

**COLLEGE OF VETERINARY SCIENCE & ANIMAL HUSBANDRY  
JABALPUR**

No.5063/Store/Vety./2025

Jabalpur Dated 15/01/2025

To,

The IPRO,  
Nanaji Deshmukh Veterinary Science University,  
Jabalpur

Subject: - Regarding inviting Short Tender Notice for purchase of  
Printing items for the financial year 2024-25.

Please find enclosed herewith the **Short Tender Notice for  
purchase of printing items** for wide publicity through newspapers and  
its downloading from our website **[www.ndvsu.org](http://www.ndvsu.org)**.

**DEAN  
COLLEGE OF VETY. SCI. & A.H.  
JABALPUR**

NANAJI DESHMUKH VETERINARY SCIENCE UNIVERSITY  
COLLEGE OF VETERINARY SCIENCE & ANIMAL HUSBANDRY  
JABALPUR (M.P.)

No. 5063 /Store/Vety./2025

Dated 15/01/2025

**SHORT TENDER NOTICE**

Sealed tenders are invited from the reputed firms, manufacturers, suppliers and their authorized dealers, distributors for supply of Printing Items, separately.

The tender's document including detailed specifications, terms and conditions of supply can be directly downloaded from our website [www.ndvsu.org](http://www.ndvsu.org). Tender for printing item may be submitted with IPO/D.D as Tender Cost worth Rs.2,000/- along with EMD for tender positively by Registered Post on 23/01/2025 at 06:00PM to the undersigned office address. Tender will be opened on 24/01/2025 at 11:00AM.

**Dean  
College of Vety. Sci. & A.H.  
Jabalpur**

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DEAN

## **TERMS & CONDITIONS OF SHORT TENDER FOR PURCHASE OF PRINTING ITEMS DURING THE YEAR 2024-25**

No. 5063/Store/Vety/2025

Dated 15/01/2025

M/s. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 1 The tender have to be downloaded from the website of the University. The tender submitted by a particular firm has to be submitted along with Indian postal Order or Demand Draft of **Rs.2,000/-** in the name of the Dean, College of Veterinary Science & Animal Husbandry, Jabalpur, containing separate envelopes and mention tender cost in block letter. Tender for Printing item separately must be submitted in sealed cover addressed to the undersigned by **Registered Post only** and with acknowledgement due so as to reach on or before **23.01.2025 up to 06:00 P.M.** The cover shall bear **the address of the tenderer and super scribed with the words.**
- 2 The tender without tender fees will not be valid and it will be rejected.
- 3 Tender Fee and Security deposit are mandatory, no relaxation for MSME.
- 4 The tender will be opened in presence of the tenderers or their authorized representatives at **11:00 AM on 24.01.2025.** In case any tenderer fails to present himself on the appointed time, the competent authority shall have the right to open any tender in the absence of the concerned tenderer or his representative.
- 5 The tender shall not be acceptable without the receipt of earnest money/security deposit in the shape of **Fixed Deposit Receipt** of **Rs.20,000/-** for Printing Items issued by any Nationalized Bank duly discharged in the name of “ **Dean, College of Veterinary Science & Animal Husbandry, Jabalpur**” which will be refunded after warranty period **i.e. up to 31<sup>st</sup> March, 2025** or may be extended up to certain period agreed by both the parties.
- 6 The amount of earnest money/security shall be refunded in full if tender is / tenders are rejected.
- 7 The tenders are to be submitted in five envelopes. **Envelope-A** will contain I.P.O/D.D. in shape of Tender Cost, Income Tax clearance certificate, GST Registration certificate, Current GST Quarterly paid receipt, reputed firms/manufacturers/suppliers/their authorized dealers & distributors certificate and other relevant documents. **Envelope-B** will contain Technical Bid. **Envelope-C** will contain Price Bid. **Envelope-D** will contain Fixed Deposit Receipt (FDR) as earnest money/ security deposit. **Envelope-E** will contain all the above four envelopes. All the envelopes should be properly sealed and leveled. The tender documents in **Envelope –E, A & B** will be opened on **24.01.2025 at 11:00AM** & the **Envelopes –C & D** will be opened on **24.01.2025 at 03:00PM.**
- 8 The above security is taken for due performance of the contract as per provisions of the conditions mentioned in tender forms. The same will be refunded on the expiry of the contract on successful completion of the supply with reference to specifications with proper supply and adjustment of any loss by way of purchasing the goods from other party / parties in case of dishonoring of the indent for supply and deliberate non supply.
- 9 Specifications are attached as **APPENDIX “A”** as Technical Bid.
- 10 Specifications are attached as **APPENDIX “A-1”** as Price Bid.
- 11 Quantity of the items to be purchased will depend on the requirement and their shall be no obligation to place order for any/all quantity of the item.
- 12 All tenders must be accompanied by an **Income Tax Clearance Certificate** pertaining to the assessment year **2022-23, 2023-24 & 2024-25** without which the tenders shall not be entertained or in exceptional case where the income tax department has given a certificate that the concerned firm has been newly started. Tenders will be accepted only from those

dealers/suppliers who pay regular income taxes and GST. The party who is not capable of **investing at least Rs.1,00,000/- Printing Items** in the contract transaction for tender need not to submit the tender.

- 13 Latest quarter GST return must be enclosed otherwise tender will be rejected.
- 14 The rates of tender shall not be altered by the tenderer during the contract period under tender.
- 15 The competent authority Dean, College of Vety. Sci. & A.H., Jabalpur reserves the right of the accepting the tender in part or whole or distribution of the supply between one or more tenderer.
- 16 The tenderer has to submit the samples of quoted items positively, otherwise tender will be rejected.
- 17 The submission of a tender by a tenderer implies that he or she has read all the terms and conditions of tender/contract and is fully aware of the scope and specification of the supplies to be made. He also must satisfy himself regarding the suitability and availability of the materials. **The tenderer, who is not satisfied by our terms and conditions of the contract, need not submit the tender.**
- 18 The competent authority (Dean, College of Vety. Sci. & A.H., Jabalpur) reserves the right to withdraw any item/items of supply during the contract under tender and the tenderer will be bound to comply without any claim for compensation.
- 19 The quoted rates shall be F.O.R. delivery at College of Vety. Sci. & A.H., Jabalpur for **Appendix Item No. "A"**. The rates quoted should be inclusive of packing and forwarding charges loading/unloading/handling charges, freight, full risk coverage, insurance/transport etc.
- 20 The firm has to provide GST certificate for the specific commodity as mentioned in the tender, the firm wishes to participate.
- 21 All losses during transit i.e. breakage, leakage and shortage, etc. will have to be supplied by the tenderer at his own cost within a period of **15 days** from the date of receipt of such notices.
- 22 The undersigned does not bind himself to accept only the lowest rates.
- 23 The tenderer shall not submit whole or any portion of the contract to any party or parties, else the competent authority is free to cancel the contract and forfeit the security deposit.
- 24 The tenderer shall arrange to supply the commodities **within 2-4 week** from the date of receipt of the indent from the constituent units of this institute, unless otherwise indicated in the order of supply.
- 25 In case, the tenderer fails to execute the orders of supply within the stipulated period, the competent authority (Dean, College of Vety. Sci. & A.H., Jabalpur) may be forfeit the security amount.
- 26 The difference in cost of purchase from open market on quotation basis and approved tender rate will be recovered from the security of the tenderer and / or bills pending for payments it will be decided by the competent authority i.e. Dean. Further, defaulter firm, who has failed to supply the goods within prescribed period, may not be considered during next term or tender.
- 27 **The GST has to be shown separately which will be deducted by the institute and certificate regarding this will be issued by the institute.** All other taxes if any has to be paid by the supplier himself.
- 28 Single rate should be offered for the entire tender period i.e. up to **31.03.2025**. Rates quoted for less than this period are liable to be rejected.
- 29 The notarized agreement bond should be executed on a non-judicial stamp paper worth Rs. 100/- not later than two week by the successful tenderer. In the event of failure on the part of any successful tenderer to execute the agreement bond on non judicial stamp paper within the prescribed time limit, "Dean, College of Vety. Sci. & A.H." Jabalpur will be competent to forfeit the security deposit of such successful tenderer.

