

NATIONAL P.G. COLLEGE,  
LUCKNOW-226001

TENDER DOCUMENT  
FOR  
PRINTING AND SUPPLY OF COLLEGE  
MAGAZINE  
SESSION 2024-25, 2025-26

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| 1. Tender Document Fees:                    | Rs. 5,000/- (Non-Refundable)  |
| 2. Earnest Money Deposit (EMD):             | Rs. 30,000/- Only   |
| 3. Last date & time of submission of bid:   | 10.04.2026 up to 01:00 p.m. in the<br>Tender Box Kept at the Office of the<br>National P.G. College, Lucknow. |
| 4. Date & Time of Opening of Technical Bid: | 10.04.2026 at 03.00 p.m.  |

## 5. Schedule of Requirements

S. No.	Item	Specification and Requirement Schedule
1-	Printing of 132 pages of College Magazine	<ul style="list-style-type: none"><li>• The A4 size college magazine will be printed in portrait as per the available specimen to be obtained along with the tender form.</li><li>• The college magazine will have 132 pages (100 pages black and white on 90 GSM and 32 colour pages on 120 GSM Art Paper). The cover page of A4 size (300 GSM Art Paper). It should be free from ink spreading and writing impressions on the back/other side of the page.</li><li>• Sample of paper to be used for college magazine (5 sheets – 90 GSM, 120 GSM and 300 GSM) along with technical details, Manufacturer details should be enclosed with the technical bid.</li><li>• The college magazines should have page numbers printed on each page.</li><li>• Soft Copy/ e-copy of the magazine is also required.</li></ul>

Terms and Conditions for Invitation of Bids:

1. National P.G. College, Lucknow Uttar Pradesh, invites bids from reputed Printers for college magazine. The tender should be placed in the Tender Box Kept at the office of the Principal, National P.G. College, Lucknow by the bidder Latest by 01.00 P.M. on 10-04-2026. The tender can be sent by post to the Principal, National P.G. College, Lucknow so as to reach before scheduled date and time. It should be clearly mentioned on the top of the envelope “Tender for printing and supply of College Magazine”. The College will not be responsible for any postal delay and other delay whatsoever.
2. Quoted prices by the bidders should be valid for a minimum period of 90 days from the date of issue of the purchase order or execution of purchase agreement whichever is later.
3. The Earnest Money Deposit (EMD) of Rs. 30,000 (Rupees Thirty Thousand only) should be enclosed along with the technical bids duly signed and stamped by the Bidder. The validity of EMD should be for three months. The EMD may be in the form of demand draft in favour of National P.G. College, Lucknow.
4. This tender document is also available on the College website [www.npgc.in](http://www.npgc.in) to enable the bidders to use this document for submitting their bids in National P.G. College, Lucknow against the tender notice, but in this case demand draft of Rs. 5000.00 (Rupees Five Thousand Only) drawn in favour of National P.G. College, Lucknow as tender document fee must be attached with the tender form inside the technical bid.
5. In case of any ambiguity, in the tender document available in National P.G. College, Lucknow or on the website, the tender document available in College office shall be treated as final.
6. The sealed envelope of Technical Bid should contain duly filled Tender form, signed detailed terms and conditions, bidder’s information, Tender document fee and EMD, and the name of bidder should be written on the envelope and envelope should be super scribed as "TECHNICAL BID".
7. The ‘Financial Bid’ should be kept in separate sealed envelope and marked “FINANCIAL BID” along with name and address of the bidder.

