गोंय विद्यापीठ
ताळगांव पठार,
गोंय - ४०३ २०६
फोन : + ९१ - ८६६९६०९०४८

Goa University
Taleigao Plateau,Goa - 403 206
Tel : +91-8669609048
Email : registrar@unigoa.ac.in
Website : www.unigoa.ac.in

(Accredited by NAAC with Grade A+)

No. GU/Adm(P)/2026/517 **Date: 06/11/2026**

EXPRESSION OF INTEREST

Goa University invites Expression of Interest for empanelment, from reputed suppliers for printing and supply of stationery items commonly required for the use of Goa University. The empanelled suppliers will be eligible for consideration for procurement of stationery items through limited tender enquiry.

Interested party may submit the Letter of Intent, titled “Letter of Intent for printing and supply of stationery items”, and address it to Assistant Registrar (Purchase), Purchase Section, Goa University, Taleigao Plateau, Goa, 403206, by 30/11/2026 at 15:00 hrs.

Sd/-
(Prof. Sunder N Dhuri)
REGISTRAR

The terms and conditions for the empanelment are mentioned below:

1. The term of the empanelment shall be initially for a period of one year, extendable to three years subject to satisfactory performance.

2. Interested party shall clearly specify the details requested in **Annexure I.**

3. Performance and the conduct of every supplier shall be watched by the Purchase Section and the indentor and are liable to be removed from the panel, if they fail to abide by the terms and conditions of the Limited tender inquiry or fail to supply the goods on time or supply substandard goods or make any false declaration to any University authority or on any ground which, in the opinion of the Registrar is not in the interest of the University (Refer Rule 151 of GFR 2017).

4. Clientele list (list of the institutes/organizations, where similar order has been executed during the last three years), may be provided.

5. Clarification required if any, may be sought in person/writing or telephonically on phone number 8669609072 from the Purchase section

6. The right to accept or reject the letter of intent without assigning any reason is reserved by the Goa University.

7. In the event of disputes relating to this contract, they shall be settled within the jurisdiction of the Courts at Panaji- Goa.

8. Letter inviting quotations and purchase orders will be issued by the Registrar, Deans of Schools, Deputy Registrar (Administration), Assistant Registrar (Purchase) and Competent Authorities of the University.

9. Letter of confirmation on completion of the empanelment process will be issued to the successful parties by the Deputy Registrar (Administration).

10. The supplier has to enclose the following documents with letter of intent:
    a) Annexure I
    b) Copy of latest Income tax return certificate. (self-attested)
    c) Copy of Pan card (self-attested)
    d) MSME Certificate, if any (self-attested)
    e) Bank details (self-attested)
    f) Goods and Service Tax registration certificate (self-attested)

Annexure- I
For Printing and Supply of Stationery

Applicant Name:
Registered office details:
Contact number
Email ID:

a) I say that _____firm is engaged in the business of _____.

b) I intend to apply for the Expression of Interest floated by the Goa University for the printing and supply of Stationery items to Goa University.

c) I hereby, declare that I and the firm run by me has not been debarred /blacklisted for any fraudulent activities any time by any State Board/ University or any Government body for the last 10 years.

d) I understand that Goa University reserves the right to cancel, reject or withdraw my bid at any stage/level of process in the event that any information furnished by me is found to be incorrect, false, incomplete or misleading.

Applicant Name and signature

Place:
Date: