



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/2024/04

Date: 20.06.2024

LIMITED TENDER ENQUIRY FROM REGISTERED VENDORS ONLY FOR PRINTING & SUPPLY OF POSTERS AND INVITATION CARDS WITH ENVELOPES

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 Posters and Invitation Cards with Envelopes for the various events of the University of Delhi **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 by 03.00 PM. Bids are likely to be opened on 01.07.2024 at 3.30 P.M. The Financial Bids are not submitted as per requirement the same shall not be considered.

Specifications of the job: -

Sl. No.	Description	Sizes & Description (for reference)
01	Designing, Printing and Supply of Poster (Paper Quality 300 GSM) Art Card with paper	12"x18", 13" x19", 18"x23", 20"x30", 23"x36" and like
02	Designing, Printing and Supply of invitation Card Both Side printing in Hindi and English (350 GSM) (ivory card) both sides glazed and 125 GSM for the envelope (with paper)	9"x 6" and like
03	Designing, Printing and Supply of invitation Card Both Side printing in Hindi and English both side velvet lamination with gold leaf and embossed printing	9"x 6" and like

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

Clarification/queries, if any, can be addressed to the General Branch-II, Delhi University on telephone no. 011-27666764/ 01127001175 and e-mail: gb2@admin.du.ac.in

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Terms & Conditions

1. Rates/Financial bid is to be submitted as per Annexure-I, and no conditional bid will be accepted.
2. 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.
3. The Tenderer/bidder will be responsible for collection of the input material Designing, Printing and Supply of the proof/dummy and the final printed copies at the premises of University of Delhi, North Campus, Delhi-110007 as defined.
4. 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 & printing and in case the printing work is not found satisfactory, the job will not be accepted and the replacement will be at the bidder costs.
5. University of Delhi reserves the right to accept or reject any or all bid/s without assigning any reasons. The Tenderer will supply the items/material as specified in our tender and will start the printing works only after the approval.
6. Payment will be released only after the satisfactorily completion of entire work and after the receipt of Negative/ Positive or CD/Pen Drive, if any. In no case, partial job will be accepted for release of part/whole payment.
7. 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.
8. The softcopy/Negative-Positive to be collected immediately after intimation of award of contract/Work order telephonically or by E-Mail. Ferro/Proof and printed samples to be submitted within 03 days from the date of collection of proof. The material will have to be supplied within 02 days from the date of approval of the proof by University of Delhi, failing which liquidated damages/delay charges will be imposed @ 0.5% per week subject to a maximum of 5% of total contract value.
9. The University of Delhi reserves the right to change the number of quantities to be printed 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. 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)

REGISTRAR
UNIVERSITY OF DELHI

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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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FINANCIAL BID

Name of Vendor	
NIT No.	
Date	
Validity of Bid	Upto 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 piece with printing and papers in INR (inclusive of taxes and all charges)				
		0-50 Prints (a)	51-100 Prints (b)	101-150 Prints (c)	151-200 Prints (d)	201- above Prints (e)
01	Designing, Printing and Supply of Poster (Paper Quality 300 GSM) Art Card with paper Size 12"x18"					
02	Designing, Printing and Supply of Poster (Paper Quality 300 GSM) Art Card with paper Size 13"x19"					
03	Designing, Printing and Supply of Poster (Paper Quality 300 GSM) Art Card with paper Size 18"x23"					
04	Designing, Printing and Supply of Poster (Paper Quality 300 GSM) Art Card with paper Size 20"x30"					
05	Designing, Printing and Supply of Poster (Paper Quality 300 GSM) Art Card with paper Size 23"x36"					
06	Designing, Printing and Supply of invitation Card Both Side printing in Hindi and English (350 GSM) (ivory card) both sides glazed and 125 GSM for the envelope (with paper) Size 9"x 6" and like					
07	Designing, Printing and Supply of invitation Card Both Side printing in Hindi and English both side velvet lamination with gold leaf and embossed printing size 9"x 6" and like					

Bidders are required to quote their rates separately in all the columns above. If in any case, the bidder fails/did not quote their rates in any of the column above, the bid shall be summarily rejected.

NO CONDITIONAL BID SHALL BE ACCEPTED

The L-1 will be calculated on the basis of rates quotes in slap (a) i.e. 0-50 prints.

Note: No over writing is permitted. If any found, tender will be summarily rejected.

Rates will be paid for the quantity indented on each occasion.

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