



The WB National University of Juridical Sciences

"Dr. Ambedkar Bhavan" 12, LB Block, Sector III, Salt Lake City, Kolkata – 700098

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THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

'DR. AMBEDKAR BHAVAN' 12, LB BLOCK, SECTOR - III
SALT LAKE CITY, KOLKATA - 700098.
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TENDER FORM

**Offer expires at 4.00 p.m.
On 24.09.2014**

**Tender Notice No. Pr. Sept 14
No.: NUJS/Service/Pr/2014-15
Date: 10.09.2014**

The West Bengal National University of Juridical Sciences invites tenders, from reputed bona fide **Printers & Binders** for the items as per requirements detailed in the enclosed list, which shall form part of the Tender forms.

Offers are invited from reputed firms with credentials for selection as Printer & Binder, [and] who are capable to provide efficient Printing & Binding services to the University for various photocopying jobs of the University.

The following points will have to be adhered to:

1. Rates should be quoted per unit as shown against each item. Rates must be quoted both in words and figures. Overwriting / Corrections if any are to be duly authenticated. Unauthenticated corrections/overwriting are liable to be rejected.
2. The Rate quoted shall remain valid for 1 year from the date of contract and rate shall include all duties & taxes except service tax which will be paid extra in concerned cases. Rates once quoted cannot be changed/revised without the prior approval in writing of the university.
3. Supply has to be made/services to be rendered at the University premises without any transportation/delivery/packaging charges and in phases as per requirement of the University.
4. If any firm fails to supply any material ordered by the University at the lowest approved rate after empanelment and if the university has to purchase the material at a higher price, the extra and additional cost will be recovered from the said firm/individual.
5. Supply has to be made as per specifications mentioned in the tender form or as per sample available in the office of the University.
6. Supply has to be made in phases as per the requirement of the University. The University holds the right to reject any item if they do not confirm to the specifications / quality ordered for.



7. The University may refuse to accept the ordered materials if they are not supplied within the stipulated delivery period. The firm/individual will be penalised upto 10% of the order value for losses suffered by the University because of late supply of materials, reckoned at 0.5% for each day of delay.
8. Samples of items will have to be shown before supply, if asked for.
9. Following documents are to be enclosed alongwith the tender form: -
 - a) Copy of current Trade Licence.
 - b) Copy of the current Central Excise Registration for Service Tax.
 - c) Current Income Tax/Sales Tax Clearance Certificate & Current Sales Tax Certificate.
 - d) List of important clients currently being catered to.
 - e) Earnest money of Rs. 5,000/- (refundable) pledged by means of Account Payee Bank Draft in favour of 'WBNUJS', payable at Kolkata.
 - f) Copy of Last Financial Year's Balance Sheet (Audited/Unaudited).
 - g) Copy of PAN
10. The contract shall be initially for a period of 1 (one) year from the date of contract, renewable on mutual consent of both the parties and subject to satisfactory performance. The University holds the right to terminate the contract pre-maturedly for violation of any of the terms of agreement or for any act of the firm/individual detrimental to the interest of the University.
11. Authorised representatives of the University may visit the premises of tenderers. They should be extended full cooperation and supplied with such further information as may be called for.
12. The University is not bound to accept the lowest tender and reserves the right to accept any tender or reject any or all tenders without assigning any reason whatsoever and no correspondence in this behalf shall be entertained. The decision of the University authorities in the matter of selection shall be final and binding to all.
13. Incomplete tender forms are liable to be rejected.

Security Deposit:

The successful tenderers will furnish 'Security Deposit' of a sum of Rs. 5000/- either in the form of demand draft or a bank guarantee which shall be released only on termination of contract, after adjustment of dues, if any.

If any firm/individual fails or refuses to supply any material (any quantity) ordered by the university at the approved rate after empanelment, the university authority reserves the right to forfeit the security deposit either wholly or to partly to the extent it deems fit and proper.

Last date of receipt of the tender papers is 24.09.2014 upto 4.00 p.m. Tender papers shall be opened on 25.09.2014 at 12.00 noon in presence of the representatives of the tenderer present at that time. No interim queries shall be entertained.


Dr. R. Prameswaran
Registrar (Acting)



Pr: _____

SCHEDULE OF QUOTE

NAME OF FIRM/INDIVIDUAL:

P.A.N. :

AUTHORISED SIGNATORY:
(NAME AND DESIGNATION)

ADDRESS FOR COMMUNICATION:

CONTACT TELEPHONE / MOBILE NOS./EMAIL ID:

EARNEST MONEY:
Rs. 5,000/-

Draft No.:
Bank :

Date:

I accept all conditions stipulated in the tender documents and agree to abide by the norms and procedures as prescribed by the WBNUJS.

