



RANCHI UNIVERSITY RANCHI

VERY SHORT TENDER NOTICE

Sealed quotations are invited from authorized firms/suppliers for Supply of Souvenir, Invitation Card and Speech Booklets for 39th Convocation 2026 at Dikshant Mandap campus of Ranch University, Ranchi.

Detailed tender papers and documents can be downloaded from RU website www.ranchiuniversity.ac.in. The tender paper cost Rs.2000/- (Rupees Two Thousand Only) in the shape of Demand Draft in the favour of Registrar, Ranchi University," payable at Ranchi must be submitted with tender upto 27.08.2026 in the office of C.C.D.C. till 2.00 p.m. and it will be opened on the same day at 3.00 p.m. in the office chamber of C.C.D.C.

The undersigned reserved the right to accept or reject full/partial bid without assigning any reason thereof.

By order of the Vice Chancellor

Sd/-

Registrar

Ranchi University, Ranchi

Memo No. PL/ 775-79/26

Copy to:

The Advertising Manager,

1. Prabhat Khabar, Ranchi,
2. Dainik Bhaskar, Ranchi,
3. Dainik Jagran, Ranchi,

For publication in one issue at the most economical rate within Rs.15000/-

4. Director, Computer Centre, Ranch University for publication in Ranchi University website:

www.ranchiuniversity.ac.in

Dated 19.08.2026


Registrar 19/8/26

Ranchi University, Ranchi



RANCHI UNIVERSITY

RANCHI

TENDER DOCUMENT

Name of work – Supply of Souvenir, Invitation Card and Speech Booklets for 39th Convocation 2026 at Dikshant Mandap Campus at Ranchi University, Ranchi.

Cost of Tender – Rs. 2000.00 (Rupees Two Thousand Only)

EMD – 5% of quoted amount.

Sl.No.	Name of Item	Quantity
1	Souvenir	3000 pcs
	No of pages – 96 including cover	
	Paper quality – Art Board 130 GSM	
	Cover page – Art Board 300 GSM UV & drip off threatened 4 coloured printing.	
2	Invitation Card with coloured printed envelope.	500 pcs
	Size 17.5 x26cm (one fold)	
	Paper quality : 300 GSM Art Board	
3	Speech Booklet	600 pcs
	Size A4	
	Colour : Single colour 250 GSM Art Paper	
	Cover Art Board single colour	
	Pages - 8 pages	

Eligibility conditions –

1. The envelope containing the quotations should bear the superscription and should be addressed to Registrar, Ranchi University, Ranchi. Intending bidders shall submit the quotations on their own papers.
2. The bidder should submit valid GST registration certificate, Income Tax and Pan card.
3. The bidder should have registered office and complete setup of printing materials in Ranchi.
4. The bidder should have an experience of 10 years of printing materials and should work in Government agencies/Universities only.
5. Bidder should submit audited balance sheet of last 05 years turnover not less than 30.00 Lakhs.
6. The quantity may increase/decrease depending upon number of students and other administrative reasons.
7. The undersigned reserves the right to accept or reject full/partial bid without assigning any reason thereof.