



दिल्ली विश्वविद्यालय  
UNIVERSITY OF DELHI

सामान्य शाखा- II

General Branch-II

कमरा नं : 209, नया प्रशासनिक खंड, दिल्ली विश्वविद्यालय, दिल्ली-110007

दूरभाष नं: 011-27666764 ईपीबीएक्स – 1175

General Branch-II, Room No. 209, New Administrative Block, University of Delhi, Delhi – 110007, Ph: 27666764 EPBAX 1175

Email: gb2@admin.du.ac.in

LTE No. GEN-II/2024/09

Date: 08/02/2024

**LIMITED TENDER ENQUIRY FROM EMPANELLED/ NOTIFIED VENDORS ONLY FOR PRINTING, FORMATTING, BINDING & SUPPLY OF 100<sup>TH</sup> ANNUAL REPORT 2022-2023 IN (HINDI & ENGLISH)**

M/s Archana Printers  
M/s Arihant Offset  
M/s Chandu Press  
M/s C.K. Printing Press  
M/s New Images Printers  
M/s Sanjeev Offset Printers

University of Delhi invites Limited Tender Enquiry for printing, formatting, binding & supply of 100<sup>th</sup> Annual Report (Hindi) (Part-I) of the University of Delhi as per specifications mentioned below from the University empaneled/ notified printers as mentioned above.

Financial Bid proforma enclosed for the work is required from empaneled printers only duly filled and signed in a sealed envelope. The tender enquiry number, date of opening, job work should be mentioned on the sealed envelope.

**The sealed envelope consisting of the financial bid on prescribed format must reach the General Branch-II, 2nd Floor, New Administrative Block, North Campus, University of Delhi, Delhi-110007 on or before 14/2/2024 at 02.00 PM. Bids are likely to be opened on 14/2/2024 at 02.30 PM. The Financial Bids are not submitted as per requirement, the same shall not be considered.**

Specifications of the job:-

Job-1

Sl. No.	Category	Dimensions
1	Description	<b>Printing, Formatting, Binding &amp; supply of 100<sup>th</sup> Annual Report (Hindi) (Part-I)</b>
2	Size	8.50" x 11" closed size
3	Text/Book	Approx. 160 pages on 170 GSM, Imported Art Paper 4+4 colour printing
4	Cover	4 pages of 300 GSM, Imported Art Paper, 4+4 colour printing
5	Binding	Perfect binding, Lamination on cover
6	Quantity Required	11 nos.

Job-2

Sl. No.	Category	Dimensions
1	Description	<b>Printing, Formatting, Binding &amp; supply of 100<sup>th</sup> Annual Report (English) (Part-I)</b>
2	Size	8.50" x 11" closed size
3	Text/Book	Approx 150 pages on 170 GSM, Imported Art Paper 4+4 colour printing
4	Cover	4 pages of 300 GSM, Imported Art Paper, 4+4 colour printing
5	Binding	Perfect binding, Lamination on cover
6	Quantity Required	11 nos.

## Job-3

Sl. No.	Category	Dimensions
1	Description	<b>Printing, Binding &amp; supply of 100<sup>th</sup> Annual Report (Hindi) (Part-II)</b>
2	Size	8.50" x 11" closed size
3	Text/Book	Approx 1200 pages on 80 GSM Maplitho Paper ( <b>paper will be provided by the University of Delhi</b> ) in single colour printing, First 4 pages in 4+4 colour on 130 GSM Art paper
4	Cover	350 GSM, Imported Art Paper, 4+4 colour printing
5	Binding	Perfect binding with thread stitching, Lamination on cover
6	Quantity Required	11 nos.

## Job-4

Sl. No.	Category	Dimensions
1	Description	<b>Printing, Binding &amp; supply of 100<sup>th</sup> Annual Report (English) (Part-II)</b>
2	Size	8.50" x 11" closed size
3	Text/Book	Approx. 1000 pages on 80 GSM Maplitho Paper ( <b>paper will be provided by the University of Delhi</b> ) in single colour printing, First 4 pages in 4+4 colour on 130 GSM Art paper
4	Cover	350 GSM, Imported Art Paper, 4+4 colour printing
5	Binding	Perfect binding with thread stitching, Lamination on cover
6	Quantity Required	11 nos.

## Job-5

Sl. No.	Category	Dimensions
1	Description	<b>Printing, Binding &amp; supply of 100<sup>th</sup> Annual Report (Hindi) (Part-III)</b>
2	Size	8.50" x 11" closed size
3	Text/Book	Approx. 375 pages on 80 GSM Maplitho Paper ( <b>paper will be provided by the University of Delhi</b> ) in single colour printing, First 4 pages in 4+4 colour on 130 GSM Art paper
4	Cover	350 GSM, Imported Art Paper, 4+4 colour printing
5	Binding	Perfect binding with thread stitching, Lamination on cover
6	Quantity Required	11 nos.

## Job-6

Sl. No.	Category	Dimensions
1	Description	<b>Printing, Binding &amp; supply of 100<sup>th</sup> Annual Report (English) (Part-III)</b>
2	Size	8.50" x 11" closed size
3	Text/Book	Approx. 275 pages on 80 GSM Maplitho Paper ( <b>paper will be provided by the University of Delhi</b> ) in single colour printing, First 4 pages in 4+4 colour on 130 GSM Art paper
4	Cover	350 GSM, Imported Art Paper, 4+4 colour printing
5	Binding	Perfect binding with thread stitching, Lamination on cover
6	Quantity Required	11 nos.

