



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
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LTE No. GEN-II/2024-25/04

Date: 20th September, 2024

LIMITED TENDER ENQUIRY FOR INVITING RATES FROM EMPANELLED/ NOTIFIED VENDORS ONLY FOR FORMATTING, PRINTING, BINDING & SUPPLY OF 101st ANNUAL REPORT 2023-2024 PART-I & PART- II 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 rates through Limited Tender Enquiry for formatting, printing, binding & supply of 101st Annual Report (Hindi & English) (Part-I & 2) of the University of Delhi 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 01/10/2024 (Tuesday) by 02.00 PM. Bids are likely to be opened on 01.10.2024 (Tuesday) at 03.00 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	Formatting, Printing, Binding & supply of 101st Annual Report (Hindi) (Part- I)
2	Size	8.50" x 11" closed size
3	Text/Book	Approx. 1300 B & W on 70 GSM Maplitho Paper in single color printing,+26 Color pages on 130 GSM, Imported Art Paper 4 + 4 color printing
4	Cover	4 pages of 300 GSM, Imported Art Paper, 4+4 color printing
5	Binding	Perfect binding with thread stitching, Lamination on cover
6	Quantity Required	22 nos.

Job-2

Sl. No.	Category	Dimensions
1	Description	Formatting, Printing, Binding & supply of 101st Annual Report (English) (Part-I)
2	Size	8.50" x 11" closed size
3	Text/Book	Approx. 1100 B & W on 70 GSM Maplitho Paper in single color printing, + 20 Color pages on 130 GSM, Imported Art Paper 4+4 color printing
4	Cover	4 pages of 300 GSM, Imported Art Paper, 4+4 color printing
5	Binding	Perfect binding with thread stitching, Lamination on cover
6	Quantity Required	22 nos.

Job-3

Sl. No.	Category	Dimensions
1	Description	Formatting, Printing, Binding & supply of 101st Annual Report (Hindi) (Part-II)
2	Size	8.50" x 11" closed size
3	Text/Book	Approx. 350 (B&W) pages on 70 GSM Maplitho Paper in single color printing, First 4 pages in 4+4 color on 130 GSM Art paper
4	Cover	350 GSM, Imported Art Paper, 4+4 color printing
5	Binding	Perfect binding with thread stitching, Lamination on cover
6	Quantity Required	22 nos.

Job-4

Sl. No.	Category	Dimensions
1	Description	Formatting, Printing, Binding & supply of 101st Annual Report (English) (Part-II)
2	Size	8.50" x 11" closed size
3	Text/Book	Approx. 300 pages (B&W) on 70 GSM Maplitho Paper in single color printing, First 4 pages in 4+4 color on 130 GSM Art paper
4	Cover	350 GSM, Imported Art Paper, 4+4 color printing
5	Binding	Perfect binding with thread stitching, Lamination on cover
6	Quantity Required	22 nos.

The 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 formatting, printing & 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 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. 2 proof of Annual Report are required to be submitted before its finalization and without any charges. The charges will be applicable for formatting, printing & supply of 3rd proof of Annual Report, if any.

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



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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 22/03/2025

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.

S.No.	Description/Title	Rate per Unit inclusive of taxes & applicable charges.	Quantity *	Total Amount	Figure in words
01	Formatting, Printing, Binding & supply of 101 st Annual Report (Hindi) (Part-I) (Job-1)		22		
02	Rates for + 4 pages of 130 GSM, Imported Art Paper, size-8.50" x 11.00", (4+4 color Printing)		+ 4 pages		
03	Formatting, Printing, Binding & supply of 101 st Annual Report (English) (Part-I) (Job-2)		22		
04	Rates for + 4 pages of 130 GSM, Imported Art Paper, size-8.50" x 11.00", (4+4 color Printing)		+ 4 pages		
05	Formatting, Printing, Binding & supply of 101 st Annual Report (Hindi) (Part-II) (Job-3)		22		
06	Rates of printing for + 4 pages B & W		+ 4 pages		
07	Formatting, Printing, Binding & supply of 101 st Annual Report (English) (Part-II) (Job-4)		22		
08	Rates of printing for + 4 pages B & W		+ 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 08.
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