

Goa University invites quotations (through e-tender mode only) for Printing and supply of Blank Answer Books from eligible suppliers and manufacturers under a two-bid system comprising a Technical Bid and a Financial Bid.

Interested suppliers/parties are requested to visit <https://eprocure.goa.gov.in> to participate in the tender/bidding process. The detailed Tender Notice is provided below.



No. GU/PUR/Exam/Eten/AB/26-27/01

Date: 13/07/2026

TENDER DOCUMENT

(E-Tendering mode only)

Printing and supply of Blank Answer Books for Exam Section

Goa University, Taleigao Plateau, Goa hereby invites quotations (e-tender mode only) for printing and supply of Answer Books. The details & specifications of the printing material/ items are given below. Interested printers may apply through e-tender process only.

Item No	Item Description	Qty (nos.)
1.	Main Answer books (32 pages, Red colour) Size: 21 x 28 cms. Paper: 75 gsm good quantity paper of reputed mill, text printing including security feature and side thread sewing. Packing: 200 booklets per bundle. Serially numbered	1,00,000
2.	Practical Answer books (4 pages, Black Colour) Size: 21 x 28 cms. Paper: 75 gsm good quantity paper of reputed mill, text printing including security feature. Packing: 1000 booklets per bundle Serially numbered	1,00,000
3.	Supplement Answer books 04 pages black Size: 21 x 28 cms. Paper: 75 gsm good quantity paper of reputed mill, text printing including security feature. Packing: 1000 booklets per bundle Serially numbered	1,00,000

Description:

- Each item is to be serially numbered. System of numbering may be confirmed from the Assistant Registrar- Exam Prof. (Medical and Allied), Goa University who can be contacted on phone numbers 8669609010 and 8669609034.
- Answer booklets shall be covered and packed properly in a carton box with moisture resistant plastic linings (bags) so as to reach in good condition. Damage items will be rejected. A certificate signed by the successful printer shall be pasted on each boxes to the effect that the number of Answer booklets is counted correctly and the contents are verified. Each box shall be numbered serially.

Tender Schedule

1. The last date of online submission of tender is 03/08/2026 up to 12.00 hrs.
2. The date and time of online opening of Technical Bid is 04/08/2026 after 10.00 hrs.
3. Price Bid will be opened after completion of administrative and technical procedure.

Tender Processing Fees: ₹3,000.00 (Non-Refundable)

Earnest Money Deposit: ₹20,000.00

Bidders seeking exemption from payment of EMD under MSME scheme must ensure that their company/organisation is registered with the Directorate of Industries, Trade and Commerce (DITC), Goa, in accordance with the provisions of Notification No. 3/40/2003-IND(Pt.II)(Vol.III)/132 issued by the Department of Industries, and published in the Official Gazette of Goa, Series I No. 13, dated 30/06/2022, under the Preferential Purchase Incentives for Micro, Small and Medium (MSME) Enterprises Scheme, 2022.

Mode of Payment towards e-Tender Processing Fee (TPF) & Earnest Money Deposit (EMD) to be paid online through e-Payment mode via:

1. National Electronic Fund Transfer (NEFT) / Real-Time Gross Settlement (RTGS). Tenderer requires downloading the pre-printed Challan on e-tender website and making its payment through any of their Bank.

Note: Any Payments made through NEFT/RTGS will take 24 hours for its reconciliation. Hence the payments through NEFT/RTGS should be made at least TWO BANK WORKING DAYS in advance before any due date.

2. Net Banking: Payment can be made through the Internet Banking of Any Bank.

Important Notes to the Bidder:

1. The duly constituted committee appointed by the competent authority of Goa University reserves the right to select certain items (in single or multiple units) or reject any or all mentioned in the schedule.
2. The bidder has to submit at least 4 to 5 sheets of the sample paper (duly stamped and signed) proposed to be used for the printing, through post/courier/hand.
3. The sample paper sheets in a sealed envelope super-scribed “Printing & Supply of Answer Books” should reach to the office of the Assistant Registrar (Purchase), Goa University on or before the opening of the Technical bid.
4. More details/specifications can be obtained in person or telephonically on phone number 8669609072 or 8669609024 from the Purchase Section, Goa University.
5. The bid shall be treated as a Two Bid System. The Technical bid of the applicants will be considered on the following points:
 - a) Submission of required paper sample.
 - b) Deposit of EMD and Tender processing fees.
6. For assistance on e-Tender please contact Support Helpdesk- 91-7972854213, 91-7822039673, 91-7972871944 Email: e-tender.goa@gov.in

Price bid shall be opened only of those bidders who have qualified in the Technical Evaluation, and whose sample paper is approved by the Competent Authority.

Sd/-
(Prof. Sunder N. Dhuri)
REGISTRAR

Terms and Conditions

1. **The successful bidder awarded the contract shall provide a performance security equivalent to 5% of the Contract Value. This performance security shall be deducted directly from the invoice payable. The deducted amount shall be refunded to the bidder within 60 days of the successful completion of all contractual obligations.**
2. Technical Bid form shall accompany scanned copies of documents mentioned in it failing which tender will be rejected.
3. The specifications/specimen, numbering method, etc. of the material can be examined by the interested printers in the office of the Assistant Registrar- Exam Prof. (Medical and Allied), Goa University on any working day during working hours up to 5.30 p.m., who can also be contacted on phone numbers 8669609010 and 8669609034.
4. Before the final printing is undertaken, the proof copy and sample of the paper proposed to be used as per specifications/specimen shall be got approved from the Controller of Examinations, Goa University. The printer is invariably liable to use the same sample paper submitted, for final printing of the actual order. The printing work which does not conform to the specimen/specifications shall not be accepted. Similarly, supplied items will be rejected if the quality of paper used for printing is not found to be in accordance with the approved samples.
5. The prices quoted for the material shall be valid for three months for acceptance from the date of opening of the tender. In no circumstances revision (hike) in prices, if any, will be accepted during the period of three months.
6. Price Taxes: Prices stated in this tender are firm and shall remain firm until required deliveries have been completed unless otherwise expressly agreed to in writing by both parties.
7. Delivery: The successful Printer shall arrange for door delivery of the material at Goa University, Taleigao Plateau within 30 days from the date of receipt of the Purchase Order. If any material is not delivered by the date specified therein, the University reserves the right, without liability, to cancel the order for undelivered material not yet supplied and to purchase the same from another vendor and to charge the defaulting Vendor for any loss incurred in this transaction. Any provisions thereof for delivery by instalment shall not be construed as obligatory unless agreed upon by both the parties.

8. The Cost of the items should be inclusive of all taxes and statutory levies, labour/ charges, packing, insurance, freight etc.
9. The quantity of items in the tender document may increase or decrease as per requirement.
10. Reproduction of Documentation: The University shall have the right at no additional charge to use or incorporate all or portions of material found in the Vendor's literature and/or reproduce the Vendor's applicable literature such as operating and maintenance manuals, technical publications, prints, drawings, training manuals and other similar supporting documentation and sales literature.
11. Shipping, Packaging and Labelling: All Material purchased hereunder must be packed and packaged to ensure its safe delivery in accordance with good commercial practices. It is the sole responsibility of the vendor to provide/replace the item/goods free of cost, if it is lost or damaged during shipping or transportation, no matter what may be the reason. Vendor is responsible to ensure, by contacting the University, that the shipping has been properly done i.e., all the items/goods have properly reached the University.
12. Invoicing / Payments: After completion of supply/purchase order, the Vendor shall send pre-receipted bill in duplicate to the concerned office in the name of the Registrar, Goa University for payment through NEFT/RTGS. The bank mandate form, duly certified should also be submitted. The University will not entertain any request for advance payment.
13. Price Fall Clause:- If at any time prior to delivery of the items, the bidder/supplier reduces the sale price of such items as covered under this tender enquiry, to any organization (including Central/State/Deemed university) at price lower than the price quoted under this contract, he shall forthwith reduce the price payable under this tender for the items being supplied after the date of coming into force of such reduction, the price of items shall stand correspondingly reduced.
14. SPECIFICATIONS: Specifications are basic essence of the item/contract. It must be ensured that the offers strictly adhere to our specifications.
15. No commitment to accept lowest or any bid: University shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers including those received late or incomplete offers, without assigning any reason what so ever. University reserves the right to make any changes in the terms and conditions of the bid. University will not be obliged to meet and have discussion with any vendor and or to listen to any representations.

16. Short listing of Vendors: University reserves the right to decide whether the items being quoted are as per the requirement of the University and are of standard/leading brands in the market. University reserves the right to decide which offer best suits the requirement of the university.
17. Conditional Offer shall not be accepted and Technical/Price bids in such cases may be rejected.
18. The successful bidder has to communicate the acceptance of the Purchase Order within five days of the receipt of the Order.
19. The Successful printer shall supply a soft copy of the items printed by him.
20. The successful printer shall not print the name of the firm or disclose his identity on the items in any manner.
21. Rejection of Bids:
 - a) If bidders give wrong information in their bid, University reserves the right to reject such bids at any stage and forfeit the Earnest Money Deposit / Performance Bank Guarantee and cancel the order, if awarded.
 - b) Incomplete bids are liable to be rejected.

All annexures to the technical bid should be duly stamped and signed by the bidder.

21. Law of the Contract: The agreement entered with vendor shall be governed by and interpreted in accordance with the laws in existence and within Jurisdiction of the court of Panaji-Goa.
22. Information and Instructions for Tenderer posted on website shall form part of the tender.

Certified that:

I/We have read all the enclosed Terms and Conditions carefully and ready to accept and according to that I/We are submitting herewith the tender.

Date:

Seal & Signature of Vendor

TECHNICAL BID FORM

1.	Name of the Bidder/Printer	
2.	Office address with phone number, Fax and email	
3.	Date and year of Establishment	
4.	Area in Sq. Mts. of the press	
5.	Premises of press whether self-owned or rented	
6.	Full Name(s) and Address(s) of: a. Proprietor if it is proprietorship: b. Each partner if it is partnership: c. Each Director if it is Ltd. Company	
7.	Statutory permissions required for running a business obtained. If yes, state the names of these statutory bodies	
8.	Experience in such printing (No. of Years)	
9.	Whether premises and goods insured against fire, flood, theft, Burglary, etc. If so, please state the amount and name of Insurance	
10.	Security Arrangements- CCTV etc.	
11	GST number and validity	
12.	Clientele list (List of the institutes/organizations, where the similar order has been executed during the last three years) and work done list.	

Signature of Printer with Seal

Attachments needed:

1. Scanned copy of Income tax clearance certificate.
2. Scanned copy of certificate on stamp paper of ₹ 50/- with technical Bid that the press has not been debarred/blacklisted by any State Board/University or any Government related Body.
3. Scanned copy of Pan card.

Note: If the Technical offer contains any price information, the offer is liable to be rejected.

