



Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.) (A Central University)

Website: www.ggu.ac.in, Phone: 07752-260381 FAX: 07752-260154, 260148

Ref No.:80/Store/GGV /LTE/PrintWork/2022

Dated: 12-09-2022

LIMITED TENDER ENQUIRY

(Under GFR 162 of 2017)

Subject:-Limited tender enquiry for Printing of Annual Report and Other Items as per Schedule-1 at Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.)

Sealed quotations are invited from the Firms dealing with printing work having valid registration with Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.). The competitive rates & discount for the printing work of Annual Report and other Items as mentioned in this tender (Schedule 1) have to be quoted Bidder must carefully peruse the general terms and conditions of the tender on the CPP portal www.epublish.gov.in and university website www.ggu.ac.in.

Mode of Submission will be Offline under **Two Bid System** as under:

- A. **Technical Bid** (All documents other than Price bid as mentioned in Tender Document)
and
- B. **Financial Bid-Annexure-II** (Only Price Related Documents).

The sealed quotations with specifications and offer price (in two separate sealed envelopes put in a cover envelope) addressed to “Store Section , Administrative building, Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur-495009”, must reach on or before **26.09.2022 at 3 PM** only through speed /registered post/courier/by hand. The tender will be opened on same day at **3.30 PM**. University is not responsible for any delay in receiving the tender etc. GGV reserves all the right to accept/reject any or all tender without assigning any reason in favour of the University.

Registrar (Acting)

**Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.)
(A Central University)**

Website: www.ggu.ac.in, Phone: 07752- 260381 FAX: 07752-260154, 260148

Ref No. :80/Store/GGV /LTE/PrintWork/2022

Dated: 12-09-2022

LIMITED TENDER ENQUIRY (LTE)

Dear Sir/Madam,

We intend to print Annual Report and other items as per schedule 1 at Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.) through Limited Tender Inquiry and invites tenders from the registered vendors of Guru Ghasidas Vishwavidyalaya for Annual report (under category SB-2) and other printing works(under SB-1) in accordance with the terms and conditions details in the bid documents. If you are interested, kindly send your offer for the supply with complete terms within the time mentioned as under-

Important Dates

Event	Dates	Time
Last date for submission of sealed tender	26.09.2022	3.00 PM
Tender Opening	26.09.2022	3.30 PM

Please send your sealed bid only by Registered/Speed Post/Courier service to the following address.

Store Section
Administrative building
Guru Ghasidas
Vishwavidyalaya, Koni, Bilaspur
(C.G.)-4950019

GENERAL TERMS AND CONDITIONS OF THE SUPPLY

1. The sealed quotation superscripted on the envelope as "**Quotation for Printing of Annual Report and other Items as per Schedule 1 for GGV**" should reach to the Store Section of GGV on or before 05/10/2022 at 3.30 PM.
2. **Price/rate:** The Vendor are required to quote the rate against the items mentioned in the table under the financial bid along with the tax levied on the product.
3. **Excise duty/Tax exemption:** The University is exempted from Custom/Excise Duty by DSIR, Govt. of India. The exemption certificate of the same shall be issued by the University on demand, at the time of supply. Bidder must clearly mention if any basic custom duty/ excise duty etc. is chargeable, in spite of the GGV is exempted by DSIR certificate.
4. **FOR GGV:** The rate should be quoted on FOR University campus, Koni, Bilaspur basis. For the packing/ forwarding, unloading, transit insurance of the items to be supplied no charges will be paid extra in any manner to the bidder by the University. All such charges are to be borne by the supplier/bidder only.
5. The Bidders are required to put the seal and signature of the firm in each and every page of this LTE document and submit along with the bid.
6. The bidders must not alter /add/delete any alphabet/word/sentence mentioned in this document otherwise the same will be treated as tampering of the document and the bid may be rejected/cancelled at any stage of bidding/ supply.
7. University has all the rights reserved to alter the quantity mentioned in this EoI as per the requirement of the University. The quantity may increase or decrease and also the items may be added or deleted for which the rates shall be governed by the rate and discount percent quoted in the financial bid by the bidder.
8. **Validity of the offered Rate:** The quoted rate should be valid for a minimum period of 90 days from the date of opening of the financial bid of the tender.
9. **Delivery period:** The materials ordered will have to be delivered at GGV, maximum

within 30 days from the issue of the Purchase Order to the successful bidder.

10. Mode of Submission: Offline under Two Bid System;

A. Technical Bid (All documents other than Price bid in a sealed envelope)

B. Financial Bid .Containing price bid in specified format in separate sealed envelope.

The tender document can be downloaded from the websites www.ggu.ac.in or www.epublish.gov.in “Corrigendum, if any, would appear only on the above web sites and not be published anywhere else”.

