



Gautam Buddha University

Greater Noida – 201 308

PROPOSAL DOCUMENT

NAME OF WORK:

EMPANELMENT OF PRINTING PRESS

Last date & time of submission of proposal

27th January, 2010 upto 1700 hrs.

(The following details should be furnished only on agency's letterhead)

1. Name of the Printer :
2. Nature of Printer's Establishment :
(Sole Proprietorship, Partnership firm, Pvt. Ltd.,
Public Ltd etc.) (Attach Photo copy of Partnership
Deed & Certification & Incorporation)
3. Year of Establishment :
4. Registration No. if any /Trade License No. :
(Attach Photocopy)
5. Registered office :
6. Address for Communication :
7. Telephone No.of the Contact Person (Mobile no. if any):
8. Name of Owner / Director / Proprietor Partner :
(with Address and Telephone Nos)
9. Annual business turnover for last three years :
(2006-2007, 2007-08, 2008-2009 Attach CA certified
copies of Annual Financial Statement)
10. Permanent Income Tax Account No. :
11. a) ST /VAT No. :
b) CST No. :
12. Photo copy of returns filed with Income Tax Deptt. :
(last three years)
13. Name of Bankers with full address Details of credit :
facilities if any
14. Whether Printer is associated with Govt. deptts., :
Semi Govt deptt etc in any other contract in the
past ? If yes give details

15. Name of the Organisations/ Institutions :
presently empanelled the applicant with giving
details of the following
- a. Name of job :
b. Name of Govt. / Semi Govt. deptt. / company :
c. Value of contract :

(Supporting documents to be attached as per the format mentioned duly signed by the authorized signatories of the organization)

CERTIFICATE

This is to certify that M/s is on our panel as printer since The value of their annual contract is Rs The dealings of the said firm with us are satisfactory.

Name and Designation of the Signatory (Duly Supported by the Rubberstamp of the office)

16. Details of experience (with photocopies of work order :
for last three years)
17. Field of Activity :
18. Activity in which specialization achieved :
19. Particulars of machinery held by the owner :
and location details (Attach Separate Sheet if required)

20. Number of employees :

Parmanent :.....

Casual

21. Number of working days per week :

22. Number of Shifts per day :

23. Production capacity per day :

(a) Printing of A-4 size Pages

(b) Binding of Books

(c) Any other work or works (Specify)

24. Number of days required to execute order :

25. Whether any Civil Suit/Litigation has arised in the contract :

executed during the last 3 years / being executed. If Yes,

please furnish the name of contract, Govt. Office / Semi

Govt. Office, Other Office, Nature of work, contract value.

work order with date and brief details of litigation.

26. Any other information which you would like to add :

(Note - In case the space provided for submitting information is inadequate, a separate sheet may be enclosed for furnishing information indicating Sr. No. of the item.)

I / We do hereby certify that the information as provided above is correct and true in all respect. In case of furnishing of any false information. suppression of any provided information, the application shall be liable for rejection.

Address - Signature, Name, Firm Name, Seal

TERMS AND CONDITIONS FOR EMPANELMENT :

- 1.** The Printer should be sole proprietary concern, Partnership firm or Company and should be registered with Registrar of Firm / Registrar of Companies wherever applicable and should have been in existence /operation for the last 3 years.
- 2.** The Printer should have undertaken printing work of Govt. deptts, Semi Govt. offices, Public sector undertaking and reputed University/Institution.
- 3.** The Printer should have undertaken similar works in the last 2 years.
- 4.** The Printer should be an income tax assessee, having filed his income tax return for the last three assessment years.
- 5.** The Printer should have achieved annual turnover of not less than Rs.25 lacs per annum at least during the last financial year.
- 6.** The Printer should be capable of delivering the printed material at GBU campus, Greater Noida and such other places as may be specified by the University.
- 7.** The Printing press should be equipped with colour offset printing machinery, automatic binding & paper cutting machine and computerized designing facilities etc. The Printer should also be capable of handling screen printing jobs.
- 8.** Service tax would be applicable and paid as per the Government of India rules. TDS (Tax Deduction at Source) norms as applicable according to the provisions of the Income Tax Act will be followed for all payments.
- 9.** Payment will be settled within 30 days from the date of receipt of the bills.

- 10.** Proposals received late, not in properly sealed cover, received telegraphically and conditional or not complete in all respects will be rejected.
- 11.** The University shall not be held responsible for loss and non receipt of proposal by post.
- 12.** The University reserves the right to accept / reject any proposals without assigning any reason.
- 13.** All empaneled agencies are required to confirm in writing that the above terms and conditions are acceptable to them and they shall not demand any change in the terms and conditions so agreed upon.

Tentative Materials to be Printed

S. No.	Particulars	Qty.	Rate
I	Letter Heads (A4 Size)	per thousand	
(A)	Offset Four Colour Printing with University Logo 100 GSM , Sunshine paper		
(B)	Screen Three Colour Printing with University Logo, 100 GSM, Roll Executive bond paper		
II	File Cover	per thousand	
(A)	32 Kg. Board File with Single Colour Printing/Inner cloth patti pasting/extra flap folding right		
	side/two Ilets on both flaps. Colour-Green, Yellow, Saffron, Grey, Blue, Red etc.		
III	Envelops	per thousand	
(A)	Envelop (10x 4.5") White colour, 120 GSM Sunshine paper, Four Colour, with University Logo and Address		
(B)	Envelop (A-4), Laminated, Yellow , Printed in single colour, with University logo and Address		
IV	Visiting Cards	per hundred	
(A)	Four Colour printing single side		
(B)	Four Colour printing Double side		
V	Cash Receipt Book	per hundred	
(A)	White colour (Double leaf)		
(B)	Fine Receipt Book for Library		
VI	Indent Book	per hundred	
(A)	Consumable Item		
(B)	Non-consumable Item		
VII	Register	as per specimen	

(A)	Cash Book		
(B)	Ledger Book		
(C)	Stock Register		
(D)	Budget Register		
(E)	Advance Register		
(F)	Employee Attendance Register		
(G)	Student Attendance Register		
(H)	Issue/Return Register (Library)		
(I)	User Attendance Register (Library)		
VII	Voucher	per thousand	
(A)	Payment Voucher- Single Colour Printing		
VIII	Students Hand Book	per thousand	
	90 GSM, Maplitho paper inside; 300 GSM Cover		
IX	PVC L-Folder, A4 Size, with University name & Logo printed		
X	Answer Book	per thousand	
(A)	Size - 210 X 270 mm., Paper - 70 GSM, 20 pages, Single Colour printing with pin and threading binding.		
(B)	Size - 210 X 270 mm., Paper - 70 GSM, 04 pages, Single Colour printing with pin and threading binding.		
XI	Mark Card	per thousand	
	Size A-4, paper 106 GSM Lucky Parchment, Five colour printing (with security features)		
XII	Tabulation Sheet	per thousand	
	Size - A-3, Paper-106 GSM Lucky Parchment, Two Colour Printing (with security features)		
XIII	Due Date Slip (Library)	per thousand	
XIV	Placement/Information Broucher alongwith CD:	as per specimen	
XV	Note sheet with single colour printing (Legal size)	per thousand	

