



डॉ भीम राव अम्बेडकर महाविद्यालय
(दिल्ली विश्वविद्यालय)
DR. BHIM RAO AMBEDKAR COLLEGE
(University of Delhi)



मुख्य वज़ीराबाद मार्ग, यमुना विहार, दिल्ली – ११००९४, दूरभाष : ०११-२२८१४१२६, ०११-२२८१४७४७
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संदर्भ संख्या/Ref: BRAC/Tender/2026-27/ 557

दिनांक/Dated: 05.08.2026

Tender/Quotation
(College/University website/notice boards)

Sub: Tender Document for “Design and Printing of Misc. Official forms and Registers”.

Sealed tenders in TWO parts (Part-I - Technical and Part-II Financial bid) are invited for:

“DESIGN AND PRINTING OF MISC. OFFICIAL FORMS AND REGISTERS”

Submission of Tender: Please send your competitive bidding in sealed cover super scribed as —Tender Document for “Design and Printing of Official Form and Registers” at College Dak section to reach us **on or before 16.30 hrs. of 13.08.2026** and same will open on 14.08.2026 at 11.00 am in the conference room at Dr. Bhim Rao Ambedkar College, Yamuna Vihar, Delhi with the following two separate sealed covers:

- The First sealed cover super scribed as **Technical Bid (Part-I)** against should contain GST, PAN Card, Company Registration, Work Experience certificate, List of clients with telephone nos. & addresses served in the last 3 years & Last Three years ITR. No information regarding price should be mentioned in Part I.
- The second sealed cover super scribed as **Financial BID (Part-II)** against should contain— Price Schedule exactly as per Proforma duly filled and signed.
- Submission of tender shall be as under.
Envelope – 1 containing Part-I Technical Bid
Envelope - 2 containing Part-II Financial Bid.

Please Note: Both the sealed envelopes should be put in a Third sealed big cover, super scribed with the name of the tender, tender reference no. as mentioned in the tender form.

Sr. No.	Specifications	Qty.	Am
1.	<u>Admission form</u> A-4, 05 pages, offset printing, b/w printing	200	
2.	<u>Leave Form</u> A-4, offset printing, one side b/w printing	20 Pads (100 forms in each pad)	
3.	<u>Medical Form</u> A-4, offset printing, one side b/w printing	30 Pads (100 forms in each pad)	
4.	<u>Students Society Vouchers Proforma</u> A-4, offset printing, one side b/w printing	30 Pads (100 forms in each pad)	
5.	<u>Maint. Grant Vouchers Proforma</u> A-4, offset printing, one side b/w printing	30 Pads (100 forms in each pad)	
6.	<u>Conveyance Form</u> A-4, offset printing, one side b/w printing	25 Pads (100 forms in each pad)	
7.	<u>Degree Record Register</u> 15 X 20, offset printing, hard bound cover	20	
8.	<u>NCC Enrolment record Register</u> 15 X 20, offset printing, hard bound cover	06	
9.	<u>Library Bill receipt Register</u> 13 X 20, offset printing, hard bound cover	01	
10.	<u>Library accession Register</u> 13 X 20, offset printing, hard bound cover	01	
11.	<u>Newspaper record register</u> 13 X 20, offset printing, hard bound cover	01	
12.	<u>Library Pockets Receipts</u>	15,000	
	GST @.....%		
	Total Amount with GST		

Please note: The college reserves the right to; (i) Call only the short listed parties for presentation and to examine their technical specification; (ii) Discontinue/terminate the process at any stage without being liable to any one and assigning any reason; (iii) Take the appropriate steps action as warranted from time to time if not satisfied with the work or supplier and delivery of services as per rules in the interest of the college; (iv) The decision of the Competent Authority whatsoever will be final and binding and shall be put up on the college website and public notice board accordingly.

Note: Interested bidder advice to visit the college to explore the scope of work.

With regards,

(Prof. Sada Nand Prasad)
Principal, OSD

Copy to:

- SPA
- SNA: to upload on college website; to DUCC to upload on Delhi University website.

प्राचार्य, वि.का.अ. / Principal, OSD
डॉ. भीमराय अम्बेडकर महाविद्यालय
Dr. Bhim Rao Ambedkar University
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