

**TENDER PAPER
FOR
PRINTING AND SUPPLY OF
'SRUSTI-8'
(THE ANNUAL ART CATALOGUE)
ON THE EVE OF
CELEBRATION OF 26TH FOUNDATION DAY
AND
SITA UTSHAV
ON
4th January, 2025 and
5th January, 2025**

**VENUE - UTKAL UNIVERSITY OF CULTURE,
SANSKRUTI VIHAR, MADANPUR,
BHUBANESWAR-752054**



TENDERER'S PROFILE
PROFORMA FOR TECHNICAL BID RELATING TO
PRINTING AND SUPPLY OF ANNUAL ART CATALOGUE "SRUSTI-8"
(To be filled in & returned with the documents)

1.	Name of the Proprietor/Partner /Director. (In Capital letters)	
2.	Name of the Printing Firm/organisation	
3.	Constitution of printing firm/Agency (individual/Sole Proprietor Firm/Partnership Firm/Ltd. Company)	
4.	Details of address (Registered Office and Operating Branch)	Office : Residence: Mobile : E mail ID :
5.	Details of amount towards paper cost.	Rs. 1,000/- DD/BC/Challan No. Dt. (Drawn in favour of "Utkal University of Culture" payable at Madanpur, Bhubaneswar)
6.	Details of amount of Earnest Money Deposit	Rs. 5,000/- DD/BC No. Dt. (Drawn in favour of "Utkal University of Culture" payable at Madanpur, Bhubaneswar)
7.	GST Registration No. (Photo copy must be attached)	
8.	IT clearance for the AY 2024-25 to be enclosed	
9.	Documentary evidence in respect of similar work done preferably with the Govt. agencies during the last three years (Photo copy must be attached)	
10.	A notarial declaration that there are no criminal cases pending or continuing with Police or any court of law.	
11.	Sample paper both cover and inner pages in which catalogue is to be printed	

DECLARATION

- I _____ Son/Daughter/Wife of Shri _____ Proprietor/Partner/Director/authorized signatory of the Service Provider mentioned above that I am competent to sign this declaration and execute these tender documents.
- I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
- The information/documents furnished along with the above application are true & authentic and to the best of my knowledge and belief. I/ we do hereby undertake that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides accruing of liabilities towards prosecution under appropriate law.

Place:
Date:
Seal :

Signature of Authorized person
Full Name:



**TENDERER'S PROFILE
PROFORMA FOR FINANCIAL BID RELATING TO
PRINTING AND SUPPLY OF ANNUAL ART CATALOGUE "SRUSTI-8"**

Name of the Printing Firm :

Registration No. :

Name of the Contact Person with Mobile No.

Sl. No.	Specifications	Size/Unit	Rate per unit	Total Amount For 400 catalogue
1	Cost of Design (multi-colour) Inner page	296 Page		
2	Cost of Cover Designing (multi-colour)	4 pages		
4	Cost of inner papers (170 GSM Art Mat Paper)	296 pages per book		
5	Cost of Cover Paper 350 GSM Art Mat Laminated paper	4 pages		
6	Cost of printing of multi-colour inner pages	296 Pages per book		
7	Cost of cover printing	4 pages		
8	Cost of Cover Lamination (MAT)	UV printing (1 page front side)		
9	Cost of binding	Section binding with digital gumming		
10	Total Amount of printing of 400 catalogues including of all taxes			

Note. Any other extra work, there will be extra cost on mutual basis.

Any other extra conditions to be mentioned here.

Place:

Date:

Signature of the bidder with seal

Full Name:



