



ASSAM UNIVERSITY
SILCHAR::788011

NOTICE INVITING QUOTATION
NO.110/9/2017-Estt.-I, Dated 11/10/2017

Sealed rate quotations are invited from the local registered firms/printers for printing of University Annual Report for the year 2016-17.

Specification of the work:


1. The number of copies would be 200 (English)+75 (Bilingual i.e. English & Hindi)
2. No. Of pages would be 400 (Approx.) including 10 colour illustrations.
3. Size ¼ Demy.
4. Inside pages: Matt paper of 90 GSM with black font on white back ground.
5. Cover page: Multi-colour, Matt finishing of 250 GSM.
6. Soft copy of the documents in MS-word format will be supplied. Setting, lay-out design of cover pages and printing charges should be clearly mentioned by the bidder as per the format only.
7. Thread binding.
8. Duration of completion: 15 days from the date of placing order.

Terms & conditions:

1. The firms/printers must be Govt. Registered.
2. The firms/printers must submit the self attested copies of tax registration.
3. The firms/printers should quote rate with sample which should be inclusive of all taxes, freight or any other charges etc. The rate should be quoted F.O.R. Assam University, Silchar. Any modification in number of pages, the rate will be increased or decreased on prorata basis.
4. The rate quotation submitted should be accompanied with a call deposit of Rs. 5000/- (Rupees Five thousand) only from any nationalized bank in favour of Finance Officer, Assam University, Silchar.
5. GST/Income Tax or any other taxes as admissible as per rule 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 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 2016-17.
8. The firms/printers shall have to submit their rate quotations within 1.00p.m. of 23/10/2017 at Establishment Section-I, Assam University, Silchar. The same will be opened on 23/10/2017 at 2.00 p.m.
9. The format for submission of rates : must submit in letter-head with signature and seal.
10. After completion of the work, Tax invoice as per GST rule needs to be submitted.

Sl.No.	Name of item	No. of copies	Rate per copy	Applicable taxes other charges	Total cost
a	b	c	d	e	CX (d+e)
1	Annual Report for the year 2016-17 (English)	200			
2	Annual Report for the year 2016-17 Bilingual (English & Hindi)	75			
Grand Total(in Figure)					
Grand Total(in words)					

The university reserves the right to accept or reject any or all quotations after recording their logical reasons.


Registrar 11.10.17

Date: 11/10/2017

No. 110/9/2012-Estt.-I/

Copy to: The Director, Computer Centre for information and uploading the aforesaid NIT in Assam University Website.


Joint Registrar(Admn.)