



OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH

No. DU/RG/ B.01.13/NIQ/2024/6564

Date: 21/02/2024

NOTICE INVITING QUOTATION

Sealed tenders are invited from reputed Firm(s)/Press(es) for the printing and supply of *DU Gazette* (for the July-December 2023 issue) as per specifications mentioned below. The terms and Conditions, specifications *etc.* are given as ANNEXURE-I & ANNEXURE-II. The tenders will be received by the undersigned on or before 14/03/2024 up-to 01.00 P.M. and will be opened on the same date at 3.30 P.M. in the presence of the authorized representatives of the participating bidders.

Last date for submission of Bid	<u>14/03/2024</u> up-to 01.00 P.M.
Date & Time of opening of Bid	<u>14/03/2024</u> at 3.30 pm
Place of opening of Bid	'COMMITTEE ROOM', Conference Hall New Administrative Building, Dibrugarh University
Tender Fee	Rs. 500/- (Rupees Five Hundred) only [non-refundable]

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 headline NIQ for *DU Gazette* 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.


Registrar
Dibrugarh University
Dibrugarh

Copy to:

1. The Dy. Registrar (F&A), 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.


Registrar
Dibrugarh University
Dibrugarh

ANNEXURE – I

Terms and Conditions:

1. The Firm(s)/Press(es) 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 Technical Bid envelope shall contain the following documents.
 - a. The Tendering firm must have its office and factory in Assam. **(Proof of having own Printing Machine must be submitted)**
 - b. The printer must be Govt. approved 'A' Category printer.
 - c. Capacity certificate of the printing machines with a List of Printing and Binding Machineries and equipment with specifications.
 - d. The Printer must have CTP systems and Automatic Machine sewing for hard bound cover.
 - e. Average annual turnover of the Bidder in the last 3 years must be at least Rs. 2 Crore for Printing or Evidence of more than Rs. 50 lakh of government order received in the last 3 years. **(Convincing evidence must accompany the declaration)**
 - f. 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 2020-21, 2021-22 and 2022-23.)
 - g. Active insurance certificate of the Press.
 - h. No separate quotation paper will be issued from the office. Tender should be submitted in the Supplier's Letter Pad with supporting documents.
3. The tendering firm must clearly indicate the rate of **taxes (if any)** in their Financial Bid.
4. 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.
5. Joint ventures with other companies or sub-contracting of the job will not be considered and will not be accepted.
6. Firms should have the necessary web offset machine and Binding Unit of its own with sufficient space.
7. All the above claims made by the Bidder, his/her bid should be supported by authentic documents and verifiable Certificates.
8. The University reserves the right to accept or reject any or all the Tenders without assigning any reason.
9. The Tender should be addressed to the **"Registrar, Dibrugarh University, Dibrugarh – 786004"** super scribing the Tender Notice Number on the envelope.


Registrar
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:

Sl. No.	Particulars	Qty.
01	<i>Designing, Printing and Binding of 'The DU Gazette'</i> Issue: July – December, 2023	500 Copies
a.	Size: ¼ Demy	
b.	Pages : 72 + Cover (approx.)	
c.	Printing: Multi Color Printing Paper for cover: 300 GSM Paper for Inside Pages: 130 GSM Cover Lamination: Matt	
d.	Binding: Perfect Binding	

N.B.:

- * The rates of the single copy should be mentioned.
- ** The rates for additional pages should be mentioned as per 4 pages format.


Registrar
Dibrugarh University

