



UNIVERSITY INSTITUTE OF TECHNOLOGY, ADPALLI
GONDWANA UNIVERSITY, GADCHIROLI
NOTICE INVITING TENDER / REQUEST FOR QUOTATION
FOR PRINTING AND SUPPLY OF OFFICE STATIONERY – FY 2026-27

Tender/Quotation No.	UIT/PRINTING/2026-27/003
Date	18/08/2026

Sealed tenders/quotations are hereby invited from eligible and experienced Printing Presses / Printing Agencies / Suppliers for printing and supply of various office stationery and printed materials required by the University Institute of Technology (UIT), Adpalli, as per the specifications and rate schedule given below.

1. SCHEDULE OF PRINTING AND STATIONERY ITEMS

The bidder shall quote item-wise rates for all items listed in the schedule. Quantities indicated are tentative and may vary according to the actual requirement of UIT.

Sr. No.	Description of Item	Specification	Quantity	Rate (₹)
1	Pamphlet	1/4 Size – 90 GSM Art Paper, Single-Side Printing	1	
2	Pamphlet	1/4 Size – 90 GSM Art Paper, Double-Side Printing	1	
3	Plain Banner		1	
4	Star Banner		1	
5	Letter Pad	10 Pages, Colour Print, 1/4 Size	1	
6	Spiral Binding		1	
7	Book Card Pocket		1	
8	Book Card	Double-side Printing	1	
9	Accession Register	200 Pages	1	
10	Class Test Answer Book	12 Pages, with back-side printing and pinning	1	
11	File Cover		1	
12	Lab Manual		1	
13	Library Stationery		1	
14	Booklet		1	
15	Stock Book	200 Pages	1	
16	Due Date Slip		1	
17	Issue Return Book	200 Pages	1	
18	Daily Student Register Visitors	200 Pages	1	
19	Daily Staff Visitor Register	200 Pages	1	
20	BT Card		1	
21	Consumable Register	200 Pages	1	
22	Breakage Register	200 Pages	1	
23	Maintenance Register	200 Pages	1	
24	Reading Card / Admit Card		1	
25	Registration Application Form		1	
26	Log Book	200 Pages	1	
27	Medical Register	200 Pages	1	
28	Movement Register (Students)	200 Pages	1	
29	Leave Register	200 Pages	1	
30	Visit Register	200 Pages	1	



31	Attendance for Student	200 Pages	1
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Note: Specifications such as paper quality, GSM, size, colour, number of pages, number of copies, serial numbering, binding and other printing requirements shall be as per the final sample/design approved by UIT before commencement of printing. The quantities indicated in the schedule are tentative.

