

**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY  
DIBRUGARH :: ASSAM  
PIN: 786 004**



**BID DOCUMENT**

**FOR**

**NAME OF THE WORK: Printing & Supply of Examination Materials for Examination  
Branch, Dibrugarh University**

**TENDER No: DU/AR-ADMN/NIT-NIQ/File-II/546 Dated: 30.05.2023**

# CUT-OUT SLIP

**NAME OF THE WORK:** Printing & Supply of Examination Materials for Examination Branch, Dibrugarh University

**TENDER No:** DU/AR-ADMN/NIT-NIQ/File-II/ 546 **Dated:** 30.1.05./2023

**SUBMISSION DUE DATE & TIME** : .....19/06/2023 up-to 11.30 A.M.

**FROM:**

**NAME:**  
**ADDRESS**

**TO:**

THE REGISTRAR  
DIBRUGARH UNIVERSITY  
DIBRUGARH, ASSAM

(To be pasted on the outer envelope containing "Technical"& "Commercial" bids



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

No. DU/AR-ADMN/NIT-NIQ/File-II/546

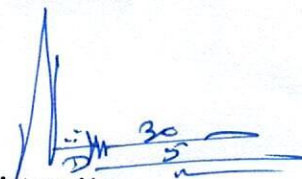
Date: 30/05/2023

**Tender Notice**

Sealed Tenders are invited from registered printing press/firms/agencies for **Printing & Supply of Examination Materials (like Exam Forms, Examiner's Report, T.A. Bill, Mark Foil etc.) for Examination Branch, Dibrugarh University** Detailed specification of the items, terms & conditions etc are given at Part-B. Last date of submission of Tender with all relevant papers is 19/06/2023 up-to 11:30 A.M. to be submitted at the Office of the Registrar, Dibrugarh University, Dibrugarh, Assam.

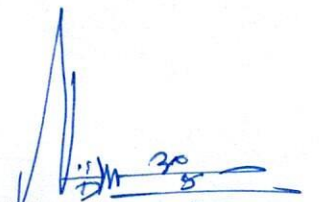
Availability of Bid papers	From <u>30/05/2023</u>
Last date for receipt of Bid	<u>19/06/2023</u> upto 11.30 A.M.
Time & Date of opening of Bid	<u>19/06/2023</u> at 02:30 P.M.
Place of opening of Bid	Office of the Registrar, DU
Cost of Tender Document	500/- Non refundable
EMD	Rs. 5,000.00 (Refundable)

The tender should be submitted in two separate sealed envelopes *i.e.* **Part - I TECHNICAL BID** and **Part - II FINANCIAL BID**. The technical bid shall be opened on above mentioned date and time and the financial bid of only those bidders who qualify in technical bid shall be opened on the same date or at a later date which shall be intimated to the tenderer whose technical bid are found to be valid. Dibrugarh University reserves all the rights to reject any or all the tenders without assigning any reason thereof.

  
Registrar i/c  
Dibrugarh University

**Copy to:**

1. The Deputy Registrar (F&A) i/c, D.U. for information.
2. The Programmer, D.U., for information and necessary action.
3. Office File

  
Registrar i/c  
Dibrugarh University

## PART A - TERMS AND CONDITIONS

### GENERAL INFORMATION

The tender bids duly complete in all respects, along with the necessary documents should be submitted to the Registrar, Dibrugarh University, Assam. The Technical Bids so received, shall be opened on 19/06/2023 at 02:30 P.M. in the Office of the Registrar, Dibrugarh University in the presence of the representatives of the bidders. The Financial Bids of the Tenderers shall be opened on the same date or at a later date to be intimated to the Tenderers whose Technical Bids are found to be valid. Right to reject any or all Tenders, without assigning any reason thereof is reserved by Dibrugarh University.

### Terms and Conditions of Supply:

1. All the manufacturers/ authorized dealers should also give a brief profile about their company and the facilities available with them of the quoted items. Their turnover and important firms/ Government Institutes/ P.S.U.s etc. to which they are supplying quoted items, should also be mentioned.
2. The last date and time for the submission of the bids is 19/06/2023 up-to 11:30 A.M.
3. Suppliers shall submit the following documents along with their quotations:
  - i) GST Registration Certificate
  - ii) PAN Card
  - iii) Trade License.
4. The rates should be mentioned in the **FINANCIAL BID** attached with the Tender Document as **ANNEXURE-II**. Each page of the tender shall be signed in full and stamped with the seal by the supplier. The supplier must clearly state in what capacity he/she is signing the Tender.
5. The supplier shall submit the tender in 02 (two) envelopes. The first envelope (Technical Bid) shall contain all the following documents and be sealed.
  - Filled in Format Technical Specifications/Literature
  - Valid copy of Trade License,
  - PAN Card,
  - Registration certificate of GST,
  - The cost of tender of Rs. 500/- only which is non-refundable, along with the Earnest Money of Rs. 5,000/- only in the form of Demand Draft/Bankers Cheque/Bank Guarantee in favour of the Registrar, Dibrugarh University, Dibrugarh, Assam.
  - The Firm(s) who are registered with MSME, National Small Industries Corporation (NSIC) /OR Small Scale Industries (SSI) are exempted to submit the Tender Cost/EMD. However, a copy of registration must be provided along with Technical Bid.
6. Supplier should read carefully all the instructions and terms and conditions, etc before registering rates in prescribed schedule of the tender. Taxes and duties etc. should be shown separately.
7. The Technical Documents shall be opened, at **02:30 P.M. on 19/06/2023** or on the next working day if the offices of the University remain closed due to any reason.
8. Required specifications along with quantities of the items are given in **Annexure-I** to these papers, i.e. (Part B).
9. The delivery and installation should be completed within 1 month or as specified from placing of the order. No extension shall be granted to the contractors/suppliers for the period of delivery, under any circumstances.