The quantity will depend, as per actual requirement basis. For Job no. 3 to 6, **80 GSM Maplitho paper will be provided by the University of Delhi**. Clarification/queries, if any, can be addressed to the General Branch-II, on telephone no. 011-27666764/ 011-27001175 and e-mail: [gb2@admin.du.ac.in](mailto:gb2@admin.du.ac.in)

## **Terms & Conditions**

Rates/Financial bid is to be submitted as per Annexure-II, and no conditional bid will be accepted.

The rates shall be all-inclusive of all applicable taxes and charges. The Financial bid received after due date or not fulfilling the terms and conditions shall be summarily rejected.

The Vendor will be responsible for collecting the maplitho papers (for job no. 3 to 6) from University of Delhi, formatting, supply of the finished material at the premises of University of Delhi, North Campus, Delhi-110007 or as intimated.

The financial bid received after due date and time or not fulfilling the terms & conditions shall be summarily rejected. There will be no compromise on the quality of material and in case the binding work is not found satisfactory, the job will not be accepted and the replacement will be at the bidder costs.

University of Delhi reserves the right to accept or reject any or all bid/s without assigning any reasons.

Payment will be released only after the satisfactorily completion of entire work. In no case, partial job will be accepted for release of part/whole payment.

Place for delivery of the material shall be University of Delhi, North Campus, Delhi-110007 or as defined. However, in case the Competent Authority decides otherwise, the delivery charges shall be borne by the University, but the arrangements are required to be made by the tenderer.

The Annual Reports will have to be supplied within **07 days** from the date of approval of the final proof by University of Delhi, failing which liquidated damages/delay charges will be imposed @ 1% per week subject to a maximum of 10% of total contract value.

**The University of Delhi reserves the right to change the number of quantities to be printed as per issue of Work Order.**

No advance payment would be paid to the bidder for execution of the order. However, the payment would be released only through NEFT/RTGS/PFMS transfer after successful delivery of order and receipts of bills.

Other terms & condition of the original tender document remain the same.

Financial bids which will be Unrealistic/ unreasonable/ out of context/ not according to tender will be rejected in financial evaluation even if such bid quotes being L1. Such L1 bid will be rejected and the contract will be awarded to L2 bid quote.

Note: Sample if any and all the pages of this document duly signed accepting all the terms & condition of the tender must be in one big envelope along with sealed financial bid. Please Quote the job work, the tender no. with date and opening date on the top of the sealed envelope.

Important: The bid shall be submitted in two separate envelopes containing: -

- (i) The Acceptance of terms & conditions (Annexure-I)
- (ii) The Financial Bid (Annexure-II)

**ACCEPTANCE OF TERMS & CONDITIONS**  
**On a company letter head**

I hereby accept all the terms & conditions of the Limited Tender No. \_\_\_\_\_  
dated \_\_\_\_\_ for the job of \_\_\_\_\_  
\_\_\_\_\_

Authorized Signatory



# दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

## सामान्य शाखा- II, General Branch-II

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### ANNEXURE-II

#### FINANCIAL BID

Name of Vendor	
NIT No.	
Date	
Validity of Bid	Up to 30.04.2024

Total amount will be considered by rounding up to the nearest rupee means less than 50 paise will be ignored and 50 paise and above will be considered as Rupee one.

Sl. No.	Description/Title	Rate per Unit inclusive of taxes & applicable charges.	Quantity *	Total Amount	Figure in words
01	<b>Printing of 100<sup>th</sup> Annual Report (Hindi) (Part-I) (Job-1)</b>		11		
02	Rates for + 4 pages of 170 GSM, Imported Art Paper, size-8.50" x 11.00", (4+4 colour Printing)		+ 4 pages		
03	<b>Printing of 100<sup>th</sup> Annual Report (English) (Part-I) (Job-2)</b>		11		
04	Rates for + 4 pages of 170 GSM, Imported Art Paper, size-8.50" x 11.00", (4+4 colour Printing)		+ 4 pages		
05	<b>Printing of 100<sup>th</sup> Annual Report (Hindi) (Part-II) (Job-3)</b>		11		
06	Rates of printing for + 4 pages		+ 4 pages		
07	<b>Printing of 100<sup>th</sup> Annual Report (English) (Part-II) (Job-4)</b>		11		
08	Rates of printing for + 4 pages		+ 4 pages		
09	<b>Printing of 100<sup>th</sup> Annual Report (Hindi) (Part-III) (Job-5)</b>		11		
10	Rates of printing for + 4 pages		+ 4 pages		
11	<b>Printing of 100<sup>th</sup> Annual Report (English) (Part-III) (Job-6)</b>		11		
12	Rates of printing for + 4 pages		+ 4 pages		

Note:-

1. L1 will be the Cumulative total rates quoted by the bidder for printing and supply of Annual Reports including additional pages charges mentioned above from serial no.01 to 12.
2. No over writing is permitted. If any found, tender will be summarily rejected.
3. Rate quoted by the Bidder should be in figure as well as in words. Submit all the pages of this tender document duly signed as accepting all the terms and condition of the tender.
4. \* The required quantity may vary depending on the operational requirement.

Signature of the Bidder with Stamp &  
Date

Note: No over writing is permitted. If any found, tender will be summarily rejected.  
Rate quoted by the Bidder should be in figure as well as in words. Submit all the pages of this tender document duly signed as accepting all the terms and condition of the tender.

**Signature of the Bidder with Stamp & Date**