



**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH**

No. DU/Admn/AR/E-229/NIQ/2019/193

Date: 24/ 09/2021

**NOTICE INVITING QUOTATION**

Sealed quotations are invited from Dibrugarh University registered or empanelled press in the prescribed format attached herein as Annexure - I for quotation of rates for printing of SLMs and other items of the DODL, D.U. The minimum valid quoted rates shall be fixed for allotment of printing works. The quotation will be received by the undersigned at the office of the Registrar, Dibrugarh University on or before **06.10.2021** till **4.00 PM**. The quotations will be unsealed on **08.10.2021** at **11.00 AM** in the Conference Room of the **Registrar, Dibrugarh University, Dibrugarh- 786004**. This NIQ is meant for fixation of rates only. The University reserves rights to accept/reject any applications or part thereof.

**A. Eligibility Criteria**

- (i) The press must have Districts Industry Centre (DIC) Registration.
- (ii) The press must have Trade License (applicable for offset printing)
- (iii) The press must have a valid GST Certificate
- (iv) The press must have PAN Card
- (v) The press must submit turnover during the last 3 financial years with documentary proof. In addition, the press shall provide the Income & Expenditure Statement/Balance Sheet of the last 3 years.
- (vi) The press shall submit Up-to-date Income tax and GST Return copy.
- (vii) The press shall submit Declaration of Non-Blacklist from any organisation.
- (viii) The press must have Experience of printing Study Materials of any Educational Institution supported by order copy of not less than 5 lakhs.
- (ix) The press must provide Solvency Certificate
- (x) The press must provide Empanelment Certificate of Dibrugarh University.

**Other Terms and Conditions:**

1. No separate quotation paper will be issued from the office. Quotation should be submitted in the Supplier's Letter Pad with supporting documents.
2. The University reserves the right to accept or reject any or all the quotations without assigning any reason.
3. The quotation should be addressed to the "**Registrar, Dibrugarh University, Dibrugarh – 786004**" super scribing the Quotation Notice Number on the envelope.

**Sd/-**  
**Registrar**  
Dibrugarh University

***Copy to:***

1. The Deputy Registrar (F&A) D.U. for information.
2. Dibrugarh University Website.
3. Notice Boards.
4. Office File.

**Sd/-**  
**Registrar**  
Dibrugarh University

**Annexure I**  
**(To be submitted by the vendors)**

**B. GENERAL QUANTITATIVE SPECIFICATION WITH PRINTING MODALATIES  
FRO PRICE BID**

**PRICE BID**

Price Bid for Printing SLMs and other Items

Sl. No.	Printing Specification	Paper Type	Paper Size	(Proposed Rate including paper cost, Exclusive of applicable taxes) Per page both side
1.	Printing per 100 copies both sides	Maplitho 18.6kg. (70GSM) double demy with 80% brightness or more of any 'A' Grade Mill.	1/4 Demy	
			1/5 Demy	
	Printing per 100 copies both sides	*7.4 kg Demy Paper-brightness or more of any 'A' Grade Mill	1/4 Demy	
			1/5 Demy	
	Printing per 250 copies both sides	Maplitho 18.6kg. (70GSM) double demy with 80% brightness or more of any 'A' Grade Mill.	1/4 Demy	
			1/5 Demy	
	Printing per 250 copies both sides	7.4 kg Demy Paper-brightness or more of any 'A' Grade Mill	1/4 Demy	
			1/5 Demy	
	Printing per 500 copies both sides	Maplitho 18.6kg. (70GSM) double demy with 80% brightness or more of any 'A' Grade Mill.	1/4 Demy	
			1/5 Demy	
	Printing per 500 copies both sides	7.4 kg Demy Paper-brightness or more of any 'A' Grade Mill	1/4 Demy	
			1/5 Demy	
	Printing per 1000 copies both sides	Maplitho 18.6kg. (70GSM) double demy with 80% brightness or more of any 'A' Grade Mill.	1/4 Demy	
			1/5 Demy	
	Printing per 1000 copies both sides	7.4 kg Demy Paper-brightness or more of any 'A' Grade Mill	1/4 Demy	
			1/5 Demy	
2	Multi-colour cover printing (per 100)	Glossy Paper 130 GSM	Half Demy	
	Multi-colour cover printing (per 250)			
	Multi-colour cover printing (per 500)			
	Multi-colour cover printing (per 1000)			
	Multi-colour cover printing (subsequent per 1000)			

