



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/2024-25/01

Date: 03/04/2024

**LIMITED TENDER ENQUIRY FROM EMPANELED/ NOTIFIED PRINTERS FOR PRINTING & SUPPLY OF VARIOUS
EXAMINATION RELATED SUPPLEMENTARY ITEMS**

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 & SUPPLY OF VARIOUS EXAMINATION RELATED
SUPPLEMENTARY ITEMS** 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/notified 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 must reach the General Branch-II, 2nd Floor, New
Administrative Block, North Campus, University of Delhi, Delhi-110007 on or before 15/04/2024 by 02.00 PM.
Bids are likely to be opened on 15/04/2024 at 02.30 PM.** The Financial Bids are not submitted as per requirement,
the same shall not be considered.

Specifications of the job:-

1. Peon Books

Sl. No.	Category	Dimensions
1	Description	Printing & Binding of Peon Books
2	Size (L x W)	7.5 x 6 inches
3	Paper Quality & Printing	30 pages per book on 60 gsm white printing paper with both side printing & page numbering on each page
4	Cover & Binding	Register Binding and Central Stitching
5	Quantity Required	400 Books

2.Account of Continuation Sheets

Sl. No.	Category	Dimensions
1	Description	Printing of Account Continuation Sheets of 100 sheets per pad
2	Size (L x W)	7.5 x 5 inches
3	Paper Quality & Printing	White Printing Paper of 60 gsm with Printing on both sides
4	Cover & Binding	Supply to be made in gum pads with cover
5	Quantity Required	2000 Pads

3. Certificates

Sl. No.	Category	Dimensions
1	Description	Printing of Certificates of 100 sheets per pad
2	Size (L x W)	10 x 7.5 inches
3	Paper Quality & Printing	White Printing Paper of 60 GSM single side printing (in bilingual)
4	Cover & Binding	Supply to be made in gum pads with cover
5	Quantity Required	2000 Pads

4. Invigilation List

Sl. No.	Category	Dimensions
1	Description	Printing of Invigilation List of 100 sheets per pad
2	Size (L x W)	7.5x 10 inches
3	Paper Quality & Printing	White Printing Paper of 60 GSM Both Side Printing
4	Cover & Binding	Supply to be made in gum pads with cover
5	Quantity Required	2000 Pads

5. Attendance Sheets for Examinees

Sl. No.	Category	Dimensions
1	Description	Printing of Attendance Sheets for Examinees of 100 sheets per pad
2	Size (L x W)	10 x 7.5 inches
3	Paper Quality & Printing	White Printing Paper of 60 GSM Both Side Printing
4	Cover & Binding	Supply to be made in gum pads with cover
5	Quantity Required	2000 Pads

6. Challan Books

Sl. No.	Category	Dimensions
1	Description	Printing Challan Books 1+2 (in triplicate) 50 x 3 per book
2	Size (L x W)	9 x 7 inches
3	Paper Quality & Printing	1 st copy – 70 gsm maplitho paper (white) 2 nd copy – color printing paper (pink) 3 rd copy – color printing paper (yellow) Single Side Printing with numbering.
4	Cover & Binding	Supply to be made in kachchi kitab with cover
5	Quantity Required	2400 Books

The sizes & quantity will depend, as per actual requirement basis.

The Samples are available in General Branch-II, which may be seen by prospective bidders for reference.

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

REGISTRAR
UNIVERSITY OF DELHI

Terms & Conditions

- ✓ Rates/Financial bid is to be submitted as per Annexure-II, and no conditional bid will be accepted.
- ✓ The bidders are required to quote their rates as per the format of financial bid (Annexure-II). The Financial bid received after due date or not fulfilling the terms and conditions shall be summarily rejected.
- ✓ The bidder will be responsible for collection of the input material for printing & supply of the finished material at the premises of University of Delhi, North Campus, Delhi-110007 as defined.
- ✓ 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 sample is required to be collected by the vendor immediately after intimation of award of contract/Work order telephonically or by E-Mail. Ferro/Proof and printed samples to be submitted within 02/03 days from the date of collection of proof. The material will have to be supplied within 15 days from the date of approval of the proof by University of Delhi, failing which liquidated damages/delay charges will be imposed @ 2% 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 and 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.

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)

ANNEXURE-I

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



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ANNEXURE-II

FINANCIAL BID

Name of Vendor	
NIT No.	LTE No. GEN-II/2024-25/01
Date	03/04/2024

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 in ₹	Applicable taxes in ₹	Total amount after taxes in ₹	Quantity* (Pads/ Books)	Total Amount (inclusive of taxes in ₹)	Figure in words
01	Printing, Binding and supply of Peon Book				400		
02	Printing and supply of Account of Continuation Sheets				2000		
03	Printing and supply of Certificates				2000		
04	Printing and supply of Invigilation List				2000		
05	Printing and supply of Attendance Sheets for Examinees				2000		
06	Printing and supply of Challan Books				2400		

Note:-

1. L1 will be the calculate for each description/ title separately.
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