

ASSOCIATION OF INDIAN UNIVERSITIES

16, Comrade Indrajeet Gupta Marg, New Delhi-110002

Tel: 011-23230059, Email: publicationsales@aiu.ac.in

No. AIU/Pub/2014

Jan 25, 2024

LIMITED TENDER NOTICE

Sub: Procurement of Inner & Outer Boxes for Universities Handbook (2024)

Sealed Quotations are invited from **Association of Indian Universities (AIU) empanelled printers** for supply of Inner & Outer Boxes for housing the four volumes of Universities Handbook 2024 as per following:

Sl. No.	Specifications*	Quantity	Remarks
1.	Inner Box Size 11.75" (L) x 8.75" (H) x 5.25" (W) (48 Ounce Kappa Board, 130 GSM Pastel Sheet with Multicolour UV & Leaf printing and Lamination) Outer Box 12" (L) x 9" (H) x 5.5" (W) (5 ply dispatch box with single colour printing)	1300 each	For packing of 35 th Edition of Universities Handbook 2024 (Vol I & Vol II)
2.	Inner Box Size 11.75" (L) x 8.75" (H) x 6" (W) (48 Ounce Kappa Board, 130 GSM Pastel Sheet with Multicolour UV & Leaf printing and Lamination) Outer Box 12" (L) x 9" (H) x 6.25" (W) (5 ply dispatch box with single colour printing)	1300 each	For packing of 35 th Edition of Universities Handbook 2024 (Vol III & Vol IV)

* The actual specifications / specimen may be seen by visiting AIU office on any working day from 10.00 a.m. to 4.00 p.m. from 29.01.2024 to 05.02.2024. The supply should be made in accordance with the sample available at this office.

Date & Time of Receipt of Quotations : upto 5 February 2024 (5.00 p.m.)

Date & Time for Opening of Quotations : 6 February 2024 (11.00 a.m.)

The Other Terms & Conditions are as under:

- A) **Eligibility:** Quotations of only Association of Indian Universities (AIU) empanelled printers will be accepted.
- B) The actual specifications / specimen may be seen by visiting AIU office (Publication & Sales Division) on any working day from from 29.01.2024 to 05.02.2024 (10.00 am. To 5.00 p.m.)
- C) The boxes to be provided only in accordance with the specimen / samples available at AIU office.
- D) **The rates should be quoted on the basis of each set of boxes.**
- E) The rates should be inclusive of delivery charges / printing charges etc. (all inclusive) except GST. No other charges except GST as applicable will be paid.
- F) The supply is to be made in Delhi / NCR. The rates quoted should include the delivery charges.
- G) The supply is to be made within 15 days from the issue of confirmed order.
- H) Quotations should be submitted on the letter Head of the firm in sealed cover in the proforma (Financial Bid) superscribing “**Quotations for Inner & Outer Boxes for UHB (2024)**” and should be addressed to the “Under Secretary (P&S), Publication & Sales Division, Association of Indian Universities, 16, Comrade Indrajeet Gupta Marg, New Delhi-110002”. The sealed quotations should be dropped in the Tender Box available at Reception of AIU.
- I) **Last Date:** The last date to receive the quotations is **5th February 2024 (5.00 p.m.)**
- J) Quotations received after the last date will be summarily rejected.
- K) Quotations should be sent only in sealed cover and be dropped in the Tender Box available at the Reception of AIU. Quotations sent through email or in open condition shall be summarily rejected.
- L) The rates quoted should be valid for a minimum period of 60 days from the last date.
- M) The boxes to be supplied should be fit for the 35th Edition of Universities Handbook 2024 (4 Volumes). The L1 firm has to initially supply a sample of the boxes to check the actual size and specifications. In case, the size / specifications of the boxes do not match with the actual size / specifications or the Volumes of UHB as specified above do not fit in the boxes (Inner or Outer), the entire quantity shall be rejected.
- N) AIU reserves the right to reject any or all the quotations without assigning any reason whatsoever.

Secretary General

FINANCIAL BID

Limited Tender for Inner & Outer Boxes for Universities Handbook (2024)

Sl. No.	Specifications*	Quantity	Rates Quoted (GST Extra)	GST (in Percentage)
1.	Inner Box Size 11.75" (L) x 8.75" (H) x 5.25" (W) (48 Ounce Kappa Board, 130 GSM Pastel Sheet with Multicolour UV & Leaf printing and Lamination) Outer Box 12" (L) x 9" (H) x 5.5" (W) (5 ply dispatch box with single colour printing)	1300 each		
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(Authorized Signatory)

Name & Address:

Stamp of the Firm: