



हेमवती नन्दन बहुगुणा गढ़वाल विश्वविद्यालय  
**Hemvati Nandan Bahuguna Garhwal University**  
श्रीनगर, गढ़वाल (उत्तराखण्ड)–246174  
Srinagar, Garhwal (Uttarakhand)–246174  
(केन्द्रीय विश्वविद्यालय)  
(Central University)

पत्रांक : क्रय एवं मुद्रण/2021/1210

दिनांक : 16-02-2021

To,

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**Subject: Invitation of Limited Tender for printing and supply of the Annual Report 2019-20 reg:**

Sir,

1. On behalf of H.N.B. Garhwal University, Sealed Tender is invited from the reputed printing press for printing and supply of Annual Report 2019-20 of the University.
2. The detailed information about specification of printing is at Annexure-A You are advised to go through the **Annexure-A** containing details of printing requirements and also general conditions that constitute the part of this enquiry. The design, layout and printing of the publication should be of high standard as this publication is targeted for important events. A self certificate for availability of printing infrastructure is required to be furnished. The printer should have undertaken such/ similar nature of jobs in Govt. or Semi-Govt. Organization during last three years for which certificates are to be enclosed.
3. Sealed Tender along with terms and conditions, should reach to the **Registrar, HNB Garhwal University, Srinagar Garhwal** latest by 03-03-2021. The envelope containing the Tender should be Superscribed as "TENDER FOR PRINTING AND SUPPLY OF ANNUAL REPORT 2019-20, HNBGU". No Tender will be accepted after expiry of due date. The University reserves the right to reject any or all the Tenders without assigning any reason thereof, and are not liable to accept the lowest rated Tender and would not be responsible for any postal delay.
4. EMD of Rs. 5,000/- (Rupees Five thousand Only) in the form of DD in favour of **Finance Officer, HNBGU payable at Srinagar (Garhwal)** to be enclosed along with the Tender. The registered printers with HNBGU are exempted from paying EMD.
5. You may also kindly note that rate should be quoted inclusive of all kind of taxes and F.O.R. Srinagar (**Annexure-B**)
6. Final printing to be made only after approval of the proof. Desired number of printed copies are to be supplied at H.N.B. Garhwal University, Srinagar (Garhwal) within 15 days after getting its approval in writing from the University otherwise the University will deduct a sum equal to 2% of total cost, as penalty for each day's delay.
7. Sample paper to be used (as given in Annexure-A under paper type/ cover) should be necessarily sent along with the Tender. A sample printing work already done by you may also be enclosed.
8. The university shall provide the matter in soft copy (MS WORD/ PDF).

Yours faithfully,

Registrar

Copy to:

1. VC Secretariat for information of Hon'ble Vice Chancellor
2. Convener, Annual Report 2019-20 Committee
3. Finance Officer/ Registrar
4. System Manager for its uploading on the University Website

Registrar

HEMVATI NANDAN BAHUGUNA GARHWAL UNIVERSITY  
SRINAGAR GARHWAL

**Specification of printing work:**

(a)	Category	Adhoc Printing
(b)	Name	Annual Report 2019-2020
(c)	Process of printing	Offset (both side Printing)
(d)	Total Pages	(i) 250-300 (including 60 colour pages) (ii) 301-350 (including 60 colour pages) (iii) 351-400 (including 60 colour pages)
(e)	Quantity to be printed	200 No.
(f)	Finished Size	Size 11''x 8.5''
(g)	Language	Bilingual (Hindi &English)
(h)	Paper	Cover and Back Page Four Colour 300 GSM (Glossy/MAT) and Inner pages 80 GSM (Non-Glossy) with Colour pages (60) in 100 GSM (Glossy)
(i)	Binding	Pakki Binding (Stitching) with Perfect Finish

**Other Terms and Conditions:**

1. The design, production and printing should be of high quality.
2. The printer shall be required to furnish the proofs, which may be required by the University.
3. Minimum 3-4 designs of the cover page have to be prepared by the press and final selection shall be made by the University.
4. The printer will arrange to bring proof of Annual Report to the designated office at his own cost for approval and all copies of Annual Report shall be supplied at HNB Garhwal University, Srinagar, Garhwal.
5. It will be obligatory for the printer to execute work strictly as per specification given in the above and if fails to render satisfactory service the University reserve the rights to cancel the order without assigning any reason whatsoever. If the printer fails to cope with workload and does not complete the work in the given time, the University reserves the right to recover a sum equal to 2% to total cost, as penalty for each day's delay.
6. The University representatives may inspect quality of papers, card, printing and binding before taking delivery and shall have exclusive right to reject wholly or partly, any or all the articles and penalty of 10% of the total cost shall also be imposed.
7. The rate quoted by the printers shall be valid for one (1) year. In case the University is interested to re-print more copies of the Annual Report on later stage within the time limit, the printer has to print and supply the report on the same terms, conditions and rates.
8. All dispute/Court cases in the regard will be dealt with in the Pauri Garhwal Jurisdiction.

HEMVATI NANDAN BAHUGUNA GARHWAL UNIVERSITY  
SRINAGAR GARHWAL

**Schedule of Rates:**

S. No.	Particular of Job	Qty. (No. of Copies)	Rate (in INR) Per Copy of Annual Report inclusive of all Taxes
1.	ANNUAL REPORT 2019-20 Designing/ Content Layout/ Printing/ PAKKI binding (Bi-lingual)  (a) Finished Size : 11'' x 8.5''  (b) Paper (i) Cover: 300 GSM Glossy/ Mat (4 Colour)  (ii) Inside Pages: 80 GSM Non-Glossy paper with Colour pages (60) in 100 GSM (Glossy)  (iii) No. of Pages  (i) 250-300  (ii) 301-400  (iii) 401-500  (c) Binding : PAKKI (stitching ) with perfect finish	200	(i) .....  (ii) .....  (iii) .....

**Note:**

1. The rates quoted should be inclusive of all taxes (including delivery charges as the reports are to be delivered at HNBGU, Srinagar Garhwal by the printer)
2. The printer will be expected to keep complete inputs/ processing material for a minimum of 6-12 month for possible re-prints.
3. The printer will submit soft copies of all design and formatted text/ layout (final printed version) in specified format to the University.
4. All fields are mandatory and rates be quoted as per the instruction.

Signature with seal