10. If the supplier fails to deliver the article as per the delivery schedule, the University shall be free to procure the balance/undelivered supply, at the risk and cost of the supplier, from other such suppliers.
11. The goods, articles, materials supplied by the supplier shall be accepted after inspection by an officer authorized by the competent authority. No articles/materials which do not conform to the specifications laid down in the terms and conditions or damaged in transit shall be accepted.
12. The bills of the suppliers shall be paid by the University after all the materials/articles/equipments have been received and installed, inspected as above.
13. The tendering firm must provide proof of documents for executing similar works earlier.
14. In the event of any breach of the terms and conditions of the supply, the University may terminate the contract placed with the supplier and forfeit the security deposit of the supplier.
15. The quantity as mentioned at Part-B (Specifications) may be increased or decreased at the time of placing Order as per requirement.
16. Tenderers are advised to study all technical and commercial aspects, instructions, forms, terms and specifications carefully in the tender document. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Tender document in every respect will be at the tenderer's risk and may result in the rejection of the bid.
17. This tender document is not transferable.
18. The Registrar, Dibrugarh University reserves the right to reject/accept/cancel any or all quotations without assigning any reason thereof.
19. For any sample query, the intending tenderer may contact the office of the Sr. Assistant Registrar (Admin.), Dibrugarh University on working days only.

**Note:**

- (a) Tenderers are advised to read carefully the Terms and Conditions of supply before recording the rates in this Schedule.
- (b) No erasures or overwriting shall be allowed, unless they are authenticated under the full signature and the seal of the tenderer.
- (c) The University reserves the right to:
  - (i) Accept/reject any/all tenders without assigning any reason thereof.
  - (ii) Revise the quantities at the time of placing the order without change in the rate quoted by the bidder.
  - (iii) Add/modify/relax or waive any of the conditions stipulated in the tender document whenever deemed necessary
  - (iv) Award the contract to one or more tenderers for the items covered by the tender.

Part – B

Sl. No.	Particulars	Qty.
01	Detail Statement of Fees, Form, etc.	100 Nos.
02	Statement of Fees	100 Nos.
03	Head Examiner's Report	100 Nos.
04	Seat Label	100 Nos.
05	Betterment Form of BA/B.Sc./B.com	100 Nos.
06	Top Sheet (A4 Size)	1000 Nos.
07	List of Absentees	100 Nos.
08	Scrutiny Slip	100 Nos.
09	Expulsion Report	100 Nos.
10	Despatch Report	100 Nos.
11	Travelling Allowance Bill	100 Nos.
12	Remuneration Bill	100 Nos.
13	Inner Envelope	100 Nos.
14	Outer Envelope	100 Nos.
15	B.A./B.Sc./B.Com 4 <sup>th</sup> Semester Examination (New Course/Old Course) (Consolidated Statement of numbers of candidates in different subjects)	100 Nos.
16	B.A./B.Sc./B.Com 6 <sup>th</sup> Semester Examination (New Course) (Consolidated Statement of numbers of candidates in different subjects)	100 Nos.
17	B.A./B.Sc./B.Com 3 <sup>rd</sup> Semester Examination (New Course) (Consolidated Statement of numbers of candidates in different subjects)	100 Nos.
18	B.A./B.Sc./B.Com 2 <sup>nd</sup> Semester Examination (New Course) (Consolidated Statement of numbers of candidates in different subjects)	100 Nos.
19	B.A./B.Sc./B.Com 1 <sup>st</sup> Semester Examination (Consolidated Statement of numbers of candidates in different subjects)	100 Nos.
20	B.A./B.Sc./B.Com 5 <sup>th</sup> Semester Examination (New Course) (Consolidated Statement of numbers of candidates in different subjects)	100 Nos.
21	Scrutiny Label (1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> /4 <sup>th</sup> /5 <sup>th</sup> and 6 <sup>th</sup> Semester)	1000 Nos.
22	Graph paper	100 Nos.
23	Brown paper	100 Nos.
24	Drawing Paper	100 Nos.
25	Mark Foil (One Foil-200 pages per Book)	100 Nos.
26	Mark Foil (Three Foil-200 pages per Book)	100 Nos.

*(Format of Financial Bid)*

To,

The Registrar  
Dibrugarh University  
Dibrugarh

Ref : NIT No. DU/AR-ADMN/NIT-NIQ/File-II/ 546  
Sub : Financial Bid

Date: 30/05/2023

Sir,

In reference to the NIT cited above, the undersigned would like to submit the Financial Bid as per the unit price, taxes, quantity *etc.*

Item No.	DESCRIPTION OF GOODS	Qty.	Unit Price	GST with %	Total Amount (INR)

This is for your kind perusal and acceptance please.

Signature  
Seal

Date:

Place: