




No. 169/2024/PBBCL

Date: 26/11/2024

EXPRESSION OF INTEREST

Sealed quotations are invited from intending Printers/Printing Presses for the printing and supply of the Bi-Monthly Odia magazine *SAPTARSHI* and envelopes for the years 2025, 2026, and 2027 to Prof. B Behera Central Library, Sambalpur University. The quotations must reach the undersigned by Speed Post/Registered Post only, addressed to **The Registrar, Sambalpur University, Jyoti Vihar, Burla-768019**, along with all supporting documents, on or before **07/12/2024 by 2:00 P.M.** The quotations will be opened on the same day at 3:00 P.M. in the presence of the firms or their authorized representatives, if any. Detailed information regarding the instructions/proforma will be available at the Prof. Bhubaneswar Behera Central Library, Sambalpur University, during office hours on any working day or can be downloaded from the university website: www.suniv.ac.in

Memo No.170/2024/PBBCL

Registrar 
Date: 26/11/2024

Copy forwarded for information and necessary action to:

The Advertisement Manager, The Sambad, Sambalpur. It is requested to publish the Expression of interest once in their respective dailies on or before **28/11/2024** by using minimum space as prescribed by I & PR Department, Government of Odisha and submit the bill in duplicate along with foolscap of published newspaper for payment.

Memo No.171/2024/PBBCL

Registrar 
Date: 26/11/2024

Copy forwarded for information to:-

- 1) Secretary to Vice Chancellor for kind Information to Hon'ble Vice Chancellor, Sambalpur University
- 2) PA to Registrar, for kind Information to the Registrar, Sambalpur University
- 3) PA to COF, for kind Information to the Comptroller of Finance, Sambalpur University
- 4) Director, E-Governance Nodal Centre, Sambalpur University for uploading in the University website
- 5) Spare copy for Prof. Bhubaneswar Behera Central Library, Sambalpur University.

Registrar 

Terms & Conditions:-

1. The rate should be inclusive of GST and all applicable charges. The bidders are requested to submit a valid GST registration certificate, a copy of the PAN card, and samples of the cover paper and inner paper along with the quotation.
2. **The Firm/Vendor must have a local presence in the Burla and Sambalpur areas for timely corrections or proofreading of the draft of Saptarshi.**
3. The quotation cover should be clearly superscripted with the words: "**Quotation for Printing of Saptarshi & Envelopes for Central Library, Sambalpur University.**"
4. The intending agency may inspect a sample copy of the Odia magazine at the Central Library on any working day during office hours.
5. The successful agency will be required to use the necessary quantity of paper from its own stock and supply all printing materials at its own cost and arrangements.
6. Bidders or their authorized representatives may be present at the time of opening the quotations if they wish to do so.
7. An Earnest Money Deposit (EMD) of Rs. 2,000/- must be submitted in the form of a Bank Draft from any nationalized bank, drawn in favor of the Comptroller of Finance, Sambalpur University, payable at Jyoti Vihar, Burla. This EMD will be refundable to the unsuccessful bidder after finalization of the vendor and to the successful bidder after completion of the contract period. Quotations without the EMD will not be considered, and the quotation must be complete in all respects.
8. The University authorities reserve the right to accept or reject any or all quotations without assigning any reason.
9. In case the selected vendor is found to be negligent in the printing and supply of *Saptarshi* during the contract period, the University may terminate the order and forfeit the EMD. The University may also claim compensatory damages arising from any default by the vendor.

Details of Printing:-

- i) Odia Magazine "Saptarshi" (Sambalpur University): Approximately 350 copies.
- ii) Envelopes: Approximately 2,100 per annum.

Type of Printing:-

- a) Computer Page Setup and Draft Copy Preparation.
- b) Offset Printing of the Magazine.
- c) Artboard Color Cover Page Printing on Oil Paper (Bi-color) and Binding (Thread Stitching)

Technical Data:-

Sl. No.	Description	Unit	Rate (Rs.)
1	Printing and supply of Saptarshi 350 copies per issue (Bi-Monthly) with Demy ¼ size for the 2025, 2026, and 2027		
2	DTP for 1000 copies and part thereof		
3	Plate making and offset printing for 1000 copies and part thereof		
4	Binding (Thread Stitching) & Lamination, Cover Page		
5	Cover Design & Printing (Multi-color)		
6	Cover Paper (220 GSM, Art Board or high)		
7	Inner Paper (Blit 80 GSM or high)		
8	Envelope 12" x 10" size laminated 80 GSM parchment paper		

Others if any

These are the guidelines for setting the documents. However, slight modifications may be made as required during the setup, subject to our technical approval.

Registration No. 11/11/17