2. GENERAL TERMS AND CONDITIONS

- 1. Eligibility:** The tenderer should be an established and experienced Printing Press / Printing Agency / Supplier capable of undertaking the printing and supply of the required stationery items.
- 2. Submission of Tender:** The quotation/tender shall be submitted in a sealed envelope superscribed: "TENDER FOR PRINTING AND SUPPLY OF OFFICE STATIONERY – FY 2026–27". The tender shall be submitted to the Director, University Institute of Technology (UIT), Adpalli, Gondwana University, Gadchiroli, Maharashtra – 442605.
- 3. Rate Quotation:** The bidder shall quote item-wise rates. For items having quantity slabs, separate rates shall be quoted for each slab. Rates shall be quoted in Indian Rupees (₹). GST, if applicable, shall be clearly indicated. Quoted rates should preferably include paper, printing, cutting, folding, binding, numbering, perforation, packing, transportation and delivery at UIT, Adpalli.
- 4. Quantity:** Quantities are indicative only and may vary. The Institute shall place orders based on actual requirements during the contract period.
- 5. Rate Validity:** Rates quoted by the successful bidder shall remain valid for 12 months from the date of award of contract/work order, unless otherwise specified.
- 6. Sample and Approval:** The successful bidder shall provide a sample/proof wherever required for approval by UIT before bulk printing. No bulk printing shall be undertaken without approval of the final proof where required.
- 7. Quality:** Paper, printing, binding and finishing shall conform to approved specifications/sample. UIT may reject material not conforming to the approved specifications.
- 8. Replacement of Defective Material:** Defective, damaged, incorrectly printed or substandard material shall be replaced by the bidder at no additional cost.
- 9. Serial Numbering and Perforation:** Gate Pass Books, Receipt Books and other counterfoil books shall, wherever required, have serial numbering, perforation, counterfoil, required pages/leaves, binding and printing as per approved format.
- 10. Delivery:** The successful bidder shall deliver material to UIT, Adpalli within the period specified in the Purchase Order/Work Order.
- 11. Inspection and Acceptance:** Supply shall be subject to inspection and acceptance by the authorized representative of UIT. Payment shall be processed after satisfactory receipt and acceptance.
- 12. Payment:** Payment shall be made after satisfactory completion, delivery, verification and acceptance, and submission of proper invoice/bill. Payment shall generally be through NEFT/RTGS/bank transfer.
- 13. Statutory Deductions:** Applicable statutory deductions, including TDS, shall be made as per prevailing rules.
- 14. PAN and GST:** The successful bidder shall submit PAN, GST Registration Certificate if applicable, Bank Account Details/Cancelled Cheque, firm registration documents if applicable, and other documents required by UIT.
- 15. Tender Fee:** A non-refundable Tender Fee of ₹2,000/- (Rupees Two Thousand only) shall be paid for participation. Payment shall be through Demand Draft/Banker's Cheque/Online Payment as specified by the Institute. Proof of payment shall be submitted with the tender.
- 16. Earnest Money Deposit (EMD):** An EMD of ₹10,000/- (Rupees Ten Thousand only) shall be deposited along with the tender through Demand Draft/Banker's Cheque/Online Payment as specified by the Institute. EMD of unsuccessful bidders shall be refunded after finalization without interest. EMD of the successful bidder may be adjusted against Security Deposit/Performance Security, wherever

applicable. EMD may be forfeited for withdrawal/modification during validity, failure to accept the order, execute agreement, or comply with tender terms. Eligible bidders claiming exemption shall submit valid documentary proof.

17. **Security Deposit / Performance Security:** The successful bidder may be required to deposit Performance Security/Security Deposit of ₹ 10,000/- of estimated contract value, as decided by the competent authority.
18. **Award of Contract:** UIT may accept/reject any or all tenders, accept wholly/partially, place orders for selected items, award different items to different bidders, negotiate rates where permitted, or cancel the process without assigning a reason.
19. **Item-wise Award:** UIT may consider item-wise L1 rates instead of a single L1 bidder for the entire tender, particularly where bidders do not quote competitive rates for all items.
20. **No Guarantee of Minimum Quantity:** Selection as successful bidder does not confer any right to claim a minimum quantity. Actual requirements shall depend on UIT's needs.
21. **Contract Period:** The contract shall remain valid for one year from the date of award or as specified in the Work/Purchase Order and may be extended subject to satisfactory performance and approval.
22. **Delay in Supply:** For delay beyond the stipulated delivery period, UIT may take action as per the Purchase Order/Work Order, including cancellation or applicable penalties.
23. **Confidentiality and Data:** The bidder shall maintain confidentiality of official documents, formats, designs, serial numbers and information provided by UIT.
24. **Dispute Resolution:** Disputes shall be referred to the competent authority of the Institute, whose decision shall be final, subject to applicable laws and regulations.
25. **Governing Authority:** The tender shall be governed by applicable rules, regulations and procurement procedures of Gondwana University / University Institute of Technology / Government of Maharashtra, as applicable.
26. Bidders holding a valid MSME/Udyam or NSIC certificate shall be exempted from payment of the Tender Fee and Earnest Money Deposit (EMD). A valid copy of the relevant certificate must be submitted along with the tender/quotation.

3. TENDER SUBMISSION DETAILS

Last Date for Submission of Tender	24/8/2026
Time	
Date and Time of Opening of Tender	
Place of Opening	University Institute of Technology, Adpalli
Tender Validity	90 Days from the last date of submission
Contract Period	1 Year from the date of Award of Contract
Tender Fee	₹2,000/- (Non-Refundable)
EMD	₹10,000/-

4. DOCUMENTS TO BE SUBMITTED BY THE BIDDER

- PAN Card.
- GST Registration Certificate, if applicable.
- Firm/Business Registration Certificate, if applicable.
- Bank Account Details / Cancelled Cheque.
- Address and contact details of the Printing Press/Agency.
- Experience details for similar printing work, if available.