- 30 The firm has not been blacklisted by any agency neither in state nor in country. A notarized affidavit of Rs.100/- non judicial stamp paper is mandatory otherwise tender will be rejected.
- 31 In case of any dispute arising out of this contract, the arbitration power rests with the Vice-Chancellor, NDVSU, Jabalpur whose decision will be final to both the parties.
- 32 Tenders once submitted by the tenderer cannot be withdrawn by the tenderer.
- 33 Tenderer has to write clearly the name, address, email and telephone number of the firm.
- 34 The photocopy of license issued by Nagar Nigam or Government office for its business should be submitted along with other documents. Original license will have to be produced within a week for verification if the tender is approved.
- 35 Please quote the rates in Indian Currency.
- 36 Firms should signature and seal on all the pages of above mentioned terms & condition.

**Dean  
College of Vety. Sci. & A.H.,  
Jabalpur**

## TECHNICAL BID FOR PRINTING ITEMS

<b>S. No.</b>	<b>Name of Item</b>
<b>1.</b>	Booklet (Size 8.5" x 6") page 1 pages Black Print
<b>2.</b>	Cover Colored Print One Side (Size 8.5" x 6") 250 GSM Paper
<b>3.</b>	Book Binding Center Pining (Minimum 100 Qty.)
<b>4.</b>	Pamphlet Black print (Minimum 500 Qty.)
<b>5.</b>	Folder 3 Fold Multicolored (Size 13" x 9.5") 250 GSM Paper (Minimum 200 Qty.)
<b>6.</b>	Flex Normal printing Per Square Feet (Minimum 10 Qty.)
<b>7.</b>	Flex Normal printing With Frame (Minimum 10 Qty.)
<b>8.</b>	Star Flex printing (Minimum 10 Qty.)
<b>9.</b>	Star Flex printing With Frame (Minimum 10 Qty.)
<b>10.</b>	Certificate Both Side Print Colored (Size 12 x 18) 300 GSM Paper (Minimum 50 Qty.)
<b>11.</b>	Normal Certificate (Minimum 50 Qty.)
<b>12.</b>	Glow Sign Board Per Square Feet
<b>13.</b>	ACP Under Cutting 2D Board Per Square Feet
<b>14.</b>	ACP Under Cutting 3D Board Per Square Feet

Seal &amp; Signature of Firm/Proprietor

## PRICE BID FOR PRINTING ITEMS

S.No.	Name of Item	Rate	GST	Total
1	Booklet (Size 8.5" x 6") page 1 pages Black Print			
2	Cover Colored Print One Side (Size 8.5" x 6") 250 GSM Paper			
3	Book Binding Center Pining (Minimum 100 Qty.)			
4	Pamphlet Black print (Minimum 500 Qty.)			
5	Folder 3 Fold Multicolored (Size 13" x 9.5") 250 GSM Paper (Minimum 200 Qty.)			
6	Flex Normal printing Per Square Feet (Minimum 10 Qty.)			
7	Flex Normal printing With Frame (Minimum 10 Qty.)			
8	Star Flex printing (Minimum 10 Qty.)			
9	Star Flex printing With Frame (Minimum 10 Qty.)			
10	Certificate Both Side Print Colored (Size 12 x 18) 300 GSM Paper (Minimum 50 Qty.)			
11	Normal Certificate (Minimum 50 Qty.)			
12	Glow Sign Board Per Square Feet			
13	ACP Under Cutting 2D Board Per Square Feet			
14	ACP Under Cutting 3D Board Per Square Feet			

**Note: - If any discount provided by the firm shown separately.**

**Seal & Signature of Firm/Proprietor**