



OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH

No. DU/Admn/AR/E-229/NIQ/2019/51

Date: 11/08/2023

Notice Inviting Quotation

Sealed quotations are invited from reputed firms/suppliers/ vendors for printing and supply of following items to Dibrugarh University.

The quotations will be received by the undersigned on or before **25/08/2023 upto 03.30 pm** and will be opened on **28/08/2023 at 2.30 pm** in the presence of the intending quotationers or their authorized agents in the Committee Room of the New Administrative Building, Dibrugarh University.

Sl. No.	Items	Specifications	Qty
01	Designing, Printing and Binding of "The DU Gazette" Issue: January-June, 2023	<ul style="list-style-type: none">• Size: ¼ Demy• Pages: 56 + Cover (approx.)• Printing: Multicolour• Paper for Cover: 300 GSM• Paper for Inside Pages: 130 GSM• Cover Lamination: Matt• Binding: Perfect Binding	500 Copies

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. Payment will be made only after the successful receipt of the materials in good condition.
4. In event of any kind of holiday, the quotations shall be opened on the next working day.
5. The quotation should be addressed to the "**Registrar, Dibrugarh University, Dibrugarh-786004**" super scribing the Quotation Notice Number on the envelope.
6. Any kind of GST/Taxes (if any) or any kind of installation or other charges must be clearly indicated in the quotation.
7. The Quantity mentioned may increase or decrease at the time of placing the order as per requirement.
8. The Tendering firm must have a permanent establishment in Dibrugarh.
9. The Tendering firm must have GST/PAN and the same have to be enclosed in the quotation.

Sd/-

Registrar i/c

Dibrugarh University

Copy to:

1. The Dy. Registrar (F&A) i/c, D.U. for information.
2. The Programmer, D.U. to upload in the University web site.
3. Notice Boards.
4. Office File.

Sd/-

Registrar i/c

Dibrugarh University

