

**Ref. No. BC/Empanelment/Printed stationery/2025/127**

**Dated: 30.04.2025**

**BHARATI COLLEGE  
(UNIVERSITY OF DELHI)  
C-4, JANAKPURI, NEW DELHI-110058.**

1. Bharati College invites bids for empanelment of printed stationery suppliers on regular basis for the next two years. Bids are invited from interested printed stationery suppliers who can supply printed stationery as per College's need and requirement. The list of regular printed stationery items required by the college are given in the BOQ.

**Document Download:** Tender documents may be downloaded from College/University of Delhi website [www.bharaticollege.du.ac.in](http://www.bharaticollege.du.ac.in) and [www.du.ac.in](http://www.du.ac.in) (for reference only) or CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule. **CRITICAL DATES SHEETS** given on next page.

Approximate cost of the Tender:- 2,00,000/-

Manual tender application will NOT be entertained.

The technical bids will be opened first and then the financial bids of technically qualified bidders shall be opened in the presence of the Purchase Committee.

**EMD Amount: 10,000.00 (Rupees Ten Thousand Only).**

**Tender Fee: Rs. 1,000.00 (Rupees One Thousand Only) Non Refundable.**

The College Bank details are (Account Name: Bharati College Maintenance Grant A/c, Account Number: 1527000400332120 IFS Code: PUNB0495200, Bank: Punjab National Bank, Bharati College, University of Delhi, Janakpuri, New Delhi-110 058. The bidder shall submit the Tender Fee through RTGS/NEFT.

**Prof. Saloni Gupta  
Principal**

2.

**CRITICAL DATE SHEET**

	<b><u>DATE</u></b>
Published Date	05/05/2025
Bid Document Download	05/05/2025
Bid Submission Start Date	05/05/2025
Bid Submission End Date	26/05/2025 at 5:00 pm.
Technical Bid Opening Date	28/05/2025 at 10:00 am.
Financial Bid Opening date	30/05/2025

**3. Bid Submission: Bids shall be submitted online only at CPPP website:  
<https://eprocure.gov.in/eprocure/app>.**

Bidders are advised to follow the 'Special Instructions to the Contractors/Bidders for the e-submission of the bids online' available through the Link:

<https://eprocure.gov.in/eprocure/app>

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

**4.** Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

**5.** Tenderer who can download the tender from the college website [du.ac.in](http://du.ac.in) [www.bharaticollege.du.ac.in](http://www.bharaticollege.du.ac.in) and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, **shall not tamper/modify the tender form including downloaded price bid template in any manner.** In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be black listed from doing business with the Bharati College/University of Delhi.

6. Intending tenderers are advised to keep checking the college website [www.bharaticollege.du.ac.in](http://www.bharaticollege.du.ac.in) and CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.

#### 7. Bid Security/EMD Payment:

Earnest Money Deposit of **Rs.10,000/- (Rupees Ten Thousand Only)** in the form of Demand Draft in favour of Principal, Bharati College, University of Delhi C-4, Janakpuri, New Delhi or may transfer to the College Account. The College Bank details are (**Account Name: Bharati College Maintenance Grant A/c, Account Number: 1527000400332120 IFS Code: PUNB0495200, Bank: Punjab National Bank, Bharati College, University of Delhi, Janakpuri, New Delhi-110 058.** The bidder shall submit the EMD/ UTR No of RTGS/NEFT with the college in case of payment through Demand Draft or RTGS upload the receipt of the same with the online bid. EMD of unsuccessful bidders will be returned to them after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

8. Bids (Technical) will be opened as per date/time as mentioned in the Tender Critical Date Sheet. After online opening of Technical-Bid the results of their qualification as well as Financial-Bid opening will be published on CPP Portal.

#### **Submission of Tender**

The tender shall be submitted online in two part, viz., **Technical bid and Financial (Price) bid.**

**The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.**

#### **Technical Bid**

The following documents are to be furnished by the Contractor along with **Technical Bid** as per the tender document:

- i) Signed and scanned copy of **proof for payment of Earnest Money Deposit.**
- ii) Signed and Scanned copy Certificates like Company, Registration certificate, No, GST No. and Bank account details.
- iii) Signed and Scanned Copy of **Tender Acceptance Letter & Letter of authorization to submit bid.**
- iv) An undertaking (self-certificate) that the **agency hasn't been blacklisted** by a Central / State/UT Government institution and there has been no litigation with any government department on account of similar services.
- v) Experience Certificate of previous company work done satisfactory (if, any).
- vi) Fresher may also apply.

