



ASSAM UNIVERSITY  
SILCHAR:: 788011

**NOTICE INVITING QUOTATION**

**No. 110/9/2012 -Estt, dated, 30-10-2015**

Sealed rate quotations are invited from the local registered **firms / printers** for Printing of **University Annual Report** for the year 2014-15.

**Specification of the work:**

1. The number of copies 300 (English)+100 (Bilingual (English &Hindi)).
2. No. of pages would be 400 (approx.) including 20 colour illustrations
3. Size 1/4 Demy.
4. Inside pages: Matt paper of 130 GSM with black font on white back ground.
5. Cover page: Multi-colour, Matt finishing of 250 GSM .
6. Composing, setting, lay-out design of cover pages and printing charges should be clearly mentioned by the bidder as per the format only, soft copy of the document in MS- word format will be supplied.
7. Thread binding.
8. Duration for completion: **15 days from the date of placing order.**

**Terms & conditions:**

1. The Firm/Printers must be Govt. registered.
2. The Firm/Printers must submit the self attested copies of registration of VAT and sales Tax, PAN Card & TIN number with the Tender.
3. The Suppliers/Printers should quote rate with sample, which should be inclusive of all taxes, freight or any other charges etc. The rate so quoted should be F.O.R. Assam University, Silchar. Any modification in number of pages, the rate will be increased or decreased on prorate basis.
4. The rate quotation submitted should be accompanied with a “Call Deposit” of Rs. 5000/- (Rupees Five thousand) only from any nationalized bank pledged in favour of “Finance Officer, Assam University, Silchar”.
5. VAT/Income Tax or any other taxes as admissible will be deducted at source.

6. While accepting the rates, the quality of time vis -a-vis the rate shall be taken into consideration. The lowest rate may not be the sole criteria for awarding the works.
7. The rate quotations are to be submitted in a sealed envelope super-scribed as “Rate quotation for Printing of University Annual Report for the year 2014-15.
8. The firms/Printers shall have to submit their rate quotations within 2.00 p.m. of 6-11-2015 at Establishment –I Section, Assam University, Silchar. The same will be opened on 6-11-2015 at 3.00 p.m.
9. The format for submission of rates: (must submit in letter-head with signature and seal)

Sl.No.	Name	No. of copies	Rate per copy	Applicable taxes other charges if any per copy	Total Cost
a	b	c	d	e	c x (d+e)
1	Annual Report for the year 2014-15 (English)	300			
2	Annual Report for the year 2014-15 Bilingual(English & Hindi)	100			
Grand Total (in figure)					
Grand Total (in words)					

10. The university reserves the right to accept or reject any or all the quotations without assigning any reasons whatsoever.

**NO. 110/9/2012-Estt/**

Sd/-  
**Registrar i/c.**  
**Date: 30-10-2015**

**Copy to: The Director, Computer Centre for information and uploading the aforesaid “NIT” in Assam University website.**

**Registrar i/c.**