

## OFFICE OF THE REGISTRAR : BODOLAND UNIVERSITY

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F.No-BU/Admn/Registration/259/P-ii/2014/

date - 13/10/2017

### NOTICE INVITING QUOTATION

Sealed Quotations are invited from Registered/Reputed Printing Press/Firms for Printing of Bodoland University Registration Card for 2(Two) years. Prescribed Format for Quotation containing Terms & Conditions along with specification of work and other particulars can be obtained from the Office of the Registrar, Bodoland University, 13<sup>th</sup> to 23<sup>rd</sup> October between 11.00 hours to 16.00 hours or download from university website.

The last date of submission of Sealed Quotation shall be 23<sup>rd</sup> October'2017 till 14:00 hours. No Quotation will be accepted after last date and stipulated time. The sealed covers of the quotations/bids will be opened on 23<sup>rd</sup> October'2017 at 14.30 hours in the presence of willing Quotationers/ Bidders. However, in case any unscheduled holiday occurs on prescribed closing/opening date, the next working day shall be the prescribed date of closing/opening. The University Authority has reserves the right to accept or reject any or all quotations without assigning any reason.

#### **A Quotation will have to be accompanied by:**

1. Demand Draft/Banker Cheque of Rs.1000/- as Quotation fee in favour of Registrar, Bodoland University, payable at SBI North Kokrajhar Branch.
2. Duly filled up & signed prescribed Quotation form (Annexure I)
3. Specification of the quoted work (Annexure II)
4. The term and conditions (Annexure III) duly signed by the owner of the press/firm on each page.
5. Declaration by the Supplier (Annexure IV)

Sd/  
Registrar  
Bodoland University

**ANNEXURE-I**  
**Bid Format**  
**FOR PRINTING OF UNIVERSITY REGISTRATION CARD**

Name of the Press/Firm : \_\_\_\_\_

1. Name of the Quotationer/Bidder : \_\_\_\_\_

2. Fathers'/Husbands' Name of the Quotationer/Bidder :

3. Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Phone No. (Mobile/Landline). : \_\_\_\_\_

5. PAN No. : \_\_\_\_\_

(Photo Copy to be attached)

6. Press/Firm's Registration No.: \_\_\_\_\_

(Photo Copy to be attached)

7. G.S.T. Registration No.:- \_\_\_\_\_

(Photo Copy to be attached)

8. If a Co-operative Society, Please Indicate  
Registration No and Date of Registration: \_\_\_\_\_

9. DD / Banker Cheque No.: \_\_\_\_\_

10. Date & Drawee Bank of Rs. \_\_\_\_\_/- : \_\_\_\_\_

\_\_\_\_\_

13. Inbuilt Facilities of the Press/Firm:

\_\_\_\_\_

(Separate sheet be used, if necessary)

14. Previous experience, if any :

\_\_\_\_\_

(Supportive documents to be furnished)

15. Any other relevant information:

\_\_\_\_\_

*(Note: The rate shall be quoted in Indian Rupees in **figures and words**. In case of discrepancy between the rate quoted in **figures and words**, the **rate quoted in words** will be taken as **final** and shall be binding in this regard)*

**Job Title:** Printing of Bodoland University Registration Card

<b><u>Sl.</u></b>	<b><u>Item</u></b>	<b><u>Amount in Rs.</u></b>
<b><u>No.</u></b>		<b><u>Rate per Copy</u></b>
1.	Printing of Registration Card as detailed in Specification (Annexure-II) along with content collection i.e. photography, writings materials etc.	
	Taxes as applicable	:

**Total :**

**Total (in words) Rupees:**

Note: The Sample of the Registration Card should also be included along with the Tender document.

