

SARDAR PATEL UNIVERSITY, MANDI (H.P.)

(A State Government University)

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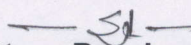
SPU-Mandi/DPD/Printing Articles/2024/9-11

Dated: 10/07/2024

NOTICE INVITING TENDER (NIT) FOR SUPPLY OF PRINTING ARTICLES

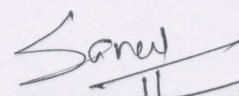
Sealed Tenders are hereby invited for the supply of Printing articles as & when required basis from interested and eligible Firms/Vendors/Suppliers which must reach in the office of undersigned on or before 27/07/2024, 11:00 AM complete in all respect. Tender received late or incomplete will not be accepted. Interested parties/vendor/supplier firms can download detailed tender document from University Website (<https://www.spumandi.ac.in>). The tender must be accompanied with a Demand Draft of Rs.1000/- (Rupees One thousand only) in favour of Finance Officer, SARDAR PATEL UNIVERSITY, MANDI (H.P.) as tender cost. The tenders (Technical Bid) will be opened on the same day at 2:30 pm in the office chamber of undersigned, in the presence of tenderers or their representatives who may wish to remain present on the day. In case the opening day is declared as holiday, tenders shall be opened on the next working day as per the above mentioned time schedule.

Tenders are to be submitted in Two Bids system i.e. Technical Bid & Financial Bid. The financial bid shall be opened of the technically qualified Firms/Vendors/Suppliers only after sample selection of articles.


**Store Purchase Office,
SPU, Mandi (H.P.)**

Copy to:

1. University Notice Board / Website for wider publicity.


**Store Purchase Office,
SPU, Mandi (H.P.)** 10/7/24

Technical Bid

Tender for Printing Articles

1. Technical Bid Envelop Contains Following:-

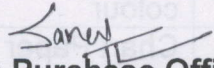
- a. GST No. copy.
- b. PAN copy.
- c. Proof of identification/Address i.e. Voter ID Card, Aadhar Card and Driving License.
- d. Photocopy of annual turnover, audited balance sheet & ITR for last three years.
- e. Earnest money as prescribed in tender "Annexure D" of Rs. 50,000/- (Fifty Thousand only) must be in the shape of Demand Draft or FDR duly pledged in favor of Finance Officer, SARDAR PATEL UNIVERSITY, MANDI (H.P.)(The technical bid envelop shall be opened on the date of opening of tender.)
- f. Terms and conditions of the tender ("Annexure – B" should be signed by the contractor with the stamp of the firm along with documentary evidences).
- g. Undertaking ("Annexure D" should be signed by the contractor)
- h. Annexure - E

2. Financial Bid Envelop: It shall contain Annexure "B" which reflects quoted rates only (should be signed by the contractor with the stamp of the firm). The financial bid shall be opened of the technically qualified bidders.

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Terms and Conditions of the Contract

1. The university has right to terminate or cancel the tender at any stage or time without assigning any reason.
2. This contract will be valid for a period of the one year and which may be extended on the mutual consent basis on the recommendation of purchase committee.
3. Supply should be strictly as per the specifications/orders.
4. Name(s) of the existing customer(s) if any, list along with proof must be provided.
5. In financial bid rates should be legibly mentioned.
6. Average Annual turnover of the bidder for the last three successive years should be Rs. 05 Lacs or more and duly certified by the chartered accountants.
7. Photocopy of annual turnover, audited balance sheets & ITR for last three years.
8. The envelop of sealed Tender should be clearly super scribed as **"Tender for Stationary Articles"**.
9. Both envelop "Technical Bid" and "Financial Bid" separately should contain in it.
10. Unsealed tender will not be entertained.
11. **Bidder will have to quote rate for each item** otherwise his bid will not be considered for Technical evaluation (Annexure-C).
12. Rates should be quoted for destination at SARDAR PATEL UNIVERSITY, MANDI (H.P.)
13. The EMD of the successful bidder will be converted into performance Security.
14. Copy of certificate that the firm has not been black listed by any Authorities (Annexure-D).
15. Any tender received after the due date and time will not be considered.
16. Taxes/Charges will be applicable as per Government rules/norms.
17. Inspection shall be made before delivery on every occasion in University premises.
18. The payment will be made within 30 days after receipt of material/items/articles.

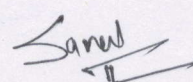

Store Purchase Officer,
SPU, Mandi (H.P.)

Read & Accepted

Signature of Tenderer (s) with seal

FINANCIAL BID**Tender for Printing Articles**

| Sr. No. | Item /Article Name & Specification | Accounting Unit | Rates (₹) without Taxes/GST (in words & figure) |
|---------|--|-----------------|--|
| 1. | File folder (Plastic)(single fold) size 35x25 cm on the face print SPU with University insignia | Each | |
| 2. | File folder (Plastic)(double fold) size 35x25 cm on the face print SPU with University insignia | Each | |
| 3. | File cover 25x34.5 cms cloth lined with mark in, on the face at the top Print SPU, Mandi | Each | |
| 4. | File Cover (Multi Coloured) with lamination & Cloth with Tag | Each | |
| 5. | File Cover (with Spring) Cobra File | Each | |
| 6. | Special File Folder (A4 Size) | Each | |
| 7. | Special File Folder (Legal Size) | Each | |
| 8. | Register (Borrowers Register/100L/200P)Printed | Each | |
| 9. | Diary Register | Each | |
| 10. | Despatch Register | Each | |
| 11. | Register (Issue Register) | Each | |
| 12. | Register (Borrower Register) | Each | |
| 13. | Register (Periodical Register) | Each | |
| 14. | Library Cards Purse T Register | Each | |
| 15. | Register (News Paper Record Register) | Each | |
| 16. | Register Visitor 17x27/2 | Each | |
| 17. | Attendance Copy Large | Each | |
| 18. | Attendance Copy Small | Each | |
| 19. | Register Peon Book(100Leaf/200 Pages) 1/8x1/4 | Each | |
| 20. | Character Certificate (100 No's) size 1/8 single colour | Each | |
| 21. | Character Certificate (100 No's) size 1/8 Multi colour | Each | |
| 22. | Chart Paper (all colour) | Each | |
| 23. | White envelope size 22.6x9.8 cms on front face at the top Print SPU, Mandi with University insignia | Each | |
| 24. | White envelope size 25.4x11.4 cms on front face at the top Print SPU, Mandi with University insignia | Each | |



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| 25. | White envelope size 25.4x11.4 cms windowed, on front face at the top Print SPU, Mandi with University insignia | Each | |
| 26. | Yellow/Green envelopes size 28Cms x 15.5 cms cloth lined/lamination with markin, on front SPU face at the top Print SPU, Mandi with University insignia | Each | |
| 27. | Yellow envelopes size 21.4x26.4 cms cloth lined/lamination with markin, on front SPU face at the top Print SPU, Mandi with University insignia | Each | |
| 28. | Yellow envelopes size 25x30.5 cms cloth lined/lamination with markin, on front SPU face at the top Print SPU, Mandi with University insignia | Each | |
| 29. | Yellow envelopes size 30x40 cms cloth lined/lamination with markin, on front SPU face at the top Print SPU, Mandi with University insignia | Each | |
| 30. | Brown envelopes size 30x40 cms cloth lined/lamination with markin, on front SPU face at the top Print SPU, Mandi with University insignia | Each | |
| 31. | Registration Card | Each | |
| 32. | Answer Sheets Size 22.5x27.5 cms 70 gsm for (24 Pages) | Each | |
| 33. | Answer Sheets Size 22.5x27.5 cms 70 gsm for (16 Pages) | Each | |
| 34. | Answer Sheets (Size 22.5x27.5 cms 70 gsm for (8 Pages) | Each | |
| 35. | Answer Sheets(Size 22.5x27.5 cms 70 gsm for (4 Pages) | Each | |
| 36. | Letter Pad/DO Pad A-4 (Bond Paper) Digital Colour Printing | Each Pad of 100 Sheets | |
| 37. | Letter Pad/DO Pad A-4 (75GSM Paper) Single colour | Each Pad of 100 Sheets | |
| 38. | Visiting Cards (Special UV/Digital with Mat) | Per 100 cards | |
| 39. | Visiting Cards (Digital) | Per 100 cards | |
| 40. | Flex (Simple/Front Light) | Per Square feet | |
| 41. | Flex Banner(Star Sheet) | Per Square feet | |
| 42. | Flex Banner (Back Light) | Per Square feet | |
| 43. | Flex (Simple/Front Light) with frame | Per Square feet | |

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| 44. | Flex (Star Sheet) with frame | Per Square feet | |
| 45. | Flex (Back Light) with frame Box (Glow Sign Board) | Per Square feet | |
| 46. | Aluminium Standee Size 6'x2.5'/6'x3' | Each | |
| 47. | Iron Board with digital venal filled ACP/ PVC/ water proof with angle stand with fitting | Per Square feet | |
| 48. | Printing of different , size of retro sheet with printing | Per Square feet | |
| 49. | Venal Stickers (Per sq inch) Print and Cut | Per Square inch | |
| 50. | Name Plate on Sun board | Per Square inch | |
| 51. | Name Plate on acralic sheet | Per Square inch | |
| 52. | Name Plates, diff. size plates, ACP sheet | Per Square inch | |
| 53. | Name plates with Frame, digital plates on golden, silver and other colour ACP Sheets with frame/fitting size 40"x18" | Per Square feet | |
| 54. | Name Plates with frame, , Digital on golden ACP with frame/fitting Size 30"x12" | Per Square feet | |
| 55. | Name Plates with frame, Digital on golden, Silver and other colour ACP with fitting Size 34"x14" | Per Square feet | |
| 56. | Name Plates with frame, , Digital on golden ACP with frame/fitting Size 18"x8" | Per Square inch | |
| 57. | Name Plate for table top/Name plate Individuals | Per Square inch | |
| 58. | Form Printing (1/4 size single side) | Each | |
| 59. | Form Printing (1/4 size double side) | Each | |
| 60. | Sticker sheet (Digital) size (10"x15" size) | Each | |
| 61. | Sticker (Customize) per sq inch | Per Square inch | |
| 62. | Sticker vinyl for lecture stand size 12"x12" | Per Square inch | |
| 63. | Annual Report Size ¼ with digital cover page +40-48 inner pages on glossy paper with binding (Minimum quantity 1000 No's) | Each | |
| 64. | Balance sheet Size ¼ with digital cover page +40-48 inner pages on glossy paper with binding (Minimum quantity 1000 No's) | Each | |
| 65. | Student membership form (As per per Sample) | Each | |
| 66. | Receipt Book size 1/8 Minimum quantity 10 Copy | Each | |
| 67. | Indent Book | Each | |
| 68. | Registration Forms 1/4 | Each | |
| 69. | Stamp (Preink stamp)Size Small/Medium/Large | Each | |
| 70. | Stamp (Self ink stamp) Size Small/Medium/Large | Each | |
| 71. | Rubber Stamp Size Small/Medium/Large | Each | |

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| 72. | Dater Stamp Size Small/Medium/Large | Each | |
| 73. | Stamp Pad (Good Quality Standard Size) | Each | |
| 74. | ID Cards for Students with dori and case | Each | |
| 75. | ID Cards for Employee with good quality dori and case | Each | |
| 76. | ID Card Cum Library card | Each | |
| 77. | Cards (Registration Card with Lamination) | Each | |
| 78. | I D Card on Art Card on 300GSM ART Card | Each | |
| 79. | Binding | Each | |
| 80. | Spiral Binding | Each | |
| 81. | Hard Binding with paper raction/leather raction | Each | |
| 82. | Book Card/ Book Pocket (As per per Sample) | Each | |
| 83. | Book Slip (As per Sample) | Each | |
| 84. | Spine Label (As per Sample) | Each | |
| 85. | Due Slip n(As per Sample) | Each | |
| 86. | Cards Library card Pink Col, Black Ink | Each | |
| 87. | Library Card | Each | |
| 88. | Token (card vc size digital on 300gsm paper | Each | |
| 89. | Broacher 3 fold (Sample) | Each | |
| 90. | Broacher 2 fold (Sample) | Each | |
| 91. | Diary (New Year Diary, leather 1d, printed and coloured inside. | Each | |
| 92. | Diary (New Year Executive Diary (VIP), leather 1d with best quality paper printed and coloured leaflet inside. | Each | |
| 93. | New year calendar, 1 shelter, 20x30 | Each | |
| 94. | Printed Register Size 18x22/4 Minimum Qty 5 | Each | |
| 95. | Printed Register Size 18x22/2 Minimum Qty 5 | Each | |
| 96. | Printed Register Size 16x26/4 Minimum Qty 5 | Each | |
| 97. | Printed Register Size 16x26/2 Minimum Qty 5 | Each | |
| 98. | Printed Register Size 20x30/4 Minimum Qty 5 | Each | |
| 99. | Printed Register Size 20x30/2 Minimum Qty 5 | Each | |
| 100. | Noting Sheet Pad light green colour 21x33 cms with one margin with LOGO of the University printed on the Top | Per pad of 100 sheets | |
| 101. | Writing Pad (size 14x22 cm) pages 1-14, on the face print SPU with University insignia (LOGO) | Each Pad | |

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| 102. | Writing Pad (size 14x22 cm) pages 1-24, on the face print SPU with University insignia (LOGO) | Each pad | |
| 103. | Writing Pad (size 14x22 cm) pages 1-50, on the face print SPU with University insignia (LOGO) | Each pad | |
| 104. | Writing Pad(spiral binding) (size 21x14 cm) pages 1-50, on the face print SPU with University insignia (LOGO) | Each pad | |
| 105. | Writing Pad(spiral binding) (size 21x14 cm) pages 1-24, on the face print SPU with University insignia (LOGO) | Each Pad | |

Tenderer Sign. with Stamp

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UNDERTAKING

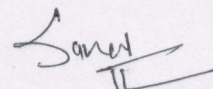
I/we.....
.....(Name of Contractor/Partner/Sole Proprietor (strike out word not applicable) of
(Firm).....do hereby declare and
solemnly affirm to the fact that the individual Firm/companies are not black listed by the Union
or State Govt. or any other partner or Shareholders.
It is also certified that the firm has not been black listed by any Authorities.

Deponent

Address.....
.....
.....

I/we do hereby solemnly declare that the above declaration is true and correct to the
best of my knowledge and beliefs. No part of it is false and nothing has been concealed.

Deponent

Address.....
.....
.....

Tender for Printing Articles

1. Tender form no. : SPU-Mandi/DPD/Printing Articles/2024/
2. Description of work : Printing Articles
3. Tender form cost : Rs.1000 (Non refundable)
4. Name of the tenderer to whom tender form sold/posted.....
5. Earnest Money Deposit : Rs. 50,000/- (Rupees Fifty Thousand only)
Vide Accounts Payees Bank draft or duly pledged
Fixed Deposit Receipts No.....
Dated.....
Name of Bank.....
6. Date of Issue of tender from : 10/07/2024
7. Last date of submission tender : 27/07/2024
8. Date of opening of technical bid : 27/07/2024