- Signed and stamped copy of the Tender Terms and Conditions.
- Duly filled and signed Financial Bid/Rate Schedule.
- Proof of payment of Tender Fee of ₹2,000/-.
- Proof of payment of EMD of ₹10,000/- or valid exemption certificate, if eligible.

5. FINANCIAL BID / RATE SCHEDULE

Name of Bidder/Firm					
Address					
GSTIN					
PAN					
Contact No. / Email					
Sr. No.	Item	Specification	Quantity	Basic Rate ₹	GST / Total Ra ₹
1	Pamphlet	1/4 Size – 90 GSM Art Paper, Single-Side Printing	1		
2	Pamphlet	1/4 Size – 90 GSM Art Paper, Double-Side Printing	1		
3	Plain Banner		1		
4	Star Banner		1		
5	Letter Pad	10 Pages, Colour Print, 1/4 Size	1		
6	Spiral Binding		1		
7	Book Card Pocket		1		
8	Book Card	Double-side Printing	1		
9	Accession Register	200 Pages	1		
10	Class Test Answer Book	12 Pages, with back-side printing and pinning	1		
11	File Cover		1		
12	Lab Manual		1		
13	Library Stationery		1		
14	Booklet		1		
15	Stock Book	200 Pages	1		
16	Due Date Slip		1		
17	Issue Return Book	200 Pages	1		
18	Daily Student Register Visitors	200 Pages	1		
19	Daily Staff Visitor Register	200 Pages	1		
20	BT Card		1		
21	Consumable Register	200 Pages	1		
22	Breakage Register	200 Pages	1		
23	Maintenance Register	200 Pages	1		
24	Reading Card / Admit Card		1		
25	Registration Application Form		1		
26	Log Book	200 Pages	1		
27	Medical Register	200 Pages	1		
28	Movement Register (Students)	200 Pages	1		
29	Leave Register	200 Pages	1		
30	Visit Register	200 Pages	1		
31	Attendance for Student	200 Pages	1		

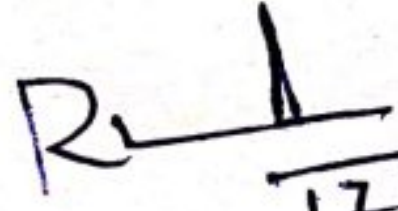
6. DECLARATION BY THE BIDDER

I/We hereby declare that I/We have carefully read and understood all the terms and conditions of the tender and agree to abide by them. The rates quoted by me/us are valid for the period specified in the tender. I/We further

certify that the information and documents submitted by me/us are true and correct to the best of my/our knowledge.

Name of Firm	
Name of Authorized Person	
Designation	
Signature	
Date / Place	
Official Seal/Stamp	

For University Institute of Technology, Adpalli
Gondwana University, Gadchiroli


17/08/2026

Director

University Institute of Technology, Adpalli

Director

University Institute of Technology
Po Adpalli, Tah. & Dist. Gadchiroli



ANNEXURE - I

VENDOR INFORMATION & PRINTING WORK DETAILS

A. Vendor Details

Particular	Details
Name of Firm	
Name of Proprietor/Authorized Person	
Address	
Mobile No.	
Email ID	
GST No.	
PAN No.	
Udyam/MSME Registration No.	
Year of Establishment	
Experience in Printing Work (Years)	
Printing Facility Available (Yes/No)	
Binding Facility Available (Yes/No)	

B. QUOTED RATE DETAILS

The bidder shall quote the **item-wise rate** for the following printing materials:

