



BINOD BIHARI MAHTO KOYALANCHAL UNIVERSITY

DHANBAD, JHARKHAND

E-mail:- registrarbbmku@gmail.com

Ref. No. : BBMKU/EX/383/R/ 1141 /2025

Date:- 08/07/2025

Quotation Invitation Notice

Sealed quotations are invited from experienced and reputed firms/agencies for the designing, printing, and supply of Souvenirs for the 2nd Convocation of the University.

1. The Scope of work is as follows: -
 - a) Designing the layout and aesthetics of the souvenir (cover and content pages).
 - b) Typesetting and page formatting based on content provided by the University.
 - c) Multicolour printing of the souvenir with high-quality finish.
 - d) Binding and packaging of printed copies for safe delivery.
2. Specifications
 - a) Number of Copy- 125
 - b) Number of pages – 70pages/Souvenir
 - c) Size – 272mm*212mm
 - d) Page thickness- 250GSM Laminated (Cover page) & 130GSM (Inside content page)
 - e) Multicolour Printing and Perfect Binding.
3. List of documents required for eligibility: -
 - a) Company registration certificate
 - b) Permanent Account Number (PAN) and GST Number of the firm.
 - c) Proof of its Registered Office.
 - d) Sample copy of similar past work.
4. Submission Details
 - a) Quotation to be submitted in sealed envelope clearly super-scribed with:
"Quotation for Souvenir- BBMKU Convocation 2025"
 - b) **Last Date of submission: 15.07.2025**
 - c) Venue of Submission: Office of Registrar, BBMKU, Dhanbad-826004
5. Terms and Conditions
 - a) Payment shall be made on satisfactory completion and delivery of Souvenir.
 - b) The University reserves the right to accept or reject any or all quotations without assigning any reason thereof.
 - c) The University also reserves the right to cancel the whole procedure without assigning any reason and the decision of the university shall be final.

By order of the Vice-Chancellor

Sd/-

Registrar

Date:-

08/07/2025

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Copy to:-

- 1) Establishment Section, BBMKU, Dhanbad
- 2) PA to VC/PVC/DSW/R for information to VC/PVC/DSW/R
- 3) University Website
- 4) Guard File.

Registrar

Binod Bihari Mahto Koyalanchal University,
Dhanbad

08/07/2025