8. The envelope containing the Technical Bid and the envelope containing the Financial Bid should be kept in a single large envelope and the details of the tender and the name and address of the bidder should be clearly mentioned on each of the envelopes.
9. The technical bid of the tender shall be opened on the prescribed date and time, at designated place. The bidder or his authorized representative may remain present during the opening of technical or financial bid of Bidders However authorized representative shall be required to produce authorization letter from bidder, else they may not be permitted.
10. The technical bids of those bidders, who do not sign and stamp all the terms and conditions of the bid, shall not be accepted and liable to be rejected.
11. If bid opening day is declared a government holiday, then the technical bids shall be accepted and opened on next working day at the same time.
12. The successful bidder shall enter into an agreement on judicial stamp paper of Rs. 100/- with the College clearly specify to accept the terms & conditions of the tender. The successful bidder is also required to submit security money favouring National P.G. College, Lucknow worth 3% of the order value towards the performance of the work. The purchase order shall be issued only after signing of the agreement. All terms and conditions of this tender shall be a part of the agreement.
13. The bidder is required to quote for the printing of college magazine in Rupees/1000 college magazines etc.
14. The manpower for unloading of the college magazine from the truck and taking in the College shall be provided by the bidder.
15. The bidder will not quote for materials other than specified in specifications.
16. All equipment/ machinery, software and allied process, etc., must be owned by the company bidding for this tender. No process or part of order should be outsourced/ sublet by the bidder. Violation of condition shall invite legal actions against the vendor/ bidders and cancellation of tender.
17. All the material to be supplied should be new, of good quality and of standard and as per the technical specifications mentioned in this bid document.
18. Packaging for the supply of the college magazines should be ensured in the following manner: Packets of 50 college magazines (132 page booklet + cover) should be prepared and packed in such a manner that college magazines do not get destroyed or mutilated. The successful bidder shall get the packing plan of all materials of supply mentioned in tender approved by the College necessarily.

19. The delivery shall be accepted at the College campus only. Hence price must be on FOR basis. If any loss or damage occurs in transit then it will be the responsibility of the supplier to make good of the loss, within the time stipulated in the tender/purchase order for supply.
20. Penalty for late delivery: If delivery of the items is not made within stipulated time period, a penalty of 0.5% per day towards the cost of short supply/delayed supply of material shall be levied.
21. National P.G. College, Lucknow reserves the right to cancel any or/ and all bids without assigning any reason thereof.
22. If the successful bidder fails to supply the college magazines as per the time framework given by College it will be open for the College to cancel the order in part or full and take supply from other bidders at the rates approved and impose penalty on the defaulting bidder which includes forfeiting the EMD and the security deposit.
23. National P.G. College, Lucknow reserves the right to reject any items supplied against the purchase order, if found not satisfactory at the time of delivery. The rejected items, if any, shall have to be taken back and replaced by good quality items forthwith at the cost of the supplier. No payment will be made for the rejected item(s).
24. The rates quoted in the financial bid should be inclusive of all material, printing and supply (including courier/transportation charges, if any), packing forwarding, freight, transit insurance and all taxes FOR National P.G. College, Lucknow
25. In case, excise duty, trade tax/sales tax, GST etc., or any other Government taxes are reduced or increased by the Government at the time of placement of the purchase order or delivery, then the same will be adjusted by either party on production of requisite proof.
26. The tender must be submitted on the prescribed tender document of National P.G. College, Lucknow. Incomplete and conditional tenders will not be accepted.
27. The successful bidder has to maintain absolute confidentiality and secrecy while discharging the job.
28. The Manufacturing/Printing firm shall be responsible to make all arrangements to ensure complete security and secrecy with regard to the manufacture, safe custody and timely supply of the college magazines to the College. In case of any loss of College magazines from the Go-down of the firm or while in transit, the firm concerned shall be liable to be blacklisted besides legal actions and penalty.

