



OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH

No. DU/RG/9.01.01/2024/6665

Date: 01.03.2024

Notice Inviting Limited Quotation

Sealed quotations are invited from reputed firms/presses for the printing and supply of Dibrugarh University Post Graduate Students' Union Journal as per specification mentioned below. The quotations will be received by the undersigned on or before **21/03/2024 up-to 12.30 pm** and will be opened on the same date at **3.00 pm** in the presence of the intending quotationers or their authorized agents.

Sl. No.	Particulars	Rate	Qty.
01	DUPGSU Annual Magazine, 2021-22		700 Nos.
	DUPGSU Annual Magazine, 2022-23		700 Nos.
	DUPGSU Annual Magazine, 2023-24		3,000 Nos.
a.	DTP, Cover and Inside Color Page Design		
b.	Size: Demy ¼ size, 8.5"X11" (after binding)		
c.	B/W Page : 80 GSM Natural Sheet (Per Page Rate)		
d.	Cover Page: Folded Cover with Multi Color Printing (Both Side) and Mate Lamination (Paper - 300 GSM)		
e.	Inside Multi Color Printing : 130 GSM Glossy Paper (Per Page Rate)		
f.	Binding: Perfect Binding		

Terms and Conditions:

1. The Tendering firm must have its office and factory in Assam. *(Proof of having own Printing Machine must be submitted)*
2. Must have an annual turnover of at least 10 (ten) lakh during the last 3 (three) financial years. *(Convincing evidence must accompany the declaration)*
3. Up to date Trade License, Income Tax, PAN, GST No. must be accompanied along with the quotation.
4. Must have experience of executing satisfactory similar job for Govt. Organizations/Academic Institutions.
5. Submit a copy of Power Point Presentation representing the details infrastructure of the firm.
6. Any other information which may be useful in process of evaluation.
7. No separate quotation paper will be issued from the office. Quotation should be submitted in the Supplier's Letter Pad with supporting documents.
8. The University reserves the right to accept or reject any or all the quotations without assigning any reason.
9. The quantity mentioned above may be increased or decreased at the time of order as per actual requirement.
10. Payment will be made only after the successful completion of the job and after receipt of the materials in good condition.
11. There will be no compromise on the quality of the paper and printing. If the production is found to be sub-standard, the University is not liable for payment.
12. The quotation should be addressed to the "Registrar, Dibrugarh University, Dibrugarh – 786004" super scribing the Quotation Notice Number on the envelope.
13. The tendering firm must clearly indicate the rate of *taxes (if any)* in their quotation
14. The tendering firm must clearly indicate the rate of printing per 500 copies in their quotation.

Registrar

Dibrugarh University

Copy to:

1. The Dean, Student Affairs, D.U. for information.
2. The Deputy Registrar (F&A) i/c, D.U. for information.
3. The Chairperson, Tender Opening Committee, D.U. for information.
4. The Magazine Secretary, DUPGSU, 2021-22 / 2022-23, D.U. for information.
5. The Programmer, D.U. for information and request to upload the same in the University website.
6. Office File

Registrar

Dibrugarh University