



No. 854/Store/LTI/2013

Bilaspur, Date: 22/09/2013

Limited Tender Enquiry

To,

Subject:- Limited tender enquiry for Printing of Annual report 2012-13.

A Sealed offer/quotation is invited for Printing of Annual Report 2012-13 in the proforma given in Annexure-A. The sealed quotation should be super-scribed with "Quotation for Printing of Annual report 2012-13 vide Enquiry No. 854 /Store/LTI/2013 DATED 22/09/2013" and must reach the office of Dy Registrar(Store),Administrative Block, Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur – 495 009 (C.G.) on or before 07/10/2013 till 3.00 PM through Speed post/Registered post only. The quantity, specifications and general terms & conditions for the Printing of Annual report 2012-13 are as under:

Printing of Annual Report 2012-13 Qty = 300 pcs	
1.	Cover page- Art paper 11" x 8.5" cm Multicolor printing with PVC lamination (300 GSM) – 4 pages
2.	Inner page – Art paper 11" x 8.5" cm multicolour printing (120 GSM)- 4 pages
3	Inner page – Art paper 11" x 8.5" cm multicolour printing (120 GSM)- 2 pages
4	Thread Binding

General Terms & Conditions for Printing of Annual report 2012-13

- 1 Quotations shall be submitted by registered firms/vendor of GGV, Bilaspur /Central govt organization/PSUs 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 Annual report 2012-13.
- 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 07/10/2013 till 3.00 PM through Speed post/Registered post only.
- 4 The tender will be opened on same day i.e 07/10/2013 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 Subcontracting in any form shall not be acceptable by the university.
- 7 All legal disputes shall be subject to the jurisdiction of Bilaspur (C.G)
- 8 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.
- 9 The successful tenderer will have to submit Rs 10000/- (Rs Ten thousand) towards the 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 work order will be issued.

- 10 A sample of paper should be submitted with the quotation.
- 11 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.
- 12 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.
- 13 The soft copy of matter on reprintable and readable format must be handed over in CD along with the consignment.
- 14 The number of pages and the number of copies are tentative and subject to change.
- 15 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.
- 16 The university reserves the right to accept or reject any quotation without any reason thereof.
- 17 The tenderers are requested to visit the university website www.ggu.ac.in for any information/updates.
- 18 The university has all the rights reserved to relax any of the above conditions in favor of the university.

Registrar (Acting)

ANNEXURE – A

LIMITED TENDER ENQUIRY NO No. 854 /Store/LTI/2013 DATED 22/09/2013

Quotation for Printing of Annual report 2012-13

Sl.No.	Printing of Annual report 2012-13 Specification	Rate (Rs)	Qty.
Printing of Annual report 2012-13		F.O.R GGV, Bilaspur	300 of 300 pages each (aprx)
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	Inner page – Art paper 11 cm x 8.5" cm multicolour printing (120 GSM)- 2 pages		
4	Thread Binding		

Enclosed: Sample paper

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

Date:

Signature of the Tenderer

(With stamp/seal of the firm)