29. In case at any time it comes to the notice of the College that the College magazines have gone out or found in the possession of any unauthorized person/agency from a source connected with the firm, through its connivance or negligence or otherwise, the action as deemed proper and fit shall be taken by the College which would be to the extent of forfeiture of EMD amount and security deposits, black listing of the firm or even prosecuting the firm in the appropriate court of law.
30. The firm shall also certify that no College magazine has gone out of the press/firm by unscrupulous methods and no surplus College magazines have been retained with the press/firm. In case of any contravention/discrepancy being noticed by the College during the course of examination or subsequently, the manufacturing firm concerned shall be liable to be blacklisted.
31. The firm should get the proofs, designs, etc. approved from the College office through its messenger for the purpose. Proofs/Revised proofs, designs, perforations etc. in appropriate size of College magazines should be approved from the Principal, National P.G. College, Lucknow personally by the firm by sending a special messenger to avoid delay for which two days' time for each trip stated above, will be given for the purpose. The firm shall undertake all these trips at their own cost.
32. The College shall have the right to get the stock of College magazines, progress of work checked and verified and collect sample by its officer at any time without notice at the premises of the manufacturer.
33. In case of bidders whose tenders are not considered for placing the purchase order, the EMD will be refunded normally within one month of taking the purchase decision. If the bidder is not able to supply the ordered items completely within the specified period, the EMD and security will be forfeited in full in addition to the penalty. There shall not be any interest liability on National P.G. College, Lucknow, for EMD/ security deposits by the vendor.
34. All the documents required should be submitted along with the technical bid of the tender only.
35. Conditional/ Incomplete tenders shall not be accepted. Printed conditions of the vendor submitted with the tender will not be binding on National P.G. College, Lucknow. Bids may or may not be accepted.
36. The documents containing bids should be free from errors, overwriting and use of eraser/whitener. However, alterations, if any, in the tender should be attested properly by the bidder with seal failing which the tender is liable to be rejected.

37. National P.G. College, Lucknow will not be responsible for any delay in obtaining the tender document. No further communication will be entertained on this matter.
38. Tender will be rejected, if technical specification offered by the firm in the technical bid differ from what is quoted in financial bid.
39. The bidder shall submit an affidavit that the bidder's firm has not been blacklisted or debarred or prohibited from any university/ institution/ body/ any Government in India/Government of Uttar Pradesh since inception of the bidding firm/Company. The bids of the blacklisted or debarred or prohibited firms shall be out rightly rejected.
40. The bidder is required to submit a notarized affidavit on a non-judicial stamp paper of Rs. 100/- only on the prescribed format enclosed here with this tender document.
41. National P.G. College, Lucknow reserves the right to increase/decrease the specified quantities of any item(s) given in the tender.
42. Canvassing in any form in connection with tender is strictly prohibited and will disqualify the vendor.
43. National P.G. College, Lucknow reserves the right to reject any or all the tenders without assigning any reason whatsoever. National P.G. College, Lucknow would not be under any obligation to give any clarifications to those vendors whose tenders have been rejected.
44. All disputes or differences arising between the parties out of or relating to meaning and operation of effect of the contract or breach thereof shall be settled by arbitration in accordance with the rules and regulations of arbitrator.
45. The arbitrator shall be appointed by the Principal and the whole decision of the arbitrator shall be binding on both the parties.
46. In case of any legal dispute the jurisdiction will be Lucknow Courts Only.
47. The bidding firm/Company should have minimum average annual turnover of Rs. 50 Lac for the last three years. Last three years Audited Balance Sheet must be attached, or certificate issued by C.A. regarding the turnover as proof along with income tax returns also.
48. The tender may NOT be SUB LET to any other party and must be executed at Bidder's own unit having all equipment & infrastructure owned by the company itself. Also, CONSORTIUM OF TWO OR MORE FIRMS WILL NOT BE ALLOWED to bid.
49. The manufacturing facility MUST be highly secured physically and electronically. There must be Electronic Surveillance round the clock at the Manufacturing facility.

