



**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA  
ROURKELA**

Tender Notice No. BPUT/CS&P/76/2022/5067

Date : 03.09.2022

**TENDER DOCUMENT FOR PRINTING & SUPPLY OF MATERIALS FOR 10<sup>th</sup>  
CONVOCATION -2022**

**NATURE OF THE WORK:** Printing and supply of materials for 10<sup>th</sup> Convocation of BPUT, Odisha

**EMD:** Rs.10,000/- (Refundable)

Tender Document can be downloaded from the official website of the University ([www.bput.ac.in](http://www.bput.ac.in)) and submitted during the due date along with Rs.1000/- (Rupees One thousand only) in shape of non-refundable account payee Demand Draft, in favour of BPUT, Odisha, payable at Rourkela, towards Bid Processing fee.

**LAST DATE & TIME FOR RECEIPT OF TENDERS:** 24.09.2022 by 5.00 PM at Biju Patnaik University of Technology, at- Chhend, Rourkela, Odisha by **Speed Post/ Regd post only**.

**Date of Opening of Tenders (Technical & Financial Bid):** 27.09.2022 at 4.00 PM  
Venue - Biju Patnaik University of Technology, Chhend, Rourkela

**BIDDER PARTICULARS**  
(To be filled by the bidder)

Sl.No	Particulars
1	Name of the Printing press/Firm/ Dealers :
2	Address :
3	Name of the Proprietor/Partner/Director :
4	Email address :
5	Telephone Number(s) :
6	Bid Processing fee DD No. Date and Bank:
7	EMD, DD No. Date and Bank :
8	GST / TIN No. :
9	Permanent Account No.(PAN) :

Signature of the Tenderer with Seal

### 10. Price Table

Sl. No.	Materials	Specification	Qty Nos (Approx)	Rate/piece (Rs.) (to be filled by the bidder)
1	Books 2019-20 2020-21 2021-22	Containing names of degree holders for 10 <sup>th</sup> Convocation, 400 pages (approx) single side laser printing in Executive Bond paper of 85 gsm with hard leather bound cover	6 nos (Two of each year)	
2	Books 2019-20 2020-21 2021-22	Containing names of degree holders for 10 <sup>th</sup> Convocation, 400 pages (approx) <i>Inner page:</i> Both side printing in 80 gsm paper of A4 size <i>Cover page:</i> Bi-colour cover of 150 gsm of A4 size with lamination.	480 nos 160 of each year	
3	Invitation cards with envelop	Material content printed on art paper of 300 gsm. Size:11.5"X8.5"	600 nos	
4	Badges with ribbon	As per format prescribed by the University	500 nos	
5	Convocation folders	Plastic bag with screen printing	500 nos	
6	Chief Guest's Address booklet	Containing 16 pages(approx) of 70 gsm paper with cover page (art paper) Size:5.5"X8"	500 nos	
7	Hon'ble Chancellor's Address booklet	Containing 15 pages(approx) of 70 gsm paper with cover page (art paper) Size:5.5"X8"	500 nos	
8	Vice Chancellor's Address booklet	Containing 25 pages(approx) of 70 gsm paper with cover page (art paper) Size:5.5"X8"	500 nos	
9	Programme booklet	Containing 25 pages(approx) of 70 gsm paper with cover page (art paper) Size:5.5"X8"	500 nos	
10.	Special Pass	Pass for Convocation with plastic jacket and lace	1500 nos	
11	Car Pass	Pre-printed sticker	200 nos	
12	Lunch Coupon	Pre-printed with convocation detail	1500 nos	
13	Snacks Coupon	-do-	1000 nos	
14	Certificate Folder	Casing of Merit certificate	200 nos	
15	Merit Certificate	A4 size, 100 GSM , Design will be supplied by the University	160 nos	
16	Citation	A3 size, Hard bound with printing and framing	10 nos	
17	Pledge	Colour, A4 size with one side Printing	500 nos	

\*The price is inclusive of all charges, taxes and statutory liabilities.

**Signature of Tenderer**  
With Seal & Date

Signature of the Tenderer with Seal

**DOCUMENTS TO BE SUBMITTED**

1. Self attested copy of PAN
2. Self attested copy of GST / TIN certificate
3. Self attested copy of GST deposit slip
4. Self attested copy of Experience certificate for doing similar job
5. DD of Rs.1000/- towards Bid Processing fee
5. DD of Rs.10,000/- towards EMD
6. Tender document signed with seal & date on each page.
7. Declaration form duly signed (*Annexure-I*)

*Note: If the above documents are not submitted the tender will be summarily rejected.*

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Signature of the Tenderer with Seal

## Terms & Conditions

Bidders responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the Tenderer. Tenders complying partly are liable to be rejected. Biju Patnaik University of Technology (BPUT), Odisha, Rourkela will process the tenders as per the standard procedures followed by BPUT. The University reserves the right to reject any or all or part of tender without assigning any reason thereof and shall also not be bound to accept the lowest tender. BPUT will not under any obligation, give any clarification to the bidders whose bids are rejected / not selected.

1. The tender should be submitted in the prescribed tender format only.
2. The tender should be submitted in a sealed envelop & superscribing as "**Tender for Printing and Supply of Convocation Materials**".
3. All the pages of the tender document are required to be signed by the tenderer or the authorized representative on behalf of the tenderer along with seal of the firm and date.
4. Tenders should be submitted by Speed Post only addressed to "**The Registrar, Biju Patnaik University of Technology, Odisha, Chhend, Rourkela** ", which should reach BPUT by the scheduled date and time by **Speed post/ Registered Post only**. The tenders received after the due date and time will be summarily rejected. The University will not be liable for postal delay if any.
5. The University is not responsible for accidental opening of the covers that are not properly superscribed and sealed before the time notified for opening of tenders.
6. No claim for price increase will be entertained in any case.
7. The EMD amount of Rs. 10,000/- submitted earlier by the successful bidder will be kept as security deposit, the same will be returned on successful completion of the job to the satisfaction of the University.
8. The EMD is liable to be forfeited in case the bidder fails to execute the order in time or violates any other stipulations as laid down by the University and the party shall be black listed.
9. The EMD amount will be returned to the unsuccessful bidders without any interest after completion of selection process.
10. In case the BPUT feels that the firm has intentionally delayed the job, penalty as deemed fit by the University shall be imposed. In addition to the penalty, the tenderer may also be black-listed.
11. If the tenderer fails to complete the job and University is compelled to get it done through any other firm at higher rates, the difference in the rates accrued shall be deducted from the firm's bill besides forfeiting the EMD of the firm, imposing penalty and taking such other action as may be deemed fit by the University.
12. The tenderer must not have been black listed earlier by any Government or other organization.
13. Payments will be made only after delivery of goods and submission of bill. No advance will be paid to carry out the work.

**Registrar**

Signature of the Tenderer with Seal

(Annexure-I)

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA, ROURKELA**  
**Tender for Printing of Convocation Materials**

Tender Notice No. BPUT/CS&P/76/2022/5067

Date : 03.09.2022

**Declaration**

1. I/We have read the above terms and conditions carefully and these are acceptable to me.
2. I/We hereby declare that my firm/company/concern is registered for the above work. I/We am in the business of above work, which can be verified from my record. I/We have not been black listed by any Government or other organisation.

Name of Tenderer \_\_\_\_\_

Address \_\_\_\_\_

**Signature of Tenderer**  
With Seal & Date

  

Signature of the Tenderer with Seal