

OFFICE OF THE PRINCIPAL, RAJDHANI COLLEGE, BHUBANESWAR  
NO. 6004 //DATE. 16.12.2025

## **QUOTATION CALL NOTICE**

Sealed quotations are invited from registered printers/press/firms having valid GST number for printing and supply of College Magazine “IRA” & College Calendar, for the session 2025-26. The last date and time for submission of the quotation is dt. 12.01.2026 (5.00 pm).

For further details, please visit the college website [www.rajdhanicollege.org.in](http://www.rajdhanicollege.org.in).



Principal  
Rajdhani College, Bhubaneswar

## **TECHNICAL SPECIFICATION**

<b>Sl. No.</b>	<b>Item</b>	<b>Specification for College Magazine “IRA”</b>	<b>Nos.</b>
1.	Printing of College Magazine “IRA”	1. Size : ¼ DMY 2. Total pages : 128 B&W (approx.) 3. Paper (Inner) : 75 GSM 4. Cover paper : Glossy Art Board, 300 GSM 5. Photograph colour : 16 pages (approx.), 130 GSM Art Paper 6. Cover colour : Multi colour (4 pages) 7. Stitching : Gum binding 8. Quantity : 4000 (Approx.) 9. DTP & Design : Per page 10. Lamination : Glossy, per cover 11. Total cost per copy : _____	

**Note : Quote Unit Price and per page Black and White.**

<b>Sl. No.</b>	<b>Item</b>	<b>Specification for College Calendar</b>	<b>Nos.</b>
1.	Printing of College Calendar	1. Type of Printing : Off-set 2. Multi Coloured cover page photo : 4 pages 3. Total inner page : 104 approx. (90 GSM) 4. Quantity : 4000 (Approx.) 5. Size : 1/8 (21.5X14) 6. Paper Text : 75 GSM maplitho (JK/TNPL/Bilt) 7. Cover : 170 GSM Art Paper 8. Inner Printing : Black off-set 9. Text : Single Colour 10. Photo : Multi Colour 11. Cover : Multi Colour 12. Letter Size : Times New Roman (11/12), Title : 14 13. Binding : Perfect Binding	

**Note : Quote Unit Price and per page Black and White.**

**N.B**

**\* Prices should include all applicable taxes and delivery, installation at desired location. (Taxes should be stated separately along with unit price)**

**\* Tenderers are requested to show the sample materials at the time of opening of bids.**

## **TERMS & CONDITIONS**

### **(I) ELIGIBILITY CRITERIA:**

**The tenderers must fulfill the following eligibility criteria failing which their offer will be summarily rejected:-**

1. The tenderer must possess required valid licenses, Registration etc. issued by the Competent Authority as per law.
2. The tenderer must deposit earnest money of **2% of quoted value (refundable)** along with their ' tender payable in the form of Account payee Demand Draft favouring **Principal, Rajdhani College, Bhubaneswar** payable at **Bhubaneswar**.
3. The tenderer must deposit the cost of tender document of **Rs.500/-** (Rupees Five Hundred only) in the form of account payee demand draft in favour of **Principal, Rajdhani College, Bhubaneswar** payable at **Bhubaneswar** only (non-refundable).
4. The tenderer must have its own bank Account, PAN and GST Number.

### **II.DOCUMENTS TO BE ENCLOSED**

**The tenderer must submit the following documents along with the tender failing which their offer will be summarily rejected:-**

1. Self attested photocopy of documentary proof of the registration/license etc. issued by the Competent Authority.
2. Self attested photocopy of income tax return and/or audited balance sheet of the last 03 Financial Years (2022-23, 2023-24, 2024-25)
3. Self attested photocopy of bank account (front page)/bank statement, PAN, Goods and Service Tax Registration Certificate.
3. Original demand draft of 2% of quoted value (refundable) pertaining to earnest money in the form of account payee demand draft in favour of **Principal Rajdhani College, Bhubaneswar** payable at **Bhubaneswar** only.
4. Original demand draft of **Rs.500/-** (Rupees five hundred only) (non-refundable) being the cost of tender document in the form of account payee demand draft in favour of **Principal Rajdhani College, Bhubaneswar** payable at **Bhubaneswar** only.
5. Self attested photocopy of certificate of dealership/distributorship/authorization letter as applicable.

### **(III) OTHER TERMS & CONDITIONS:**

#### **1.0. Submission of Bids:**

**1.1.** The tenderer shall submit their bid on the letterhead of the tenderer addressed to the **Principal Rajdhani College, Bhubaneswar** containing the information detailed at Annexure-01, Annexure – 02 and Annexure – 03.

#### **1.2 Mode of Submission**

(i) Bid must be placed in a separate sealed envelope clearly super-scribed as **“Quotation for Printing & Supply of (i) College Magazine “IRA” (ii) College Calendar** (Name of the item) vide Quotation Call Notice No. 6004 dated 16.12.2025.

(ii) Tenders/bids submitted through Fax and Email will not be considered at all.

**1.3 Bid Opening:** The Bids shall be opened by the College in accordance with the exact procedure, tender terms and conditions.

**2. Tender Documents Availability & Cost:** The tenderer / bidder may download the tender document from the College Website (i.e. [www.rajdhanicollege.org.in](http://www.rajdhanicollege.org.in)). The tenderer are required to enclose along with their Bid a demand draft of **Rs. 500/-** (Rupees Five Hundred only) as the cost of the tender document (non-refundable).

**3. Validity of Bids:** Tender/Bids must be valid for 120 days from the tender opening date.

**4. Tendered Quantity and Variation:** The approximate required quantity of items may vary (more or less) as per the requirement of the College.

