



SAMBALPUR UNIVERSITY  
JYOTIVIHAR, BURLA  
SAMBALPUR (ODISHA), PIN-768019  
[NAAC ACCREDITED WITH 'A' GRADE]

website: www.suniv.ac.in

No. 35 /Lib

Dated: 02/01/19

**SHORT QUOTATION CALL NOTICE-2019**

Sealed quotations are invited from intending Printers/Printing Presses to print and supply of quarterly odia magazine "SAPTARSHI" & Envelope for Central Library of Sambalpur University so as to reach the undersigned by Speed Post/Regd. Post on or before Dt:-25/1/19 by 2.00 p.m. The quotation will be opened on the same day at 3.00 p.m. in the presence of the firms of their authorized representatives if any. Detailed information regarding instruction/proforma will be available in the B.Behera Central Library, Sambalpur University during office hour on any working day or from university website i.e. [www.suniv.ac.in](http://www.suniv.ac.in).

Memo No. 36 /Lib

Dated: 02/01/19

**Copy forwarded for information and necessary action to:-** (Speed post).  
The Advertisement Manager, The Sambad, Sambalpur/The New Indian Express, Sambalpur. He is requested to publish the Expression of interest once in their respective dailies on or before Dt: 10/02/19 by using minimum space and submit the bill in duplicate at Govt. Concessional rate along with foolscap of published newspaper for payment.

Memo No. 37 /Lib

Dated: 02/01/19

**Copy forwarded for information to:-**

- 1) Notice Board
- 2) Director, E-Governance Nodal Centre, Sambalpur University
- 3) 02 spare copies for Prof. B. Behera Central Library, Sambalpur University.

**Terms & Conditions:-**

1. The rate should be inclusive of GST & all charges. The quotations are requested to submit valid GST registration certificate, copy of PAN card & sample of cover paper & inner paper along with the quotation.
2. The approved party will have to supply the printed odia magazine within 10(Ten) days from the date of issue of the final order.
3. The quotation cover should be superscribed with the words "Quotation for printing of SAPTARSHI & Envelope for Central Library".
4. The intending agency may see the sample copy of the odia magazine in the Store Section on any working day during office hour.
5. The approved agency will have to use the required quantity of paper from its own stock & supply the printing materials at their own arrangements & own cost.
6. Quotationers or their authorized agents may present at the time of opening of quotation if they so desire.

7. EMD of Rs.2000/- to be deposited in the shape of Bank Draft from any Nationalized Bank in favour of Comptroller of Finance, Sambalpur University payable at Jyoti Vihar, Burla which is refundable to unsuccessful bidder after finalization of Purchase and successful bidder after completion of supply. The quotation without EMD will not be taken in to consideration & it should be complete in all respect.
8. The University Authority reserves the right to accept or reject any or all the quotations without assigning any reason thereof.

9. **Details of Printing:-**

- i) Odia magazine 'Saptarshi' Sambalpur University:- 350 copies approximately  
 ii) Envelope: - 1500 per annum approximately.

10. **Type of Printing:-**

- a) Computer page setting and Draft copy setting  
 b) Offset printing of the magazine  
 c) Art Board Color Cover Page Oil Paper printing (bi color) and binding (Thread Stitching)

11. **Technical Data:-**

Sl. No.	Description	Unit	Rate (Rs.)
1	DTP for 1000 copies and part thereof	Per Page	
2	Plate making and offset printing for 1000 copies and part thereof	Per Page	
3	Binding (Thread Stitching)	Per Copy	
4	Lamination, Cover Page	Per Copy	
5	Cover Printing (Bi colour)	Per Set	
6	Cover Design	Per Set	
7	Cover Paper (Art Board 220 GSM)	Per Copy	
8	Inner Paper (Blit 80 GSM Per Leaf), Margin 1" from left, 0.75" from top, Bottom and Right, Letter Type:- Times New Roman, Letter Size:- 12pt.	Per Copy	
9	Envelope 12" x 10" size with parchment 80 GSM Paper laminated inside	Per Copy	

12. **Others if any**

This is the guideline to set the documents. However slight modification can be made as required during the setting subject to our technical approval.

*S. S. S.*  
 01/01/19  
 Registrar