DATE:

SIGNATURE OF THE AUTHORISED SIGNATORY



Description of Items

1. ENVELOPES (Printed with University Name, Address & Logo):

Sl. No.	Type of Envelopes	Specifications	Unit	Approx. Annual Requirement	Rate per Unit (Rs.) and in words too
1.	Brochure Envelopes (10" X 7")	Made by Craft Paper 31 Kgs, Good quality printing with university name, address & logo (Single colour)	100 Pcs	1000 Pcs.	
2.	Big Brown Envelope (16" X 12")	Do	100 Pcs	1000 Pcs.	
3.	Big Brown Cloth Envelope (16" X 12")	Do	100 Pcs	1000 Pcs.	
4.	Brown Medium Cloth Envelope (12" x 10")	Do	100 Pcs	1000 Pcs	
5.	Small Brown Cloth Envelope (10" X 7")	Do	100 Pcs	500 Pcs.	
6.	White Big Envelope (11" X 5")	Made by Maplitho paper 36 Kgs, Good quality printing with university name, address & logo (Single colour)	100 Pcs	7000 Pcs.	
7.	White Medium Envelope (10" X 4.5")	Do	100 Pcs	2500 Pcs.	
8.	White Envelope (Logo Printed)(9" X 4")	Do	100 Pcs	1000 Pcs.	
9.	Small Envelopes (6" X 3.5")	Do	100 Pcs	500 Pcs.	
10.	Window Envelope (printed with single colour logo) (11" X 5")	Made by Maplitho paper 36 Kgs, printed with university name, logo & address. (Good quality printing)	100 Pcs	5000 Pcs.	
11.	Window Envelope (printed with single colour logo) (9" X 4")	Do	100 Pcs	2000 Pcs.	



12.	Brown Medium Envelope (12" X 10")	Made by Craft Paper 31 Kgs G quality printing with university name, address & logo.		1000 Pcs.	
13.	Plain Big White Envelope (11" X 5")	Made by Maplitho paper 36 Kgs.	100 Pcs	200 Pcs.	
14.	Plain Medium White Envelope (10" X 4.5")	Do	100 Pcs	200 Pcs.	

2. University Letterheads & Pads (Printed with University Name, Logo (Tricolour) and Address)

Sl. No.	Type of Letter Heads	Specifications	Unit	Approx. Annual Requirement	Rate per Unit (Rs.) and in words too
1.	Letter Heads of Office/Different Schools/Registrar/Vice Chancellor (A4)	Executive Bond Paper (80 GSM) with pad binding	Pads of 100 Pages	150 Pads	
2.	Letter Heads of Office/Different Schools/Registrar/Vice Chancellor (A5)	Do	Pads of 100 Pages	12 Pads	
3.	Continuation Sheet Pad Printed with University Logo only (A4 size)	Do	Pads of 100 Pages	30 Pads	
4.	Continuation Sheet Pad Printed with University Logo only (A5 size)	Do	Pads of 100 Pages	15 Pads	
5.	Small Pad printed with University name & logo (single colour)	Size: 8.5" x 7", 25 pages per pad 75 GSM, cover 75 GSM glossy paper and pitchboard at the back with binding.	Pad of 25 Pages	200 pads	

3. Registers/Books/Files/Pads (Printed with University Name & Address)

Sl. No.	Type of Register	Specifications	Unit	Approx. Annual Requirement	Rate per Unit (Rs.) and in words too
1.	Dak Despatch Register (Rulled) (14" X 9") single colour printing with University name, address & matter in inner pages	14.1 kg ledger paper, 200 Folio, Hard board leather & rexin binding	Pieces	08 pcs.	
2.	Dak Receipt Register (Rulled) (14" X 9") single colour printing with University name, address & matter in inner pages	Do	Pieces	06 pcs.	
3.	Attendance Register (Rulled) (14" x 9") single	14.1 kg ledger paper, 130	Pieces	12 pcs.	