11. Liquidated Damages (LD): Any delay in supplying the ordered equipment/instrument from the stipulated date of delivery will attract LD, which will be applicable at the rate of 0.5% per week and limited to 10% maximum. The authority reserves the right to cancel the purchase order when LD accumulates to 10%.

13. Payment: Bidder should not ask for advance or part payment prior to supply .Payment to the firm shall be made, only after the complete supply in good condition, to the satisfaction of the user at GGV.

14. GST etc: GST & Other charges must be clearly mentioned along with the quoted offer, whether to be paid extra or not. GGV shall pay the same as per prevailing government rules, if mentioned in the price bid. No taxes shall be paid if not mentioned in the bid and any correspondence in this regard shall be not entertained after the price bids are opened.

15. Unsealed quotations: Quotation must be sealed properly. Unsealed envelopes/ offers are liable to be rejected by GGV.

16. Offer after due date: GGV shall not be responsible for late postal delivery and any offer received after the due date shall be summarily rejected by GGV. Your Sealed offer must reach on or before the scheduled due date only by the speed/registered/ courier post. The selection of vendor will be on L1 basis for Annual Report.

17. GGV has all the rights reserved to accept / reject any /all the quotation(s) and not to procure any/all the Printed Materials without assigning any reason(s) there of in favour of the University.

18. Any firm which is not registered with GGV and wish to participate in this tender, then the firm should get registered under the relevant category 07 days before the last date of submission of the bid. Any bid received from the firm who is not having a valid /live registration with GGV in the relevant clause, will be auto rejected and no correspondence in

this regard shall be entertained by the University. For detail of the vender registration process, kindly visit to the university portal www.ggu.ac.in or contact Store Section for any related information in working hour on working days only. E-Mail: storesectionggv2021@gmail.com PhoneNo.9827930291

19. Arbitration: Any dispute arising out of this agreement shall be settled through mutual discussion and consultations among the parties. In case the parties would not come under fruitful conclusion on the disputes, the matter shall be referred to the Sole Arbitrator by either party. The Sole Arbitrator shall be the representative nominated by the Vice Chancellor of Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.). The decision of the sole arbitrator shall be final and binding upon the parties to the disputes.

20. In case of any ambiguity /anything not contained in this document, GGV reserves the right to take discretionary decision without assigning any reason thereof and it will be binding on concerned/all bidders. The University also reserves the right to cancel/reject any bid due to any reason including human error in calculation incurred during process. The GGV shall be free to cancel the whole or part of tender without assigning any reason.

21. Court Jurisdiction: The University shall not be bound to give justification for any aspect of the selection process and the decision of the university shall be final and binding on all without any right of appeal. Further, in case of any dispute, any suite or legal proceedings against the university, the jurisdiction shall be restricted to the courts at Bilaspur, Chhattisgarh.

Name of the Tenderer:

Seal and Signature of Tenderer:

Date:

Name of the Firm/Company:

Schedule 1: Specifications**1. Annual Report**

SR. NO.	Specification	Quantity required
1.	Cover Page:250 GSM art Page 11"x 8.5" Inch, Multicolour printing with PVC Lamination(Four Pages) Hindi and English Inner Text pages: 130 GSM art paper 11"X 8.5" Inch, Multicolour Tentative 250 pages Hindi & English Binding Designing For cover Hindi & English – 4 pages Composing For inner pages (Tentative 250 pages)	600 Books (300 nos each for Hindi and English Versions)

