



# 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/2025-26/

Date: 13.05.2025

### **LIMITED TENDER ENQUIRY FROM REGISTERED VENDORS ONLY FOR ALTERATION, MODIFICATIONS IN 08 PAGES ANSWER BOOKS AND REMAKE INTO 24 PAGES ANSWER BOOKS FOR CONDUCT OF EXAMINATIONS**

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 from the above registered printers for providing services of alteration, modification, printing and supply of cover page, additional page (with paper), if any, for making/ preparation of 24 pages answer book with numbering from available 08 pages continuation sheets as per details mentioned at Annexure-III, with the validity period upto six months from the date of award of contract.

The page no. 1 and 2 of each 08 pages continuation sheet will not be utilized in remaking of 24 pages answer book and the same has to be submitted with the University by the bidder at the time of supply of 24 pages answer books. The bidder has to provide a new cover page and additional page, if any by their own as per specifications mentioned at Annexure-III, so as to ensure that the total no. of pages in remake answer book will be 24 pages including cover page. The printing matter will be provided by the University to the successful bidder.

The bidder must provide the details in the annexure-II, regarding the number of 08 pages answer books required in remaking into each 24 pages answer book.

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

**The sealed envelope consisting of the financial bid must reach the General Branch-II, 2nd Floor, New Administrative Block, North Campus, University of Delhi, Delhi-110007 on or before 20.05.2025 (Tuesday) by 02.00 PM. Bids are likely to be opened on 20.05.2025 (Tuesday) at 03.00 PM.**

The Financial Bids not submitted as per requirement, the same shall not be considered. The actual quantity will depend, as per operational requirement basis.

**The prospective bidders are advised to attend pre-bid meeting scheduled to be held on 15.05.2025, at 03:30 p.m. in the Committee room no. 210, Second floor, New Administrative Block, North Campus, University of Delhi, Delhi-110007 and may feel free to look the sample of the answer books on any working day in the Central Store, before quoting their rates in the financial bid.**

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).

Sd/-  
**REGISTRAR**  
**UNIVERSITY OF DELHI**

## **Terms & Conditions**

1. The buyer organization is an educational institution and the services for alteration and modification of answer books are required for conduct of Examinations. As per notification no. 151/07/2021-GST, dt. 17.06.2021 issued by Department of Revenue, Ministry of Finance, Govt. of India. The goods and services availed for the conduct of Examinations are exempted from GST. The services for which bids have been invited fall under classification of GST concession and the conditions for eligibility of concession are met by the institution. Therefore, the bidders are advised to submit their bids after accounting for the Concessional rate of GST.
2. Rates/Financial bid is to be submitted as per Annexure-II, and no conditional bid will be accepted.
3. The rates quoted shall be excluding taxes and inclusive of all other charges viz. loading and unloading charges, cartage etc. The Financial bid received after due date or not fulfilling the terms and conditions shall be summarily rejected.
4. The successful bidder will be responsible for collection (including loading) of the 08 pages answer books, alteration, modifications, supply of remake 24 pages answer books (including unloading) at the premises of University of Delhi, North Campus/South Campus, Delhi-110007.
5. 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 work is not found satisfactory, the job will not be accepted and the replacement will be at the bidder costs.
6. University of Delhi reserves the right to accept or reject any or all bid/s without assigning any reasons.
7. 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.
8. Place for collection and delivery of the material shall be University of Delhi, North Campus/South Campus, Delhi-110007 or as defined.
9. The University of Delhi reserves the right to change the number of quantities and as per issue of Work Order.
10. 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.
11. **Liquidated Damages:** If the bidder/Service Provider fails to deliver the required job within the original/re-fixed delivery period(s) specified in the purchase order, the Buyer will be entitled to deduct/recover the Liquidated Damages for the delay, unless covered under Force Majeure conditions aforesaid, @ 0.5% of the contract value of delayed quantity per week or part of the week of delayed period as pre-estimated damages not exceeding 10% of the P.O. value of delayed quantity without any controversy/dispute of any sort whatsoever.
12. There shall be a complete responsibility and liability of the bidder for safe, confidential and secure transportation of the answer books. The University will not be responsible for any damaged caused during in transit and bidder's location.
13. Other terms & condition of the original tender document remain the same.

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)
- (iii) Specifications of the answer book (Annexure-III)

**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

<b>FINANCIAL BID</b>		<b>ANNEXURE-II</b>
Name of Vendor		
NIT No.		
Date		
Validity of Bid	<b>Upto six months from the date of award of contract</b>	

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 answer book (exclusive of taxes & inclusive of other charges)	Figure in words
01	Alteration, modification, printing and supply of cover page, additional page with paper, if any (as per specification contained in Annexure-III) for remaking of 24 pages answer book with numbering out of available 08 pages continuation sheet.		
02	Please provide the detail regarding numbers of 08 pages continuation sheets required for remaking of each 24 pages answer book with numbering.	Please write the no. of 08 pages continuation sheets required _____	

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**

**ANNEXURE-III**

<b>Category</b>	<b>Specifications</b>	<b>Bid requirement</b>
<b>Dimensions</b>	Number of pages inclusive of covers (There shall be no extra cover and the paper used for the top shall be same as used for inside)	<b>24 pages</b>
	Height of Paper (mm)	<b>240 mm.</b>
	Width of Paper (mm)	<b>240 mm.</b>
	Minimum GSM. of paper to be used for supply of Answer books	<b>60 gsm. or higher</b>
<b>Physical Characteristics</b>	Type of paper	<b>White printing paper</b>
<b>Ruling</b>	The ruling if required shall be done as agreed to between the purchaser and the supplier	<b>Yes</b>
	The horizontal lines shall be drawn in ink	<b>Blue</b>
	Distance between two lines (mm)	<b>10 mm.</b>
<b>Margin</b>	Whether Margin required?	<b>Yes</b>
	If Margin Required, Distance of Margin from the spine (mm)	<b>10</b>
	If Margin Required, Length of Top Margin (mm)	<b>30</b>
<b>Binding</b>	Type of Binding	<b>Thread stitching</b>
	Number of Stitch bindings on the spine	<b>1</b>
	Size of Stitch (mm)	<b>8 mm.</b>
	Whether hole on left hand corner of answer book is required?	<b>Yes</b>
	If yes, min size of hole (mm)	<b>3 mm.</b>
	Perforations (design of perforation will be submitted by the Buyer at the time of bid creation)	<b>Yes</b>
	The entire book shall be punched with perforated letters "DU" at the top in the centre.	<b>Yes</b>
<b>Printing</b>	Printing	<b>With printing</b>
	If printing required then, printing on the cover or inside the answer book shall be as required by the Buyer. The buyer will provide the sample of printing material at the time of bidding	<b>Yes</b>
	The first page containing the columns for student and examination particulars and table for markings. Final details will be provided by the buyer.	<b>Yes</b>
	It shall contain 22 lines in one colour on each of 23 inner pages below the double lined upper margin in one colour	<b>Yes</b>
	Printing of logo in one colour on top corner on first page.	<b>Yes</b>
	Printing of serial number (numbering), 11- digit roll no. boxes and 10-digit UPC boxes on top cover/first page of answer sheet.	<b>Yes</b>

Packing	The packing of paper shall be done so as to ensure that the paper is not damaged due to handling and transportation and shall be as agreed to between the purchaser and the supplier	Yes
	Number of Answer books in a packet/bundle	250 or higher

**\*\*END OF DOCUMENT\*\***