**5. Delivery Period:** The successful tenderer must be able to supply, install and commission the goods within 60 days from the date of issue of Supply Order. Delayed supply will attract the levy of penalty/liquidated damages.

**6. Penalty:** If the suppliers fails to deliver by the specified date, penalty at the rate of 1% per week of the total order value subject to the maximum of 10% of total order value will be deducted.

**7. Payment:** "Advance Payment" is not allowed in any case. 100% payment will be released after completion of the supply subject to submitting Performance Security Deposit.

**8. Tender Opening:** Tender will be opened at **12.15 pm** on dt. **13.01.2026**. The bidders or their authorized representative may also witness the opening.

#### **9. Settlement of Disputes:**

In the event of any dispute or difference(s) between the Principal, Rajdhani College, Bhubaneswar and the vendor(s) arising out of non-supply of material or supplies not found according to the specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to the **Principal, Rajdhani College, Bhubaneswar** who may decide the matter himself or may appoint arbitrator(s) under the Arbitration and Conciliation Act 1996. The decision of the arbitrator shall be final and binding on both the parties.

All disputes shall be subject to Jurisdiction of courts at Bhubaneswar only.

#### **10. Return of EMD to unsuccessful tenderers.**

The unsuccessful tenderers shall be returned of their EMD demand draft within 15 days after finalization of the tender and issue of supply order in favour of successful tenderer. However, the EMD of the successful tenderer shall be retained by the College till the performance security deposit of the full amount is deposited by him in the form of bank guarantee/FDR.

#### **11. Condition of goods.**

The supplier must supply the goods in good condition without any defect whatsoever to the satisfaction of the College. Any deviation in the material and the specifications from the accepted terms is liable to be rejected and the suppliers need to replace the rejected goods free of cost in the specified form to the satisfaction of the College.

#### **12. Dispatch of tender bids by the tenderer.**

(i) The tenderers may send their bids by speed post or registered post or submit it in person addressed to the **Principal, Rajdhani College, Bhubaneswar, Odisha PIN 751003** so as to reach the College on or before **12.01.2026 (5.00 pm)**.

(ii) The bids sent through normal post or courier or Fax or e-mail shall not be considered.

**13. Principal, Rajdhani College, Bhubaneswar** reserves the rights to accept/reject any offer in full or in part without assigning any reason thereof.

**Sd/-  
Principal, Rajdhani College,  
Bhubaneswar**

**TECHNICAL BID**

1. Name of the Tenderer :
2. Full Address of the tenderer :
3. Contact details of tenderer :
  - a) Telephone No.
  - b) Mobile :
  - c) Fax No. :
  - d) Email ID :
4. Details of Earnest Money Deposit (2% of quoted value refundable)  
(DD must be placed in the Bid envelope)
  - a) D.D No.
  - b) D.D Date
  - c) DD amount
  - d) Issuing Bank
5. Details of cost of tender document deposited (Rs. 500/-non-refundable)  
(DD must be placed in the Bid envelope)
  - a) D.D No.
  - b) D.D date
  - c) DD amount
  - d) Issuing Bank

## 6. List of Documents enclosed “

Sl.No.	Name of the Document	Information to be filled in this column		Whether photocopies of the documents enclosed (pl. tick)
<b>i.</b>	License /Registration (Number)			Yes / No
<b>ii.</b>	Dealership/Distributorship Certificate (Number)/Authorization letter			Yes / No
<b>iii</b>	Income Tax Return (Annual Income during last 03 Financial Years)  Or  Audited Balance Sheet & Profit and Lost Account Annual turnover during last 03 Financial Years	Rs. Rs. Rs.		Yes / No
<b>iv.</b>	Bank Account (Bank Name, Branch & Account Number)			Yes / No
<b>v.</b>	PAN (Number)			Yes / No
<b>vi.</b>	Good & Service Tax (Number)			Yes / No

7. Validity period of the Bid :

8. Additional information , if any proposed to be furnished by the tenderer.

Certificate : Certified that we accept all the terms and conditions of the tender documents.

Date :

Place:

Signature of authorized person

Full name :

Designation :

Seal:

**FINANCIAL BID**

1. Name of the item :
2. Quantity required :
3. Quantity proposed to be supplied :
4. Rates quoted by the tenderer in the following table:

Sl.No.	Detailed Specification of the Item	Total Unit Rate inclusive of basic cost, transportation, taxes, discount etc.	Total Amount (Qty, X Rate) (Rs.)

(Total amount in words Rupees .....)

5. Break up of total unit rate :

Sl.No.	Component	Amount	Remarks
a)	Basic cost		
b)	Transportation		
c)	GST		
d)	Discount if any		
e)	Any other		
	Total (Rs.)		

6. Validity period of Bid : \_\_\_\_\_
7. Delivery period : \_\_\_\_\_
8. Warranty period : \_\_\_\_\_
9. Installation period : \_\_\_\_\_

Certificate : - Certified that we accept all the terms & conditions of the Tender documents.

Date :

Place:

Signature of authorized person

Full name :

Designation :

Seal:





# RAJDHANI COLLEGE, BHUBANESWAR

Annexure - 03

## BID/QUOTATION

1. Name of the Firm / Company / Bidder:

2. Address:

3. Email:

4. Contact No.

5. GSTIN of the Firm / Company / Bidder:

6. Quotation Call Notice No.

7. Quotation for:

8. Description of Product:

9. Per unit price and quantity:

*Signature of the Proprietor*