

**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH**

No.DU/Admn/AR/E-301/NIT/2022/325

Date: 25/11/2022

**NOTICE INVITING TENDER**

Sealed tenders are invited from reputed Firms/Presses for the printing and supply of “*The DU Gazette*” and “*Adhunik Asamiya Sahityar Adhyayan*” as per specifications mentioned below. Terms and Conditions, etc are given as ANNEXUE-I and ANNEXURE-II. The tenders will be received by the undersigned on or before **16/12/2022 up-to 11.30 A.M.** and will be opened on the same date at **2.30 P.M.** in the presence of the authorized representatives of the participating bidders.

Last date for submission of Bid	16/12/2022 upto 11.30 am
Date & Time of opening of Bid	16/12/2022 at 2.30 pm
Place of opening of Bid	‘CHINTAN’, Conference Hall of the Office of the Registrar, Dibrugarh University
Tender Fee	Rs. 500 /- (Rupees Five hundred ) only [non-refundable]
EMD	2% of the Tender value.

The tender should be separately submitted in 02 (two) parts, i.e. Part-I (TECHNICAL BID) and Part-II (FINANCIAL BID). The technical Bid shall be opened on the above mentioned date and time, and the Financial Bid of only those bidders who qualify in Technical Bid shall be opened on the same date or at a later date which shall be intimated to the valid tenderer(s). Dibrugarh University reserves all the rights to reject any or all the tenders without assigning any reason thereof.

The bidders shall submit the hard copies of both Technical and Financial Bid along with all supporting documents and both the envelopes shall be clearly marked as ‘Hard Copy of Technical Bid’ and ‘Hard Copy of Financial Bid’. The same shall have to be submitted in a single sealed envelope (super scribing the NIT Number on the envelope) in the ‘**Office of the Registrar**’, **Dibrugarh University, Dibrugarh - 786004**. In the event of any discrepancy found in the bid shall be cancelled.

Sd/-  
Registrar i/c  
Dibrugarh University  
Dibrugarh

Copy to:

1. The Dy. Registrar (F&A) i/c, D.U. for information.
2. The Programmer, D.U. for information with a request to upload the same in the DU Website.
3. Notice Board.
4. Office File.

Sd/-  
Registrar i/c  
Dibrugarh University  
Dibrugarh

## **ANNEXURE – I**

### **Terms and Conditions:**

1. The Firm shall have to submit a non-refundable tender fee of Rs. 500/- (Rupees Five Hundred only), and the fee document shall be enclosed with the Technical Bid.
2. The Tendering firm must have its office and factory in Assam. (***Proof of having own Printing Machine must be submitted***)
3. The printer must be Govt. approved 'A' Category printer.
4. Capacity certificate of the printing machines with a List of Printing and Binding Machineries and equipments with specifications.
5. The Printer must have CTP systems and Automatic Machine sewing for hard bound cover.
6. Average annual turnover of the Bidder in the last 3 years must be at least Rs. 20 lakh for Printing.
7. Up to date Trade License, Income Tax and GST Certificate must be accompanied along with the quotation (with Income tax return for the Financial Years 2018-19, 2019-20 and 2020-21.)
8. Active insurance certificate of the Press.
9. No separate quotation paper will be issued from the office. Tender should be submitted in the Supplier's Letter Pad with supporting documents.
10. The tendering firm must clearly indicate the rate of ***taxes (if any)*** in their quotation.
11. Payment will be made only after the successful completion of the job and after receipt of the materials in good condition at the premises of Dibrugarh University. There will be no compromise on the quality of the paper and printing. If the production is found to be sub-standard, the University is not liable for payment.
12. Joint ventures with other companies or sub-contracting of the job will not be considered and will not be accepted.
13. Firms should have the necessary web offset machine and Binding Unit of its own with sufficient space.
14. All the above claims made by the Bidder, his/her bid should be supported by authentic documents and verifiable Certificates.
15. The University reserves the right to accept or reject any or all the Tenders without assigning any reason.
16. The Tender should be addressed to the **“Registrar, Dibrugarh University, Dibrugarh – 786004”** super scribing the Tender Notice Number on the envelope.
17. The rates of the single copy should be mentioned.
18. The rates for additional pages should be mentioned as per 4 pages format.
19. The tendering firm must clearly indicate the rate of printing per Copy of the Book in their quotation.
20. The Tendering Firm shall have to submit an additional sheet describing details about the 'Particulars' of Annexure II and their quality of Printing and Binding.

**Sd/-**  
**Registrar i/c**  
Dibrugarh University

## **ANNEXURE – II**

### **Testimonial to be furnished:**

#### **IN ENVELOPE – I (Technical Bid):**

- 1) The bidders should submit all supporting documents as mentioned in the terms and conditions at ANNEXURE-I, duly self certified, in support of their bonafide and also put their signature on each page(s) of the document.
- 2) Tender Fee of Rs. 500/- (Rupees Five Hundred only) in the form of demand draft in favour of the **Registrar, Dibrugarh University**.

#### **ENVELOPE – II (Financial Bid):**

1. The Rate of printing and supply as per the following specifications:

##### **A) Printing and Binding of the DU Gazette**

<b>Sl. No.</b>	<b>Title of the Work</b>	<b>Specifications</b>	<b>Qty</b>
01	Designing, Printing and Binding of <b>The DU Gazette</b> Issue: January-June, 2022	Size: 1/4 Demy Pages: 56 + Cover (approx.) Printing: Multicolour Paper for Cover: 300 GSM Paper for Inside Pages: 130 GSM Cover Lamination: Matt Binding: Perfect Binding	1000 copies

##### **B) Printing of Book “Adhunik Asamiya Sahityar Adhyayan” by Dr. Ananda Bormudoi**

<b>Sl. No.</b>	<b>Name and Author of the Book</b>	<b>Specifications</b>	<b>Qty</b>
01	<b>Adhunik Asamiya Sahityar Adhyayan</b> by Dr. Ananda Bormudoi	Size: 1/4 Crown Pages: 800 Cover Paper: 170 GSM Art Paper Gloss. Cover Printing: Multi Colour Cover Lamination: Matte. Inside Paper: 70 GSM NS. Inside Printing: Black & White Binding: Hard Board Binding Packing: Shrink pack each copy.	550 copies

**Sd/-**  
**Registrar i/c**  
Dibrugarh University