Sr. No.	Description	Unit	Rate per Unit ₹	GST ₹	Total Rate ₹
1	Pamphlet 1/4 Size – 90 GSM Art Paper, Single-side Colour Printing	Nos.			
2	Pamphlet 1/4 Size – 90 GSM Art Paper, Double-side Colour Printing	Nos.			
3	Plain Banner – Printing and Supply	Sq. Ft.			
4	Star Banner – Printing and Supply	Sq. Ft.			
5	Letter Pad – 10 Pages, Colour Print, 1/4 Size	Pad			
6	Spiral Binding	Nos.			
7	Book Card Pocket	Nos.			
8	Book Card – Double-side Printing	Nos.			
9	Accession Register – 200 Pages	Nos.			
10	Class Test Answer Book – 12 Pages, Back-side Printing & Pinning	Nos.			
11	File Cover – Printing and Supply	Nos.			
12	Lab Manual – Printing, Binding and Supply	Nos.			
13	Library Stationery – Printing and Supply	Set/Job			
14	Booklet – Printing, Binding and Supply	Nos.			
15	Stock Book – Printing, Binding and Supply	Nos.			

Note: The bidder shall clearly mention whether the quoted rate is **inclusive or exclusive of GST**. All applicable taxes and charges shall be clearly indicated.



C. VENDOR DECLARATION

I/We hereby declare that:

1. I/We have carefully read and understood all the **terms and conditions of the tender** and agree to abide by the same.
2. I/We have the required **experience, manpower, equipment and facilities** to undertake the printing, binding and supply work mentioned in this tender.
3. I/We shall use **good quality paper, ink, binding material and other consumables** as per the specifications approved by the Institute.
4. I/We shall ensure that all printed materials are prepared strictly according to the **matter, design, size, colour, GSM, binding and other specifications** provided/approved by the Institute.
5. I/We shall provide a **proof/sample for approval** wherever required before undertaking bulk printing.
6. I/We shall replace/reprint any **defective, damaged, incorrectly printed or substandard material** at no additional cost to the Institute.
7. I/We shall complete the work and deliver the material within the **specified time period** mentioned in the work order/purchase order.
8. The quoted rates include all applicable **printing, binding, labour, transportation, loading, unloading, packaging and other incidental charges**, as specified in the tender.
9. I/We agree that the quantities mentioned in the tender are **indicative and may vary according to the actual requirement** of the Institute.
10. I/We agree that payment shall be made based on the **actual quantity of work/material supplied and accepted** by the Institute.
11. I/We shall maintain confidentiality of all **official, examination, student and institutional documents/material** provided to us for printing.
12. I/We have not been **blacklisted/debarred by any Government Department, University, Educational Institution or Public Sector Organization**, as on the date of submission of this tender.
13. All information and documents submitted by me/us are **true and correct** to the best of my/our knowledge.

D. PRINTING QUALITY / SPECIFICATION COMPLIANCE

Particular	Vendor Response
Paper Quality as per requirement	Yes / No
GSM as specified	Yes / No
Colour Printing Facility	Yes / No
Single-side Printing Facility	Yes / No
Double-side Printing Facility	Yes / No
Digital/Offset Printing Facility	Yes / No
Spiral Binding Facility	Yes / No
Booklet Binding Facility	Yes / No
Pinning Facility	Yes / No
Banner Printing Facility	Yes / No
Proof/Design Approval Facility	Yes / No
Home/Institution Delivery Facility	Yes / No



E. EXPERIENCE DETAILS

Sr. No.	Name of Organization/Institute	Nature of Printing Work	Year	Work Order Value	Remarks
1					
2					
3					

F. DELIVERY & REPLACEMENT UNDERTAKING

I/We undertake that the printing materials shall be delivered to **University Institute of Technology (UIT), Adpalli** within the time specified in the work order.

I/We further undertake that any material found to be defective, damaged, incorrectly printed, poorly bound or not conforming to the approved specifications shall be **reprinted/replaced free of cost**.

Delivery Period Offered: _____ Days

Replacement Period: _____ Days

G. WARRANTY / QUALITY ASSURANCE

Quality Assurance Offered: _____

Replacement Period for Defective Material: _____ Days

Remarks: _____

H. AUTHORIZED SIGNATORY

Particular	Details
Name of Authorized Signatory	
Designation	
Mobile No.	
Email ID	
Signature	
Firm Seal	
Date	

Signature of Authorized Signatory with Firm Seal