TERMS AND CONDITIONS

1. The printing firm should be registered under CGST/SGST Act.
2. Quality of Printing: Multi colour printing of 4 cover pages, 296 inner pages multi-colour printing letter size as per the sample with both sides printing, English script (to be obtained from Utkal University of Culture, Bhubaneswar).
3. The sealed tenders for printing of booklet will be received up to 4.00 P.M. on date 28.12.2024 through Regd. Post/ Speed post/courier only. The technical bid and financial bid will be opened on 29-12-2024 at 3.00 P.M. and 3.30 P.M. respectively in the presence of the bidder or their authorised representative.
4. Any interested printing firms can submit the Tender in the office of the Registrar, Utkal University of Culture, Madanpur, Bhubaneswar by Regd. Post/ Speed Post/courier only. The tender paper received after the due date and time will not be accepted. The authority is not responsible for any postal delay.
5. The book contains a total of 300 pages approximately. 10% of escalation or reduction may occur as per the requirement. The rates to be finalised accordingly with mutual understanding between the bidder and the University authority.
6. The delivery of printing items should be within the time as per the instruction of the authority of Utkal University of Culture.
7. The rate in the tender should be free from corrections and errors. In case there is any difference in rates written in figures and words the rate quoted in words will prevail.
8. The Xerox copy of valid GST registration duly self-attested & Tender paper cost Rs. 1000/- (Non-refundable) in shape of DD should accompany the tender, failing which the tender will be liable for rejection. The Demand Draft is to be in favour of "Utkal University of Culture" payable at Madanpur, Bhubaneswar.
9. The rates quoted by the bidders should be inclusive of all taxes, transportation charges to the H.Q. point.
10. The bidders are requested to furnish EMD of Rs 5,000/- (Rupees Five Thousand) only in the shape of Bank Draft made in any nationalized bank in favour of Utkal University of Culture, payable at Madanpur, Bhubaneswar. The tender document submitted without EMD shall not be entertained at any stage.
11. The EMD of the unsuccessful bidder will be refunded soon after finalization of the tender process.
12. The tenders received without fulfilling the terms and conditions are liable for rejection.



13. The authority reserves the right to reject or accept the tender or all tenders without assigning any reason thereof and no intimation will be given to the bidders. In this matter no dispute will be entertained.
14. The original documents are to be produced for verification by the member of the tender committee.
15. The financial bid of only those tenderers will be opened whose technical bid is in order.
16. The bidders are requested to submit the sample paper in which catalogue is to be printed. The tenders received without samples are liable for rejection.
17. In deciding the quality of the samples, the decision of the authority will be final. Previous experience in printing should be indicated by the bidder in the tender document. Reliability in maintaining confidentiality and timely delivery of materials will be taken into consideration during finalization of bid.
18. Approximate 400 Books with 300 pages
19. Specification of Paper Quality:
 1. Cover Pages 350 GSM Art paper, multi-colour
 2. Inner Page 170 GSM Mat and Art Paper, multi-colour
 3. Lamination Mat lamination (both side) with UV printing of front side of the cover.
 4. The rate should be inclusive of printing, paper cost and binding, page designing and transportation.
20. The printer should submit the soft copy in pdf format of the booklet & 2 set extra booklet at the time of submission of bill for future record reference.
21. The interested tenderers may contact Sri Anjan Kumar Sahoo, Asst. Professor for assistance and any clarification on Mobile No.9437271224.

REGISTRAR

Utkal University of Culture



UTKAL UNIVERSITY OF CULTURE

Sanskriti Vihar, Madanpur, Bhubaneswar
PIN - 752054, E-mail : mailboxuuc@gmail.com

No. 1697 /UUC Dt. 21-12-2024

SHORT TENDER CALL NOTICE FOR PRINTING AND SUPPLY OF ART CATALOGUE AND MAGAZINE

Selaed tenders are invited from the intending bonafied printing firms/agencies located at Bhubaneswar for printing and supply of

1. 400 nos. of Art Catalogue (SRUSTI-8) and
2. 400 nos. of Magazine (RUPAYANA)

on the occassion of 26th Foundation Day celebration of Utkal University of Culture at Sanskruti Vihar,, Madanpur, Bhubaneswar on 4th and 5th January, 2025. Interested agencies may visit the official website at uuc.ac.in (Tenders & Quotations) for downloading the details of tender documents, specifications, terms and conditions etc. Further addendum/corrigendum/cancellation of tender can be seen in the website only. The tender requisite documents should reach addressing Registrar, Utkal University of Culture, Sanskruti Vihar, Madanpur, Bhubaneswar, 752054 through Registered/Speed Post/Courier service within schedule date and time mentioned below.

Last date for receipt of the Bid	28-12-2024, 4.00 P.M.
Date and time of opening of Technical Bid	29-12-2024, 3.00 P.M.
Date and time of opening of Financial Bid	29-12-2024, 3.30 P.M.

Sd/-

REGISTRAR



