

Estd - 1953



Phone-0631- 2220642 (o)
website- www.gbmcollegegaya.org
e-mail - gbmcollegegaya@gmail.com

GAUTAM BUDDHA MAHILA COLLEGE

GAYA - 823001 (Bihar)

(A Constituent Unit of Magadh University, Bodh-Gaya)

Office Of The Principal

NAAC Accredited Grade 'B' : CGPA - 2.18

Ref. No. PR/176/2026

Date 22/06/2026

INVITATION FOR QUOTATION

Sealed quotations are invited from reputed and experienced firms/vendors for undertaking various printing works required for the academic and administrative activities of G.B.M. College, Gaya for the Academic Session 2026-27.

Interested firms/vendors may submit their sealed quotations in the prescribed format to the College Office either by hand or through registered post on or before 30/06/2026. Quotations received after the due date shall not be considered.

Scope of Printing Works

1. Prospectus with Admission Form
2. Admission Form
3. CLC Form and CLC Certificate
4. Principal Letter Pad
5. Receipt Book and Pay Voucher
6. Student Attendance Register
7. Employee Attendance Register
8. DCR Register and FCR Register
9. Examination Copies (4 Pages and 6 Pages)
10. Bank Challan
11. Student and Staff Identity Cards
12. Leaf File / File Cover
13. Small Size Printed Envelope
14. A4 Size Printed Envelope
15. Admit Card
16. Certificate Folder
17. Library Register
18. Stock Register
19. Dispatch Register
20. Practical Copy
21. Laboratory Record Register
22. Bonafide Certificate
23. Character Certificate
24. Any other printing materials required by the College from time to time.



Detailed BOQ (Bill of Quantity) may be obtained from the College Office or downloaded from the College Website.

Terms and Conditions:

1. Unit rates must be clearly quoted.
2. Specifications regarding paper quality (GSM), printing type and binding must be mentioned.
3. Rates should clearly indicate whether GST is inclusive or extra.
4. Bulk printing shall be undertaken only after approval of samples.
5. The selected firm shall ensure timely supply of materials after issuance of the work order.
6. Materials not conforming to the approved quality may be rejected.
7. The College reserves the right to increase or decrease the quantity as per requirement.
8. Preference shall be given to firms offering competitive rates with assured quality and timely delivery.
9. The College reserves the right to accept or reject any or all quotations without assigning any reason.

Slatel-
22/06/2026.

Principal

G.B.M. College, Gaya

Website: gbmcollegegaya.ac.in

Email: gbmcollegegaya@gmail.com

Principal

Gautam Buddha Mahila College

Gaya Ji- 823001

G.B.M. COLLEGE, GAYA

(A Constituent unit of Magadh University, Bodh Gaya)

BILL OF QUANTITY (BOQ)

Printing Works for Academic and Administrative Use

Sl. No. | Description of Item | Unit | Approx. Quantity

1	Prospectus with Admission Form	Nos.	1000	-
2	Admission Form	Nos.	2000	-
3	CLC Form	Nos.	1000	-
4	College Leaving Certificate (CLC)	Nos.	1000	-
5	Principal Letter Pad	Nos.	2000	-
6	Receipt Book (Triplicate)	Books	500	-
7	Pay Voucher	Nos.	1000	-
8	Student Attendance Register	Nos.	50	-
9	Employee Attendance Register	Nos.	20	-
10	DCR Register	Nos.	20	-
11	FCR Register	Nos.	20	-
12	Examination Copy (4 Pages)	Nos.	5000	-
13	Examination Copy (6 Pages)	Nos.	5000	-
14	Bank Challan	Nos.	2000	-
15	Student Identity Card	Nos.	2000	-
16	Staff Identity Card	Nos.	100	-
17	Leaf File / Printed File Cover	Nos.	1000	-
18	Printed Envelope (Small Size)	Nos.	2000	-
19	Printed Envelope (A4 Size)	Nos.	1000	-
20	Admit Card	Nos.	2000	-
21	Certificate Folder	Nos.	500	-
22	Library Register	Nos.	20	-
23	Stock Register	Nos.	20	-
24	Dispatch Register	Nos.	20	-
25	Practical Copy	Nos.	2000	-
26	Laboratory Record Register	Nos.	20	-

27 Bonafide Certificate Nos. 1000	-
28 Character Certificate Nos. 1000	-
29 Cash Book Nos. 10	-
30 Ledger Register Nos. 10	-
31 Dead Stock Register Nos. 10	-
32 Service Book Cover Nos. 50	-
33 Office File Cover Nos. 1000	-
34 Visitor Register Nos. 10	-
35 Movement Register Nos. 10	-
36 Despatch Receipt Book Books 20	-
37 Office Note Sheet Nos. 5000	-
38 Office Envelope with College Monogram Nos. 2000	-
39 Practical Examination Award Sheet Nos. 1000	-
40 Internal Assessment Award Sheet Nos. 1000	-
41 Examination Attendance Sheet Nos. 1000	-
42 Miscellaneous Printing Works as Required Lot As per Requirement-	

Note:

1. Quantities are approximate and may increase or decrease as per requirement.
2. Rates should be quoted inclusive/exclusive of GST separately.
3. Paper quality, GSM, printing specifications and binding details should be clearly mentioned.
4. Printing shall be undertaken only after approval of sample/design by the College.
5. Supply shall be made as and when required by the College.

Principal
GBM College, Gaya