2. Other Printing Items (B/W Print)

Sl. No.	Particular's	Qty.	Size
1.	लिफाफा ब्राउन	20,000 Nos	11x15
2.	लिफाफा बड़ा नीला	10,000 Nos	12x15
3.	रसीद बुक (200 पन्ना)	300 Nos	8x11
4.	यूएफएम फार्म	3000 Nos	11x17
5.	रजिस्टर, 100 पेज (उत्तर पुस्तिका आवक हेतु)	20 Nos	10x20
6.	प्रवेश आवेदन पत्र (08 पेज प्रति)	400 Set	A-4
7.	बिल रजिस्टर (200 पेज)	30 Nos	16/25-1/4 Lazer Paper
8.	कैश बुक (200 पेज)	10 Nos	15x20
9.	आवक पंजी (296 पेज)	05 Nos	16/26-1/2 Lazer Paper 70 GSM
10.	जावक पंजी (296 पेज)	05 Nos	16/26-1/2 Lazer Paper 70 GSM
11.	जीआरएफ/एनपीएफ (300 पेज)	02 Nos	15x20
12.	जीआरएफ/एनपीएफ (400 पेज)	04 Nos	15x20
13.	अग्रिम पंजी (200 पेज)	04 Nos	15x20
14.	यात्रा भत्ता पंजी (400 पेज)	06 Nos	16x26
15.	पारिश्रमिक पंजी (400 पेज)	06 Nos	17x27
16.	प्रवजन प्रमाण पत्र (100 पेज)	10 Book for PhD & 35 Book General	17x27,1/4
17.	अस्थायी प्रमाण पत्र (100 पेज)	10 book for PhD & 35 Book General	17x27,1/4
18.	उपस्थिति पत्रक (हिन्दी)	50,000 Nos	8x11.5
19.	अनुपस्थिति पत्रक (अंग्रेजी)	50,000 Nos	8x11.5
20.	डिग्री सर्टिफिकेट रिकॉर्ड रजिस्टर (200 पेज)	28 Nos	17x27, ½
21.	माईग्रेसन प्रमाण पत्र जारी रजिस्टर (200 पेज)	25 Nos	17x27, ½
22.	प्रोविजनल प्रमाण पत्र जारी रजिस्टर (200 पेज)	25 Nos	17x27, ½
23.	डुप्लीकेट मार्कशीट जारी रजिस्टर (200 पेज)	25 Nos	17x27, ½
24.	वेरीफिकेशन रिपोर्ट जारी रजिस्टर (200 पेज)	25 Nos	17x27, ½
25.	ट्रान्सक्रिप्ट जारी रजिस्टर (200 पेज)	25 Nos	17x27, ½
26.	स्टॉक रजिस्टर	04 Nos	17x27, ½
27.	इन्वर्ड एवं आउटवर्ड रजिस्टर	04 Nos	17x27, ½
28.	डिस्पेच रजिस्टर	04 Nos	17x27, ½
29.	कार्ड स्टूडेंट हॉस्टल आई-कार्ड, गुलाबी कलर	700 Nos	5½x8
30.	कार्ड स्टूडेंट गार्जियन आई-कार्ड, पीला कलर	700 Nos	5½x8

Signature & Seal Of Bidder

31.	कार्ड स्टूडेंट पेरेन्ट्स आई-कार्ड, पीला कलर	700 Nos	5½x8
32.	प्रवेश फार्म (12 पन्ना)	700 Set	A4 Size
33.	प्रवेश फार्म (08 पन्ना)	2000 Nos	A4 size
34.	प्रवेश शुल्क पंजी (200 पेज)	22 Nos	17x27
35.	मेस अग्रिम शुल्क पंजी (200 पेज)	12 Nos	17/27, ½
36.	आगन्तुक विवरण पंजी	12 Nos	17/27, ½
37.	छात्र/छात्राओं के विश्वविद्यालय परिसर से बाहर आने/जाने संबंधी पंजी (400 पेज)	22 Nos	15x20
38.	फाईल कव्हर	2000 Nos	Standard Size
39.	कर्मचारी उपस्थिति पंजी (13 पेज)	100 Nos	17/27, ½
40.	छात्र उपस्थिति पंजी (12 पेज)	2000 Nos	17/27, ½
41.	लॉग बुक (200 पेज)	50 Nos	17/27, 1/8
42.	टीसी बुक (स्नातक) गुलाबी कलर, लेजर पेपर	150 Nos	17/27, ¼
43.	टीसी बुक (स्नातकोत्तर) गुलाबी कलर, लेजर पेपर	150 Nos	17/27, ¼
44.	स्कंध पंजी (200 पेज) (स्थायी सम्पत्ति) 70 GSM	50 Nos	15/20
45.	प्रवेज पंजी (200 पेज) 80 GSM	100 Nos	16/26
46.	फाईल कव्हर गुरु घासीदास विश्वविद्यालय, कोनी बिलासपुर (छ.ग.) लोगो सहित प्रिन्ट, 422 GSM	10000 Nos	Standard Size
46.	विजीटर रजिस्टर (400 पेज) 70 GSM	100 Nos	16/26, ¼
47.	बाइन्डिंग रजिस्टर (200 पेज) 70 GSM	10 Nos	18/23, ¼
48.	ACCESSION REGISTER (200 पेज) 70 GSM	50	18/23, ¼
49.	PERIODICAL REGISTER (200 पेज) 70 GSM	12	18/23, ¼
50.	LOAN REGISTER (200 पेज) 70 GSM	25	18/23, ¼
51.	BORROWER'S REGISTER (200 पेज) 70 GSM	100	18/23, ¼
52.	INTERNET REGISTER (200 पेज) 70 GSM	25	18/23, ¼
53.	BACK VOLUM'S REGISTER (200 पेज) 70 GSM	10	18/23, ¼
54.	WITHDRAWAL REGISTER (200 पेज) 70 GSM	10	18/23, ¼
55.	ISSUED BOOK REGISTER (400 पेज) 70 GSM	100	16/26, ¼

Name of the Tenderer:.....

Seal and Signature of Tenderer:

Date:

Name of the Firm/Company:

Signature & Seal Of Bidder

Annexure I**TECHNICAL INFORMATION OF THE TENDERER**

S.No	Desired Details <i>Attach all the documents in support(as applicable)</i>	Furnish details	Page Number in the tender Document
1.	Name of the Firm		
2.	Registered Office address Telephone No- Mobile No- E-mail id		
3.	Address for Correspondence		
4.	Details of Contact person (Name, designation, address etc.) Telephone No/Mobile No Mobile No- E-mail		
5.	Bank Account Number IFSC Code Bank Name		
6.	CA Certified copy of the Income tax return for financial assessment year 2020-21		
7.	GST , TAN, PAN etc		
8.	Whether the firm has been blacklisted, debarred from any organization or any case for faulty supply has been registered against the firm (Kindly give an undertaking as above)		

Dated:.....

Signature of Tenderer.....
newsName.....
Designation.....
Firm' seal.....

Signature and Seal Of Bidder

Financial Bid (Annexure II)

To,
The Registrar,
Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.)

Sir,

I hereby submit my lowest rate for the Printing work as detailed in the tender documents. I have read all the terms & conditions of the LTE and are clear/ acceptable to me.

1. Quote for Annual Report

SN	Mention the Item Category* (Annual Report)	Rate	GST (in %)
1	Cover Page:250 GSM, Art Paper, Page size 11"x 8.5", Multicolour printing with PVC Lamination (For 04 Pages)		
3	Inner Pages:130 GSM, Art Paper, Size11"X8.5", Multicolour Printing (For 4 Pages)		
5	Designing For cover Page (For 04 pages)		
6	Composing/Designing for inner pages (For 04 pages)		
7	Binding (Each copy)		
Total Amount			

2. Other Printing Items (B/W Print)

Sl. No.	Particular's	Qty.	Size	Rate per Unit	GST (in %)
1.	लिफाफा ब्राउन	20,000 Nos	11x15		
2.	लिफाफा बड़ा नीला	10,000 Nos	12x15		
3.	रसीद बुक (200 पन्ना)	300 Nos	8x11		
4.	यूएफएम फार्म	3000 Nos	11x17		
5.	रजिस्टर, 100 पेज (उत्तर पुस्तिका आवक हेतु)	20 Nos	10x20		
6.	प्रवेश आवेदन पत्र (08 पेज प्रति)	400 Set	A-4		
7.	बिल रजिस्टर (200 पेज)	30 Nos	16/25-1/4 Lazer Paper		
8.	कैश बुक (200 पेज)	10 Nos	15x20		
9.	आवक पंजी (296 पेज)	05 Nos	16/26-1/2 Lazer Paper 70 GSM		
10.	जावक पंजी (296 पेज)	05 Nos	16/26-1/2 Lazer Paper 70 GSM		
11.	जीआरएफ/एनपीएफ (300 पेज)	02 Nos	15x20		
12.	जीआरएफ/एनपीएफ (400 पेज)	04 Nos	15x20		
13.	अग्रिम पंजी (200 पेज)	04 Nos	15x20		
14.	यात्रा भत्ता पंजी (400 पेज)	06 Nos	16x26		
15.	पारिश्रमिक पंजी (400 पेज)	06 Nos	17x27		
16.	प्रवजन प्रमाण पत्र (100 पेज)	10 Book for PhD & 35 Book General	17x27,1/4		
17.	अस्थायी प्रमाण पत्र (100 पेज)	10 book for PhD & 35 Book General	17x27,1/4		
18.	उपस्थिति पत्रक (हिन्दी)	50,000 Nos	8x11.5		
19.	अनुपस्थिति पत्रक (अंग्रेजी)	50,000 Nos	8x11.5		