50. Bidder must have serviced or executed supply of College magazines as demanded in this tender document, for preceding last three years i.e. 2023, 2024 and 2025, for universities/Autonomous Colleges/ State Level Education Boards in India for which the proofs must be attached for executing the REFERENCE CHECK & Credibility of the company as mentioned in Technical Bid. All details are required in complete with Name of the university/full address and the contact details with their Landline and mobile number.
51. All of Above Clauses and information provided shall be subject to an audit and Validation by National P.G. College, Lucknow at any point of time which includes physical inspection of bidder/ firm work premises, before, during/ or/ after the bidding process, if at all any information or feedback is found to be wrong or mala fide, National P.G. College, Lucknow reserves the Right to REJECT the bid without assigning any reason whatsoever and the bidder will have No right to claim any damages of any nature.
52. All the bidders are required to submit along with their technical bids at least five (05) set of sample paper of cover page, colour pages and inner pages quoted as per technical specification given in this tender document.
53. Bids of advocates registered with Bar Council of India/State shall not be considered. If at any stage it is revealed that anybody concealing the facts has participated in bidding process in violation of the above said condition his/her bid shall be cancelled.
54. Corrupt or Fraudulent Practices
  - a. The College requires the Bidders to strictly observe the laws against fraud and corruption, as in force in India, namely, prevention of Corruption Act, 1988.
  - b. “Corrupt practice” means the offering, giving receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
  - c. “Fraudulent Practice” means misrepresentation of facts in order to influence a procurement process or the execution of a contract which is detrimental to the College and include collusion practice among Bidders (Prior to or after Bid submission) designed to establish bid price at artificial, non-competitive levels and to deprive the College of the benefits of free and fair competition.
  - d. If in any case it is found that a firm has tried to cheat the College by using sub-standard paper or any other material intentionally or in any other way, such cases will also be treated with in the ambit of fraudulent practices, and penalty will be imposed.

- e. If at any stage, it is found that a particular firm has misrepresented / concealed the facts or the contents of the documents and such documents submitted by the firm are found to be wrong or false, such conduct of the firm shall also be dealt with under fraudulent practices.

Principal  
National P.G. College, Lucknow.

ACCEPTANCE AND DECLARATION BY THE BIDDER

I, hereby declare that I have carefully read all the terms and conditions etc. of the tender document for printing and the supply of college magazines (copies) for which I have signed and submitted the tender.

I undertake that I will faithfully comply with all the terms and conditions of the tender document, and they are fully acceptable to me, and I shall abide by the terms and conditions of the tender.

Date:

Signature & seal:

Place:

Name:

Address:

**Principal**  
**National P.G. College, Lucknow.**

**Tender-Technical Bid**

1.	Name of the Firm	
2.	Full Address of the Firm along with the name of Contact Person Telephone No. Fax No. E-mail address:	
3.	Local address of firm for communication, if any	
4.	Average Annual turnover in last 3 financial years must not be less than Rs. 50 Lac P.A.  i. Financial Year 2022-2023. ii. Financial Year 2023-2024. iii. Financial Year 2024-2025.  Attach self-attested chartered accountant audited balance sheet or certificate issued by C.A. regarding turnover in support of the claim.	
5.	Income Tax Return of -  i. Assessment Year 2023-2024.  ii. Assessment Year 2024-2025.  iii. Assessment Year 2025-2026.	

	Attach self-attested Photo copies of income tax return in support of the claim.	
6.	<p>Photocopies of work orders for printing and supply of educational material / institutional magazines in preceding last 3 years i.e. 2023, 2024, 2025 in Universities/Autonomous College/ State Level Education Boards in India. (Enclose self-attested photocopies).</p> <p>Photocopies of successful work completion certificate with respect to printing and supply of educational material / institutional magazine</p> <p>Cover in preceding 3-year years i.e. 2023, 2024, 2025. (Enclose self-attested photocopies).</p>	
7.	Whether firm is registered with GST number.	
8.	Income Tax Registration no. and PAN no. with place of registration (Attach self-attested photocopy).	

9.	<p>The firm should attach notarized affidavit on a non-judicial stamp paper of Rs. 100.00 on following points and should be annexed with technical bid.</p> <ol style="list-style-type: none"> <li>i. No. of Printing machines available with bidder.</li> <li>ii. Printing and manufacturing capacity per day for College magazines cover page.</li> <li>iii. Details of Security arrangements in the Printing premises</li> <li>iv. No. of Technical Personnel Employed along with name (qualification be also mentioned)</li> <li>v. No. of Supporting staff Employed along with name</li> </ol> <p>The bidder is having own printing press having registration with statutory bodies/Government/Director Printing press of any state or impanelled with Indian Bank Association (IBA).</p> <p>(Name of organization with whom printing press is registered/impanelled should be written clearly along with registration no. or letter no. and date).</p>	
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10.	<p>Company's norm for dispatching/ Delivery of printed material</p> <ul style="list-style-type: none"> <li>i. Courier Services</li> <li>ii. Standard Practices</li> <li>iii. Self</li> </ul>	
11.	<p>Details of EMD which should be enclosed with the technical bid.</p>	<p>Issuing Bank Date Amount (in Rs.)</p>
12.	<p>Details of tender document fee, if downloaded from college website. Enclose the Bank Draft and write details of the same here.</p>	<p>Issuing Bank Date Amount (in Rs.)</p>
13.	<p>Self-attested Photocopy of registration</p>	
14.	<p>Document of printing press with any statutory body/ Government/Director, Printing Press of any state or certificate/letter of Empanelment with Indian Bank Association.</p>	
15.	<p>Notarized Affidavit on a non-judicial stamp paper of Rs. 100/- only on the prescribed format given with tender document that the bidder's firm has not been blacklisted or debarred or prohibited from any university/ institution/body/any Government in India / Government of Uttar Pradesh. SINCE INCEPTION of the bidding firm/Company. (Format for affidavit is enclosed)</p>	

16.	<p>05 (Five) Sample sheets of paper to be used in manufacturing inner pages of college magazine as per specification given in tender document along with technical details, Manufacturer details should be enclosed with the technical bid etc, stamped or written on them.</p> <p>The paper should be free from ink spreading and writing impressions on the back/other side of the page.</p>	
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NO. OF ENCLOSURE (S)

Signature with date

Name

Name of the Firm

Complete Address

Seal

(To be attached with Technical Bid)

On Rs. 100/- Stamp Paper

PROFORMA FOR NOTARIZED AFFIDAVIT.

I do hereby declare that our firm is not blacklisted or debarred or prohibited by Government of India / Government of Uttar Pradesh or any State Board/Universities, since inception of the firm / Company,

I further undertake and understand that if above declaration proves to be wrong/ incorrect or misleading, our tender/ contract stands to be cancelled/ terminated.

Date:

Signature of Authorized Person

Place:

Name:

Name of Firm:

**National P.G. College, Lucknow****TENDER-Financial Bid**

For Printing College magazines with cover

S.No.	Item	Specification and Requirement Schedule	Approx. No.	Quoted Price in Rs. Per thousand
1-	Printing of 132 pages + Cover of College magazine A4 size.	<p>The A4 size college magazine will be printed in portrait as per the available specimen to be obtained along with the tender form.</p> <p>The college magazine will have 120 pages (100 Black &amp; White Pages of 90 GSM and 32 Colour Pages of 120 GSM Art Paper) excluding cover page of 300 GSM. It should be free from ink spreading and writing impressions on the back/other side of the page.</p> <p>Sample of paper (5 sheets) along with technical details, Manufacturer details, should be enclosed with the technical bid.</p> <p>The college magazine should have page number Printed on each page.</p>	3000	

Note: - The prices quoted in the financial bid should be inclusive of all material, printing and supply (including courier/transportation charges, if any), packing forwarding, freight, transit insurance and all taxes FOR Principal, National P.G. College, Lucknow or any other place as decided by the College.

Signature with date

Name

Name of the Firm

Complete Address

Seal