	colour printing with University name, address & matter in inner pages	Folio, Hard board leather & rexin binding			
4.	Main Cash Book Register (16" X 13") & (23" X 18") single colour printing with University name, address & matter in inner pages	14.1 kg Ledger paper, Hard Board leather & rexin binding, (16" X 13" - 200 pages 23" X 18" - 100 Folio)	Pieces	6 pcs.	
5.	Cash Book Register (15" X 11") single colour printing with University name, address & matter in inner pages	14.1 kg ledger paper, 75 Folio, Hard board leather & rexin binding.	Pieces	6pcs.	
6.	NUJS Receipt Book (9.5" X 5.5") Printed with University name, address, logo (single colour) & matter	100 pages in duplicate each book (Total 200 pages)	Book of 200 Pages	20 Book	
7.	Hostel Receipt Book (Printed)	50 pages in each book	Book	10 Book	
8.	Authorisation Form for Bill Pad (available in two colours - Blue & Yellow)	i) Size: 11.5" X 9", ¼ size, Blue colour maplitho paper, single colour printing. ii) Size: 11" x 9", ¼ size, Yellow colour Sirpur paper, single colour printing.	100 pages per pad	40 Books	
9.	Cheque Forwarding Pad (11" X 9"), ¼ size	(3 x 50) pages per pad with perforation & book binding, printed on Yellow & Pink colour sirpur paper, White colour Andhra 7.4 kg paper, single colour printing with university name, address, matter & logo	150 pages per Pad	25 Pads	
10.	Drawal of Advance/ Adjustment Pad (Printed)	9" X 7.5", 100 pages in each pad, Yellow & Pink colour maplitho paper, single colour printing with university name & matter	100 pages per pad	20 Pads each	



11.	Clip File (14" X 10")	Made of good quality hard board (32 kg) & good quality plastic clip, printed With University's Name, Address & Logo (single colour)		1000 piece	
12.	Tag File (14" X 10")	Made of good quality board (28 kg), printed With University's Name, Address & Logo (single colour) with red flap made of good quality pitch board with cloth pasting with tape.	Piece	1000 piece	
13.	Arch File Normal/Polycoated (Good Quality)	Printed With University Name & Logo (single colour)	Piece	70 piece	
14.	Loose Leaf sheet of Journal Book (14.5" X 11")	14.1 kg Ledger paper printed with University name & address	Per 100 sheet	500 sheets	
15.	Loose Leaf sheet of General Ledger (14.5" X 11")	14.1 kg Ledger paper printed with University name & address	Per 100 sheet	500 sheets	
16.	Leave Application Form Pad for Hostel	100 pages each, single colour printing on Andhra white paper 6.9 kg, A4 size with pad binding & serial no.	Pad of 100 pages	15 pads	
17.	"Hostel Resident Application Form" Pad for Hostel	Pad of 100 pages each, printed on 90 gsm white maplitho paper, A4 size, single colour printing with pad binding & perforation.	Pad of 100 pages	5 Pads	
18.	Students Fee Receipt Book (22 cm X 13.5 cm)	150 pages (50 x 3), cheque binding, sirpur colour printing on 48 gsm paper & 54 gsm white printing paper	Pad of 150 pages	15 pads	



19.	No Dues Certificate Pad	100 pages each printed on 70 g white maplitho paper, single colour printing, 1/4 size with perforation & pad binding	100	10 pads	
20.	Purchase Order Pad	300 pages (100 x 3) at cheque binding with sirpur colour printing on 48 gsm paper, white paper Andhra 54 gsm, 1/5 size	Pad of 300 pages	5 pads	
21.	Loose leaf sheet of Provident Fund Ledger Book (17" X 14") with university name and address	98 gsm, west cost paper, printing on one side, key punching	Per 100 sheet	500 sheets	
22.	Answer Scripts (13.5" X 8.5")	Containing 20 pages, white maplitho 70 gsm, yellow colour maplitho 70 gsm for cover, both side printing only on cover page with perforation & inner page only printed with page no. with rule for margin with stapler binding.	Copy	3000 Copies	
23.	Loose sheet for Answer Scripts	White maplitho 70 gsm with rule (for margin) of size 13.5" X 8.5"	Per 100 sheet	1000 sheets	
24.	Answer Scripts Rulled (13.5" X 8.5")	Containing 20 pages, white maplitho 70 gsm, yellow colour maplitho 70 gsm for cover, both side printing only on cover page with perforation & inner page only printed with page no. with rule for margin with stapler binding.	Copy	3000 Copies	



25.	Loose sheet for Answer Scripts Ruled	White maplitho 70 gsm with rule (10 mm margin) of size 13.5" X 8.5"		1000 sheets	
26.	Model Question Paper with Answers	225 mm X 275 mm, containing 20 pages, printed on 70 gsm maplitho paper with envelope of size 235 mm X 320 mm to be made from thick 120 gsm craft paper.	Copy	500 copies	
27.	Stock Register (14" X 9") printed with University name & address	14.1 kg ledger paper, 200 Folio, Hard board leather & rexin binding	Piece	5 Pieces	

4. Visiting Cards:

Sl. No.	Type of Cards	Specifications	Unit	Approx. Annual Requirement	Rate per Unit (Rs.) and in words too
1.	Visiting Cards for Staff and Faculty	Good quality Card board type printed with University's name, address & Logo (tricolour)	Box of 100 cards	30 Boxes	

5. Publications:

Sl. No.	Type of Publications	Specifications	Unit	Approx. Annual Requirement	Rate per Unit (Rs.) and in words too
1.	NUJS Brochure	Size: 11" X 8", Inner paper (Text) colour on 130 GSM Art paper, Cover page 250 GSM Art Board paper; Centre Stitch Binding, Lamination gloss, with envelopes in 31.6 kg maplitho paper printed with university name, address, logo (single colour) & serial no. Designing to be done by the printer. Application Form set -	Book	3000 books	



		Comprises of 3 types to be provided in the bulletin as per matter (31.6 kg Super printing paper), perforated with sl.no. (As per sample in office) i) Upto 50 pages ii) 51-100 pages iii) 101-150 pages			
2.	Annual Report	Size: 18.5 cm x 24.5 cm, Inside (single colour)- 90 GSM J.K. Matlitho paper Cover – 190 GSM Art Board imported 4 colour printing front/back Laminated, Wire Stapled. (As per sample in office) i) Upto 50 pages ii) 51-100 pages iii) 101-150 pages iv) 151-200 pages	Book	500 Book	
3.	Newsletter/Journals	Each book contains 15-20 pages (approx.), Size: 9" X 11.5", imported/sinermar Art paper 120 GSM, 4 colour printing with designing, artwork, scanning with centre stitch binding. (As per sample in office) i) Upto 15-20 pages ii) More than 20 pages up to 50 pages	Book	1500 Book	

6. Printing Items for Library:

Sl. No.	Type of Items for printing	Specifications	Unit	Approx. Annual Requirement	Rate per Unit (Rs.) and in words too
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1.	Due Date Slip	Size: 6" x 4.5" (approx), single colour printing on 7.4 kg white maplitho paper with university name and address with adhesive sticker on top side. As per sample*		3000 pcs.	
2.	Book Pocket	Size: 4" x 2.7" (approx), single colour printing on yellow colour 12 kg board with university name, logo & address with adhesive label. As per sample*	Piece	3000 pcs.	
3.	Book Ticket	Size: 10.7 x 5.2 cm (approx), single colour printing on 14 kg white board with university name, address & matter. As per sample*	Piece	3000 pcs.	
4.	Accession Sticker	Size: 8.3 x 8.3 cm (approx), single colour printing with university name, address & matter with adhesive label. As per sample*	Piece	3000 pcs.	
5.	Spine Label	Size: 4.8 x 3.5 cm (approx) pasted on a running sheet with adhesive label. As per sample*	Piece	5000 pcs.	
6.	Catalogue Card	Size: 13.1 x 8 cm (approx), printed with rule on 14 kg white board & a hole in centre. As per sample*	Piece	5000 pcs.	
7.	Book Loan Ticket/Card	Size: 4.5" x 3" (approx) single	Piece	500 pcs.	



		colour printing (bothside) on 16 kg white & colour board with university name & matter. As per sample*			
8.	Reference Card	Size: 4.5" x 3" (approx) single colour printing (bothside) on 16 kg white & colour board with university name & matter. As per sample*	Piece	150 pcs.	
9.	Library Membership Enrolment Form	Size: 10" x 7.5", 1/5 size (demy), single colour printing (both side) on pink colour maplitho paper with book binding. As per sample*	Pad of 100 pages	5 pads	
10.	Journal Register	As per sample*	Piece	5 piece	
11.	Accession Register (Ruled) (15.5" x 10") printed with university name, address & matter	14.1 kg ledger paper, 150 Folio, Hard board leather & rexin binding As per sample*	Piece	5 piece	
12.	Guide Card	As per sample*	Piece	500 pcs.	

* Samples are available in the Office



SPECIFICATION FOR BINDING

Sl No.	Name of Item	Specification	Rate Per Unit (Rs.) and in words too
1.	Red Leather with Rexin Top & Golden Lettering	3" X 4"	
		2" Below 3"	
		Below 2"	
2.	White Leather with Rexin Top & Golden Lettering	3" X 4"	
		2" Below 3"	
		Below 2"	
3.	Full Rexin with Golden Lettering	3" X 4"	
		2" Below 3"	
		Below 2"	