



OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH

No. DU/Admn/AR/E-229/NIQ/2019/33

Date: 13/ 12/2023

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 **27/12/2023 upto 11.30 A.M.** and will be opened on **27/12/2023 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	Printing of Annual Report 2023	¼ size around 250 pages on good quality Art Paper with Multicoloured pages containing Photographs, Graphs and pie charts, Multi-coloured cover on 300 gsm art Board with Matt Lamination and Binding to be printed in 2 bunches. a) First Draft to be placed before the EC and DU Court 90 Copies b) Final Approved by the DU Court 110 copies	200 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 GST/PAN and the same have to be enclosed in the quotation.

Sd/-
Registrar
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
Dibrugarh University