	Multi-colour cover printing (per 100)	Glossy Paper 150 GSM	Half Demy	
	Multi-colour cover printing (per 250)			
	Multi-colour cover printing (per 500)			
	Multi-colour cover printing (per 1000)			
	Multi-colour cover printing (subsequent per 1000)			
	Multi-colour cover printing (per 100)	Glossy Paper 170 GSM	Half Demy	
	Multi-colour cover printing (per 250)			
	Multi-colour cover printing (per 500)			
	Multi-colour cover printing (per 1000)			
	Multi-colour cover printing (subsequent per 1000)			
3.	Center/Side Stich Binding	Per 100 Copies up to 150 pages		
		Per 250 Copies up to 150 pages		
		Per 500 Copies up to 500 pages		
		Per 1000 Copies up to 150 pages		
4	Perfect Binding	100 – 150 Pages	Per 100 Copies	
			Per 250 Copies	
			Per 500 Copies	
			Per 1000 Copies	
		151 – 200 Pages	Per 100 Copies	
			Per 250 Copies	
			Per 500 Copies	
			Per 1000 Copies	
		201 – 250 Pages	Per 100 Copies	
			Per 250 Copies	
			Per 500 Copies	
			Per 1000Copies	
		251 – 300 Pages	Per 100 Copies	
			Per 250 Copies	
			Per 500 Copies	
			Per 1000 copies	

		301 – 350 Pages	Per 100 Copies	
			Per 250 Copies	
			Per 500 Copies	
			Per 1000 Copies	
		351 – 400 Pages	Per 100 Copies	
			Per 250 Copies	
			Per 500 Copies	
			Per 1000 Copies	

\* In exceptional case (i.e. adverse market condition) 7.4 kg. demy paper may be used with due approval.

### **C. OCCASIONAL WORK**

The rate of the following occasional work as and when required by the competent authority of this office shall also be quoted compulsorily.

<b>S.No.</b>	<b>Particulars</b>		<b>Proposed Rate (In rupees) Exclusive of Taxes</b>
1.	DTP* / Composing per page with proof	Assamese	
		English	
		Technical	
2.	Formatting* per Page	Assamese	
		English	
		Technical	
3.	Extra proof reading per Page		
4.	Cover page Designing/ Composing		

\*Page layout / formatting instructions of SLM and other items shall be provided after the issuance of the purchase Order.

#### **NOTE:**

- (a) On the Basis of above individual component rates, a comprehensive rate for copies as per requirement shall be integrated with the final accepted prices in Annexure III.
- (b) A soft copy of each of the publications in PDF/DOCX format will be required to be submitted on a CD-ROM as well as electronically along with source file of the DTP software used.
- (c) No extra payment will be made for delivery and packing/forwarding etc.

#### **Printing of Poster and Banner**

<b>S. No.</b>	<b>Particulars</b>		<b>Proposed Rate (in rupees) Exclusive Taxes</b>
1.	Poster (size per poster 18"x23"; on GSM Indian Art Paper in multi-colour)		
2.	Banner printing per sq. ft.	General Flex	
		Star Flex	
		General Vinyl Flex	
		Eco Vinyl Flex	

**CHECK LIST**

S.No.	Name of the Document	Status Submission		Page
1.	Districts Industry Centre (DIC) Registration			
2.	Trade License (applicable for Offset Printing)			
3.	GST Certificate			
4.	PAN Card			
5.	Turnover during the last 3 financial years with documentary proof. In addition, provide the Income & Expenditure Statement/Balance Sheet of the last 3 years.			
6.	Up-to-date Income tax and GST Return copy			
7.	Declaration of Non-Blacklist from any organization			
8.	Experience of printing study Materials of any Educational Institution supported by order copy of not less than 5 lakhs			
9.	Solvency Certificate			
10.	Empanelment Certificate of Dibrugarh University			

**Sd/-**  
**Registrar**  
Dibrugarh University