



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/2024/02

Date: 20th June, 2024

**LIMITED TENDER ENQUIRY FROM REGISTERED VENDORS ONLY FOR BINDING IN HARD BOUND BOOKS/REGISTERS
OF MINUTES, CALENDAR, NOTIFICATION, RESULT SET, BALANCE SHEET, ENROLMENT FORM SETS**

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 Binding in Hard Bound Books/Registers of Minutes, Calendar, Notification, Result set, Balance Sheet, Enrolment Forms sets **for a period till 30.09.2024** as per specifications mentioned below from the University registered printers as mentioned above.

Financial Bid proforma enclosed for the work is required from registered 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 01.07.2024 (Monday) by 02.00 PM. Bids are likely to be opened on 01.07.2024 (Monday) at 02.30 PM. The Financial Bids are not submitted as per requirement, the same shall not be considered.

Specifications of the job:-

Sl. No.	Description	Sizes (for reference)
01	Binding in Hard Bound Book/Register of Minutes, Calendar, Notification, Result set, Balance Sheet, Enrolment Form Sets <u>containing 1500 loose used sheets by using 68 ounce gatta on the top and bottom, jean on the spine and corners and rexine at the top and bottom.</u> Good quality of material is to be used as the register are retained/used for long period.	1. Legal 2. A3 3. A4

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

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 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 collection of the input material, formatting, 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 satisfactory 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 University of Delhi reserves the right to change the number of quantities to be Binded 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.	
Date	
Validity of Bid	Up to 30.09.2024

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 Book/Register inclusive of taxes & applicable charges.	Figure in words
01	Binding in Hard Bound Book/Register of Minutes, Calendar etc., Notification, Result set etc., Balance Sheet, Enrolment Sets containing 1500 loose used sheets by using 68 ounce gatta on the top and bottom, jean on the spine and corners and rexine at the top and bottom. Good quality of material is to be used as the register are retained/used for long period. (Required Size - Legal Size)		
02	Binding in Hard Bound Book/Register of Minutes, Calendar etc., Notification, Result set etc., Balance Sheet, Enrolment Sets containing 1500 loose used sheets by using 68 ounce gatta on the top and bottom, jean on the spine and corners and rexine at the top and bottom. Good quality of material is to be used as the register are retained/used for long period. (Required Size - A3 Size)		
03	Binding in Hard Bound Book/Register of Minutes, Calendar etc., Notification, Result set etc., Balance Sheet, Enrolment Sets containing 1500 loose used sheets by using 68 ounce gatta on the top and bottom, jean on the spine and corners and rexine at the top and bottom. Good quality of material is to be used as the register are retained/used for long period. (Required Size - A4 Size)		

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