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## FINANCIAL BID

### a) Scheduled of Financial bid in the form BOQ

S. No.	Name of Items	Specification	Tentative Quantity	Price	Unit/Pcs.
1	ANSWER SHEET (4 Pages)	Size: Length-23mm x Width-29mm)70 GSM Paper with Printing of Front Page	30000		Per Sheet
2	DIARY REGISTER	Size: 13" x 9", Paper: GSM-80, 300 Pages with Printing & Page No. and Rexine Binding	5		Pcs.
3	DISPATCH REGISTER	Size: 13" x 9", Paper: GSM-80, 300 Pages with Printing & Page No. and Rexine Binding	5		Pcs.
4	ENVELOPES	Size: 12" x 10", Color: White/Yellow, GSM 150, Internal Lamination with Printing	1000		Pcs.
5	ENVELOPES	Size: 11" x 5", Color: White/Yellow, GSM 150, Internal Lamination with Printing	1000		Pcs.
6	ENVELOPES	Size: 11" x 5" with WINDOW, Color: White, GSM 100, Internal Lamination with Printing	5000		Pcs.
7	FILE COVER	Size: 10" x 14", GSM 450, Printing in Front Page	2000		Pcs.
8	NOTE SHEET PAD	Size-Legal, GSM 80, Color-Green, 100 Pages with Printing and Binding	100		Pad*
9	STUDENT'S ATTENDANCE REGISTER	Size: 11" x 8", GSM 80, 112 Pages with Printing & Page No.and hard binding	500		Pcs.
10	NON-TEACHING ATTENDANCE REGISTER	Size: 13" x 9", GSM 80, 56 Pages with Printing & Page No. and hard binding	10		Pcs.
11	LETTER HEAD (BIG)	Size-A4 Royal Executive Bond Paper GSM 120, Single Color-Single Color Screen Printing with fancy binding	150		Pad*
12	LETTER HEAD (BIG)	Size: 9" x 7" Royal Executive Bond Paper GSM 120, Single Color-Single Color Screen Printing with fancy binding	50		Pad*
13	PEON BOOK	Size: 8" x 6", GSM 70 with Page No.	2		Pcs.
14	STOCK REGISTER with INDEX	Size: 13" x 9", GSM 80, 200 Pages with Printing & Page No. with hard binding	5		Pcs.

15	LEAVE RECORD REGISTER	Size: 13" x 8", GSM 80, 70 Pages with Printing & Page No. with hard binding	5		Pcs.
16	SERVICE BOOK	Size: 13" x 9", GSM 80, 40 Pages with CUSTOMISED Printing in multiple pages & Page No. with hard binding	10		Pcs.
17	CUSTOMISED FORMS	Size: A8 Single Color, GSM 70 one Side Printing	50		Pads*
18	CUSTOMISED FORMS	Size: A6 Single Color, GSM 70 one Side Printing	50		Pads*
19	CUSTOMISED FORMS	Size: A4 Single Color, GSM 70 one Side Printing	50		Pads*
20	CUSTOMISED FORMS	Size: A3 Single Color, GSM 70 one Side Printing	50		Pads*
21	CUSTOMISED FORMS	Size: A8 Single Color, GSM 70 both Side Printing	50		Pads*
22	CUSTOMISED FORMS	Size: A6 Single Color, GSM 70 both Side Printing	50		Pads*
23	CUSTOMISED FORMS	Size: A4 Single Color, GSM 70 both Side Printing	50		Pads*
24	CUSTOMISED FORMS	Size: A3 Single Color, GSM 70 both Side Printing	50		Pads*
25	CERTIFICATES	Size: A4 Ivory Sheet with double screen printing, GSM 300	5000		Pcs.
26	CERTIFICATES	Size: A4 Ivory Sheet with Multi Color Offset printing, GSM 300	5000		Pcs.
27	ID/ MEDICAL CARDS	PVC fused (Standard Size)	50		Pcs.
28	BANNER (Include Installation in College)	Size: 2 Ft. x 2 Ft. with Multi Color Printing	10		Pcs.
29	BANNER (Include Installation in College)	Size: 2 Ft. x 3 Ft. with Multi Color Printing	10		Pcs.
30	BANNER (Include Installation in College)	Size: 3 Ft. x 4 Ft. with Multi Color Printing	10		Pcs.
31	BANNER (Include Installation in College)	Size: 4 Ft. x 5 Ft. with Multi Color Printing	10		Pcs.
32	BANNER (Include Installation in College)	Size: 5 Ft. x 6 Ft. with Multi Color Printing	10		Pcs.
33	BANNER (Include Installation in College)	Size: 6 Ft. x 6 Ft. with Multi Color Printing	10		Pcs.
34	BANNER (Include Installation in College)	Size: 10 Ft. x 8 Ft. with Multi Color Printing	10		Pcs.

35	BANNER (Include Installation in College)	Size: 12 Ft. x 12 Ft. with Multi Color Printing	10		Pcs.
36	COMPLAINT BOX	Material Type: ACRYLIC	10		Pcs.
37	COMPLAINT BOX	Material Type: WOODEN	10		Pcs.
38	COMPLAINT BOX	Material Type: STEEL	10		Pcs.
39	COMPLAINT BOX	Material Type: IRON with Painting/Pasting	10		Pcs.
40	NAME PLATES	Size: 12" x 4/6/8/12" Wooden	10		Pcs.
41	NAME PLATES	Size: 12" x 4/6/8/12" Acrylic	10		Pcs.
42	NAME PLATES	Size: 12" x 4/6/8/12" Golden Black	10		Pcs.
43	NAME PLATES	Size: 3 Ft. x 8 Ft.	10		Pcs.
44	NAME PLATES	Size: 4 Ft. x 10 Ft.	10		Pcs.
45	SIGN/NAME BOARDS	Size: 6" x 4"	10		Pcs.
46	SIGN/NAME BOARDS	Size: 12" x 4"	10		Pcs.
47	SIGN/NAME BOARDS	Size: 12" x 12"	10		Pcs.
48	SIGN/NAME BOARDS	Size: 16" x 12"	10		Pcs.
49	SIGN/NAME BOARDS	Size: 2 Ft. x 2 Ft.	10		Pcs.
50	SIGN/NAME BOARDS	Size: 2 Ft. x 3 Ft.	10		Pcs.
51	SIGN/NAME BOARDS	Size: 4 Ft. x 6 Ft.	10		Pcs.
52	SIGN/NAME BOARDS	Size: 6 Ft. x 8 Ft.	10		Pcs.
53	BANNER with STANDY (Include Installation in College)	Size: 3" x 6"	10		Set
54	BANNER with STANDY (Include Installation in College)	Size: 2.5" x 6"	10		Set
55	STAMPS	Pre-Ink	05		Pcs.
56	STAMPS	Rubber	05		Pcs.
57	STAMPS (Pre-Ink)	Refilling	05		Pcs.

**Note:**

- \* **Pads to be of 100 leafs**

*The quantities shown are tentative, and shall vary as per actual  
1 requirement.*

*No minimum order guarantee shall be given.*

- 2 *L-1 will be decided on the package rate (total of all the items taken together.*

- 3 *Prices should be exclusive of all taxes. Prevailing GST rates as applicable  
from time to time shall be payable.*

- 4 *The printing format shall be customizable at the option of the College.*

**Signature of Bidder& Stamp**

## **Terms and Conditions**

- i. Bharati College is proposing to enter into a rate contract for the supply of various printed stationery items to the College. The rates are to be submitted in Price Bid by the interested eligible parties.
  - ii. The bidders may give representations (if any) against them getting technically disqualified before the date of opening of the Financial Bids. No representation after the opening of Financial Bids shall be entertained, whatsoever.
  - iii. The vendor should be able to supply the printed stationery items within one week of the order placed by the college.
  - iv. The quantity of printed stationery ordered shall vary as per actual usage and requirement. The college reserves the right to place a bulk order and the same shall be supplied within the stipulated time. No minimum assured order shall be guaranteed.
  - v. The rates quoted shall be all inclusive of all costs and taxes. Any extra costs incurred towards transportation and delivery etc. shall be met by the vendor. The responsibility to deliver the ordered items at the College premises shall be the exclusive responsibility of the vendor only.
  - vi. Any item not covered in the list and required subsequently shall be made available within the MRP and at a reasonable discount (comparable with the rates quoted).
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## **Draft Agreement**

**THIS AGREEMENT** has been made on this ----- at Delhi **BETWEEN The Principal, Bharati College, University of Delhi** (hereinafter referred to as the College) on behalf of Governing Body AND M/s. \_\_\_\_\_, hereinafter called the Firm of the other part.

Whereas the Firm approached the Principal, through proper channel through the process of calling for tender through e-procurement on CPP Portal Tender ID: \_\_\_\_\_ for Empanelment. And whereas the Principal, after following the due procedure, has agreed to provide the said Firm for Empanelment for supply of printed stationery items on the terms and conditions hereinafter set out:

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:-**

1. The Empanelment for supply of printed stationery items in Bharati College will be valid for two years w.e.f. \_\_\_\_\_ to \_\_\_\_\_ which may be extended for further period of 01 year subject to satisfactory performance and mutual agreement of both the parties and also extended every year but not more than 05 years.
2. Orders shall be placed through email/ on telephone to the office of M/s. \_\_\_\_\_ who shall be responsible to supply the same within 24 hours to Bharati College, University of Delhi.
3. Towards supply of electrical items listed in BOQ of the Tender Document, Bharati College, University of Delhi will be making payment after receiving the bills from M/S \_\_\_\_\_ on monthly basis as per actual orders. No advance payment will be made by Bharati College, University of Delhi.
4. The Earnest Money Deposit of Rs. \_\_\_\_\_ deposited by M/s. \_\_\_\_\_ will be treated as Performance Security Deposit. Performance Security Deposit will be forfeited in case any deviation is found for violating any terms and conditions of the tender. On due performance and completion of the contract in all respects, the Security Deposit will be returned to the firm without any interest.
5. The firm shall be responsible for their delivery of the items at Bharati College, C-4 Block, Janak Puri, New Delhi-110058. No additional cost towards the freight/ delivery would be payable.
6. Due to any reason, if either Bharati College, University of Delhi or the firm wants to withdraw from the contract, they should inform to each other thirty days in advance.
7. All items shall be of reputed manufacturer/ brand.
8. No minimum order quantity shall be guaranteed. The college reserves the right to increase or decrease the quantity of the items ordered as per actual requirement.
9. Any additional item not included in the list, and subsequently required may be ordered (subject to availability) and shall be supplied by the firm within the M.R.P. along with reasonable discount (comparable with quoted rates).

**College**

**Firm**

**WITNESSES**

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