					
	(V) 250 pages					
	(vi) 300 pages					

(Split up of amount, taxes to be shown)

(The rates quoted should be valid for a **period of six months** from the date of acceptance of the rates.)

We have carefully read the terms and conditions and agree to abide by these in letter and spirit.

Signature of the Authorised Signatory

Place & Date

Name and seal of the bidder