



# ASSAM UNIVERSITY :: SILCHAR :: ASSAM

No. AUE/S-2/QUO/2014

Date: July' 31, 2015

## NOTICE

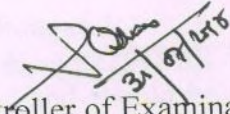
**Tender Notice for Printing & Supply of various types of Envelopes, Officer's diary for Examination Branch of Assam University, Silchar with utmost confidentiality/secretcy.**

The Examination Branch of Assam University, Silchar invites Quotation from Registered/ Experienced vendors to Print & Supply of various types of envelopes and other items.

Last date of submission of Tender/ Quotation: 21.08.2015 at 2.00 p.m.

Date of opening: 21.08.2015 at 3.00 p.m.

Interest Parties having track record of maintaining utmost confidentiality may submit the Quotation directly to the Controller of Examination by hand.

  
Controller of Examinations  
Controller of Examinations  
Assam University, Silchar  
परीक्षा निर्यन्त्रक  
असम विश्वविद्यालय, सिलचर



ASSAM UNIVERSITY :: SILCHAR :: ASSAM  
**NOTICE INVITING TENDERS**

No. AUE/S-4/2013/L(i)/2014

Date:- July' 31, 2015

Sealed rate tenders are invited from the registered printing presses/SSI Unit for printing and supply of the following items to the Examination Branch of Assam University, Silchar as per our requisition:-

Sl No.	Items	Specifications
A	Envelopes	As per Annexure A
B	Officer's Dairy	As per Annexure B

**TERMS AND CONDITIONS:-**

1. Rate should be written both in figures and words as per **proforma** enclosed. Any correction should be properly authenticated. Applicable Tax & duties should be shown separately.
2. **Exact sample of papers to be used must be submitted with quotations without which quotations shall not be considered.**
3. Latest Sales Tax and Income Tax clearance certificate should be submitted.
4. Experience Certificate of carrying out the similar works of University/ Board/ Council is to be submitted along with certificate of completing the work from competent authority.
5. The items are to be delivered at the University campus at Durgakona or to the logistic support provider at the supplier's cost.
6. **Rates quoted should be for first one thousand and subsequent thousand.**
7. Envelope containing the tender should be super scribed in red ink as "TENDER FOR PRINTING AND SUPPLY OF ENVELOPES, OFFICER'S DIARY ETC, 2015" and should be addressed to **The Controller of Examinations, Assam University, Silchar-788011.**
8. The interested parties may see the specimen copy of above items during office hours on all working days.
9. The quoted rates shall remain valid for one year. A declaration in this regard must be submitted with the tender. However this can be extended for another year on mutual agreement.
10. Quotation shall be received up to 2.00 p.m. of 21.08.2015 (Friday) and shall be opened on the same day at 3.00 p.m. in the Examination Branch.
11. **Lowest rate cannot be the sole criteria for acceptance of rate. The creditability of the vendor past performance and quality of sample provided shall also be considered before award of works.**
12. The University reserves the right to alter, modify any Tender Conditions, specifications etc., before tender opening and may even withdrawn/ cancel the tender, without assigning any reason or accept any tender or reject any or all tender without assigning any reason whatsoever.
13. EMD of Rs.2000/-(Two thousand) in the form of Bank Draft in favour of Finance officer, Assam University is to be submitted along with the tender.
14. Tender shall be prepared and submitted in sealed envelop super scribed as "TENDER NO. AUE/S-4/2013/L(i)/2014, DATED. 31.07.2015 FOR OPENING ON 21.08.2015 FOR PRINTING AND SUPPLY OF ENVELOPES, OFFICER'S DIARY ETC."

  
Controller of Examinations

Controller of Examinations  
Assam University, Silchar  
পৰীক্ষা নিয়ন্ত্ৰক  
অসম বিশ্ববিদ্যালয়, সিলচৰ

**ASSAM UNIVERSITY: SILCHAR:ASSAM**

(A Central University Constituted by an Act of Parliament)

**PROFORMA****DETAILS OF ITEMS FOR WHICH RATES TO BE QUOTED**

Annexure- A				
Sl. No.	Poly- Coated Envelopes:			
Sl. No.	Name of the item(s)	Accounting Unit	Rate (in Rs.)	Rate (in words)
01	(a) 18" x 12"	1 <sup>st</sup> thousand		
		Subsequent thousand		
02	(b) 15" x 12"	1 <sup>st</sup> thousand		
		Subsequent thousand		
03	(c) 12" x 10"	1 <sup>st</sup> thousand		
		Subsequent thousand		
04	(d) 12" x 6"	1 <sup>st</sup> thousand		
		Subsequent thousand		
05	(e) 11" x 5"	1 <sup>st</sup> thousand		
		Subsequent thousand		
Plain Envelopes:				
06	(a) 18" x 12"	1 <sup>st</sup> thousand		
		Subsequent thousand		
07	(b) 15" x 12"	1 <sup>st</sup> thousand		
		Subsequent thousand		
08	(c) 12" x 10"	1 <sup>st</sup> thousand		
		Subsequent thousand		
09	(d) 12" x 6"	1 <sup>st</sup> thousand		
		Subsequent thousand		
10	(e) 11" x 5"	1 <sup>st</sup> thousand		
		Subsequent thousand		

Annexure- B				
Sl. No.	Name of the item (s)	Accounting Unit	Rate (in Rs.)	Rate (in words)
01	Officer's Dairy	1 <sup>st</sup> thousand booklet		
		Subsequent thousand booklet		

Signature of the bidder/ Tenderer with date &amp; Seal:

To,  
The Controller of Examinations,  
Assam University, Silchar

**Sub: Submission Tender for supply envelopes etc. to Examinations Branch, Assam University, Silchar**

Sir,

Having carefully examined and read the Notice Inviting Tender, Tender documents and all other documents attached regarding Tender No. AUE/S-4/2013/L(i)/2014 dtd. 31.07.2015 I/We hereby tender for the execution of the supply specified for Assam University, Silchar in the documents as per the conditions mentioned therein.

I/We certify that we have carefully read each and every condition and Technical specifications given in this Tender Documents and understood the same, and I/We conform our acceptance of the same.

I/We agree to abide by this tender initially for a period of 01 year from the last day fixed for opening of Tender by the University and it shall remain binding on me/us and order may be accepted at any time before the expiry of that period.

I/We hereby undertake not to withdraw from this Tender, during this period, In case of refusal of accepting the offer, the EMD provided with the tender will be forfeited.

I/We hereby declare that I/We shall treat the tender documents specification and other records connected with the work as secret/ confidential documents and shall not communicate information derived there from to any person other than a person to whom I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the University.

Full Name of the <b>bidder/ Tenderer:</b>	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																																																																
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• The specification of above items should as per our NIT.