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20.	डिग्री सर्टिफिकेट रिकॉर्ड रजिस्टर (200 पेज)	28 Nos	17x27, ½		
21.	माईग्रेसन प्रमाण पत्र जारी रजिस्टर (200 पेज)	25 Nos	17x27, ½		
22.	प्रोविजनल प्रमाण पत्र जारी रजिस्टर (200 पेज)	25 Nos	17x27, ½		
23.	डुप्लीकेट मार्कशीट जारी रजिस्टर (200 पेज)	25 Nos	17x27, ½		
24.	वेरीफिकेशन रिपोर्ट जारी रजिस्टर (200 पेज)	25 Nos	17x27, ½		
25.	ट्रान्सक्रिप्ट जारी रजिस्टर (200 पेज)	25 Nos	17x27, ½		
26.	स्टॉक रजिस्टर	04 Nos	17x27, ½		
27.	इन्वर्ड एवं आउटवर्ड रजिस्टर	04 Nos	17x27, ½		
28.	डिस्पेच रजिस्टर	04 Nos	17x27, ½		
29.	कार्ड स्टुडेन्ट हॉस्टल आई-कार्ड, गुलाबी कलर	700 Nos	5½x8		
30.	कार्ड स्टुडेन्ट गार्जियन आई-कार्ड, पीला कलर	700 Nos	5½x8		
31.	कार्ड स्टुडेन्ट पेरेंट्स आई-कार्ड, पीला कलर	700 Nos	5½x8		
32.	प्रवेश फार्म (12 पन्ना)	700 Set	A4 Size		
33.	प्रवेश फार्म (08 पन्ना)	2000 Nos	A4 Size		
34.	प्रवेश शुल्क पंजी (200 पेज)	22 Nos	17x27		
35.	मेस अग्रिम शुल्क पंजी (200 पेज)	12 Nos	17/27, ½		
36.	आगन्तुक विवरण पंजी	12 Nos	17/27, ½		
37.	छात्र/छात्राओं के विश्वविद्यालय परिसर से बाहर आने/जाने संबंधी पंजी (400 पेज)	22 Nos	15x20		
38.	फाईल कव्हर	2000 Nos	Standard Size		
39.	कर्मचारी उपस्थिति पंजी (13 पेज)	100 Nos	17/27, ½		
40.	छात्र उपस्थिति पंजी (12 पेज)	2000 Nos	17/27, ½		
41.	लॉग बुक (200 पेज)	50 Nos	17/27, 1/8		
42.	टीसी बुक (स्नातक) गुलाबी कलर, लेजर पेपर	150 Nos	17/27, ¼		
43.	टीसी बुक (स्नातकोत्तर) गुलाबी कलर, लेजर पेपर	150 Nos	17/27, ¼		
44.	स्कंध पंजी (200 पेज) (स्थायी सम्पत्ति) 70 GSM	50 Nos	15/20		
45.	प्रवेज पंजी (200 पेज) 80 GSM	100 Nos	16/26		
46.	फाईल कव्हर गुरु घासीदास विश्वविद्यालय, कोनी बिलासपुर (छ.ग.) लोगो सहित प्रिन्ट, 422 GSM	10000 Nos	Standard Size		
46.	विजीटर रजिस्टर (400 पेज) 70 GSM	100 Nos	16/26, ¼		
47.	बाईन्डिंग रजिस्टर (200 पेज) 70 GSM	10 Nos	18/23, ¼		
48.	ACCESSION REGISTER (200 पेज) 70 GSM	50	18/23, ¼		
49.	PERIODICAL REGISTER (200 पेज) 70 GSM	12	18/23, ¼		
50.	LOAN REGISTER (200 पेज) 70 GSM	25	18/23, ¼		
51.	BORROWER'S REGISTER (200 पेज) 70 GSM	100	18/23, ¼		
52.	INTERNET REGISTER (200 पेज) 70 GSM	25	18/23, ¼		
53.	BACK VOLUM'S REGISTER (200 पेज) 70 GSM	10	18/23, ¼		
54.	WITHDRAWAL REGISTER (200 पेज) 70 GSM	10	18/23, ¼		
55.	ISSUED BOOK REGISTER (400 पेज) 70 GSM	100	16/26, ¼		

***NOTE:**

- Please quote rates as per detail specifications given in schedule-I of this tender, in the financial bid format as given above
- Quoted rates should be inclusive of all as detailed in the terms and conditions of this tender.
- The Cost of the Printing should be inclusive of all taxes and statutory levies. Labour installation charges, packing, forwarding, transit insurance, loading/unloading, freight etc. However, the details of the rates included are to be submitted in a separate sheet for purpose of clarification (if required).
- Bidder has to quote the RATES and GST in the table above.
- The bidder who so ever quotes the total least amount will be awarded the relevant work of printing.
- Rates in the remaining empty cells must be compulsorily entered by the bidder otherwise the bid may be rejected.

Signature of Bidder with Date

Name.....

Designation.....

Firm' seal.....

Signature and Seal Of Bidder