




**TENDER**

The Banaras Hindu University invites limited tender for designing and printing of Annual Report 2019-20 of university in bilingual, i.e., Hindi & English version as per details hereunder :

- (i) 250 copies of the Annual Report 2019-20 be got printed
  - (ii) The University reserves the right to increase or decrease 20% of the aforesaid job.
  - (iii) Quotations may be invited from the registered firms of the University with the rider that the firms must be registered under GST Rules;
  - (iv) The quotations explicitly should state the volume of Pages (approximately for 600 pages) (Cover Page 300 GSM glass Art Board with lamination; page 100 gsm Matt paper) for designing and printing of 250 copies;
  - (v) The book size of the Annual Report will be 8.5" x 11" (23 x 36 – 1/8) which is to be printed on 100 gsm Matt paper;
  - (vi) The Vendor should have a minimum of 2 years of experience in the relevant field
  - (vii) The quotations be floated on the BHU Website as well as e publishing on e-procurement portal.
  - (viii) The quotations be invited from 01.01.2021;
  - (ix) The last date of quotation be fixed on 15.01.2021 upto 03.00 p.m.;
  - (x) The opening date of received quotation be fixed on 18.01.2021; at 03.30 p.m.
  - (xi) The time limit for delivery of the order will be 20 days from the date of the award of the order.
  - (xii) The University reserves the right to accept or reject any or all quotation(s), re-invite without assigning any reason whatsoever.
- The referred to quotation(s) be submitted to the Office of the Registrar (Academic), Banaras Hindu University, Varanasi – 221 005 in the sealed envelope within the aforesaid specified deadline through registered/speed post/courier.
- The quotation(s) received after the aforesaid deadline will not be entertained.
- The quotations received through Fax or email shall not be accepted under any circumstances.

  
Dy. Registrar (Academic)