Signature of the Proprietor

## QUOTATION FOR PRINTING OF REGISTRATION CARD

### ANNEXURE-II

#### **Specifications of the Registration Card to be printed**

1. **Item:** University Registration Card.
2. **Quantity:**
  - a. Registration card needs to be printed for 2 years from the date of issue of office order.
3. **Composing and Printing:** As per details given below
  - a. **Size:** (15x21)cm.
  - b. **Cover Page:**
    - i. **Paper type:** POSMO
    - ii. **Paper thickness:** about 100 gsm
4. **Printing type:** Multicolour (not less than 4 colour) Offset Printing
5. **Approval of Proof:** Proof of multicolor designing with multicolor printing will have to be submitted to the office of the Registrar for necessary approval for printing.
6. **How to Print:**

The bidder has to collect the soft copies of Students data from the office of the Registrar for printing.

QUOTATION FOR PRINTING OF UNIVERSITY  
REGISTRATION CARD

**ANNEXURE-III**

**Terms and Conditions**

1. The process of quotation is one bid- Financial.
2. Specifications as annexed in Annexure-ii must be followed by the firm/Printing Press.
3. The bid is to be put in sealed envelopes with appropriate superscription i.e. Financial Bid for printing of University Registration Card on the top of the envelope. Non fulfillment of the same or partly filled quotations is liable for rejection.
4. The rate must be quoted for one copy.
5. Rate should be quoted in the prescribed Performa annexed at Annexure I.
6. The rate should be inclusive of Taxes, freight, transportation, packing, forwarding, handling etc.
  
7. The rate should be quoted in figure as well as in words in the prescribed format.
8. Design and colour of the page will be decided by the Bodoland University Authority.
9. Last date of submission of quotation is 23<sup>rd</sup> October'2017 (upto 14.00 hours).
  
10. The Tender Committee of the University will open and evaluate the bids. The lowest quoted bidder(s) will be chosen on the basis of total bid rate received subject to fulfillment of the annexed terms & conditions and specification.
  
11. The authority of University reserves the all rights to amend any of the terms and conditions contained in the quotation documents or reject any or all quotations or not to award the contract to the lowest bidder without giving any notice or assigning any reason thereof. The decision of the University Authority in this regard will be final and binding.
  
12. Time for composing, printing and supply of the consignment is 07 days from the day of order. Delay beyond scheduled date shall attract penalty as provisioned in the relevant rule(s).
  
13. Ready materials will have to be delivered to the office of the

Registrar. The press/firm will be responsible for delivery of items in good condition at their own risk and cost.

14. In case the copies are not according to the specifications, the cost of returning them shall be borne by the supplier.
15. The firm should be in a position to supply the ordered copies on short notice and also as and when needed. The firm should be able to provide ordered copies on holiday/ Sunday/ any other day also.
16. In case the appointed press/firm is found in breach of any condition(s) of the contract at any stage or services of the press/firm is found not to the satisfaction of the University Authority, the contract be terminated. The decision of the Authority shall be the final and binding in this regard.
17. The University authority will not be under any obligation to give any clarification to the bidders whose bids are rejected/ not selected.
18. Payment shall be made against bill after receiving the ordered copies in good condition.
22. The contract shall be subject to the Indian laws and Jurisdiction of the Court located at Kokrajhar

QUOTATION FOR PRINTING OF REGISTRATION CARD

ANNEXURE IV

Declaration

1. I declare that all the terms and conditions stated in the annexure-iii of the Notice Inviting Quotation are acceptable to me/us and I/We shall abide by the same in case the contract is awarded to me/us.
2. I also declare that the specification given in the Annexure-II will strictly be maintained by me/us.
3. I/we understand that non-fulfillment and/or partly fulfillment of specification as made in Annexure-II is liable for penalty as deemed fit and necessary by the university authority.
4. All the particulars furnished by me/us in the bid are true to the best of my/our knowledge.
5. I/We will also abide by the conditions that be stipulated during the period of contract.
6. The decision of the authority will be accepted by me/us during and after the bid evaluation process.

Date:

(Signature of the Bidder)

Name:

Place:

Contact Number:

Address: