

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



BID DOCUMENT

FOR

NAME OF THE WORK: Printing and Supply of Document/Certificate Holding Plastic Folder with University Logo and Name of Dibrugarh University on the front page.

TENDER No: DU/Admn./AR/E-229/NIT/2019/2024/110 dated 04/11/2024

CUT-OUT SLIP

NAME OF THE WORK: Printing and Supply of Document/Certificate Holding Plastic Folder with University Logo and Name of Dibrugarh University on the front page.

TENDER No: DU/Admn./AR/E-229/NIT/2019/2024/110 dated 04/11/2024

SUBMISSION DUE DATE & TIME : 05/12/2024 up-to 5.00 P.M.

FROM:

TO:

NAME:
ADDRESS

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/Admn./AR/E-229/NIT/2019/2024/110

Date:04/11/2024

NOTICE INVITING TENDER

Sealed Tenders are invited from registered vendors/suppliers of Dibrugarh University for 'Printing and Supply of Document/Certificate Holding Plastic Folder with University Logo and Name of Dibrugarh University on the front page'. Detailed specification of the item, terms & conditions etc. are given at **ANNEXURE-I**. Last date of submission of Tender with all relevant papers is **05/12/2024 up-to 5:00 P.M.** to be submitted at the Office of the Registrar, Dibrugarh University, Dibrugarh, Assam.

Availability of Bid papers	From 05/11/2024
Last date for receipt of Bid	05/12/2024 up to 5:00 P.M.
Time & Date of opening of Bid	06/12/2024 at 03:30 P.M.
Place of opening of Bid	Office of the Registrar, DU
Cost of Tender Document	Rs. 1000.00 + 18% GST (Non refundable)
EMD	2% of the total value.

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 the 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.

Sd/-
Registrar
Dibrugarh University

Copy to:

1. The Chairperson, Tender Opening Committee, D.U., for information.
2. The Deputy Registrar (F&A) *i/c*, D.U. for information.
3. The Programmer, D.U., with a request to upload the NIT at D.U. website.
4. Office File

Sd/-
Registrar
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 at the Office of the Registrar, Dibrugarh University, Assam. The Technical Bids so received, shall be opened on **06/12/2024 at 03:30 P.M.** at CHINTAN, Conference Hall, 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. **This tender is only meant for the registered vendors/firms/suppliers of Dibrugarh University. Firms/vendors/suppliers who are not registered with Dibrugarh University are requested not to participate in the said tender.**
2. The last date and time for the submission of the bids **05/12/2024 up-to 5:00 P.M.**
3. 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.
4. The supplier shall submit the tender in 02 (two) envelopes. The first envelope (Technical Bid) shall contain all the following documents and be sealed.
 - PAN Card,
 - GST Certificate
 - The cost of tender of **Rs. 1000/- (Rupees One Thousand) + 18% GST** only which is non-refundable, along with 2% Earnest Money of the total tender value in the form of Demand Draft/Bankers Cheque in favour of the Registrar, Dibrugarh University, Assam payable at Dibrugarh University.
 - Any Firm(s) 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.
5. Bidder 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.
6. The Technical Documents shall be opened, at **03:30 P.M. on 06/12/2024** or on the next working day if the offices of the University remain closed due to any reason.
7. Technical specifications of the items are given in **ANNEXURE-I** to these papers (Part B).
8. The delivery at Dibrugarh University should be completed within the time period as specified in the purchase order. No extension shall be granted to the vendor /supplier for the period of delivery, under any circumstances.

9. If the supplier fails to deliver the items/articles as per the delivery schedule, the University shall be free to procure the entire balance/undelivered supply, at the risk and cost of the supplier, from other such suppliers.
10. The materials supplied by the supplier shall be accepted only 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. Moreover, a sample of the *'Printing and Supply of Document/Certificate Holding Plastic Folder with University Logo and Name of Dibrugarh University on the front page'* will be available at the office of the Assistant Registrar (Administration), Dibrugarh University, which bidders, if interested, may visit the said office to check the same for better understanding.
11. The bills of the suppliers shall be paid by the University only after all the items/materials have been received and inspected as above in good condition.
12. Vendor(s) must submit Compliance statement in tabular form comparing each specification of the quoted item with that given in the Tender Document (**ANNEXURE III**)
13. The quantity of the required item may be increased or decreased at the time of placing order as per requirement.
14. Tenderers are advised to study the technical specifications, 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.
15. This tender document is not transferable.
16. Correction of Arithmetical Errors:
 - i. if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Committee there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
 - ii. if there is an error in a calculation of the total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and
 - iii. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.
17. If the price bid is ambiguous leading to two equally valid total price amounts, the bid shall be treated as non-responsive and rejected.
18. The contract in no case shall be awarded to more than one bidder by splitting the quantity.

Note:

(a) Tenderers are advised to read carefully the Terms and Conditions for '*Printing and Supply of Document/Certificate Holding Plastic Folder with Logo and Name of Dibrugarh University on the front page*' 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.

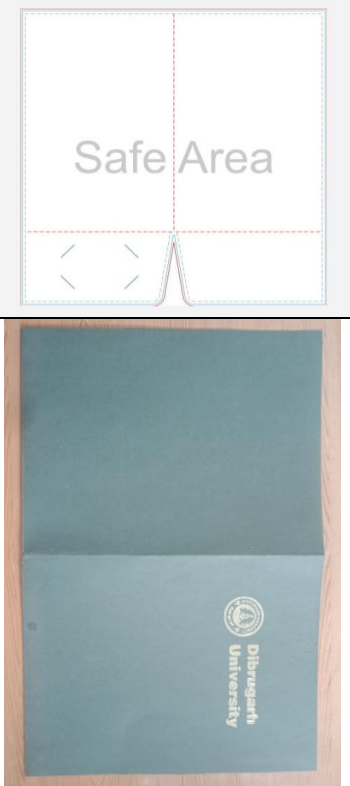
(c) The University reserves the right to:

- (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.

Sd/-
Registrar
Dibrugarh University
Dibrugarh

SPECIFICATIONS

Printing and Supply of Document/Certificate Holding Plastic Folder with Logo and Name of Dibrugarh University

Sl. No.	Product specifications	Template
1.	<p>Plastic Certificate Folder:</p> <ul style="list-style-type: none"> • Board paper, 320 GSM with 2 Pockets inside the folder with Golden Foil Printing. • File size 12 x 9inch. • Golden foil printing. • Logo of Dibrugarh University measuring 40cm should be superscribed on the front of the folder. • The letters ‘<i>Dibrugarh University</i>’ should be superscribed on the front of the folder measuring 135mm x 40mm. • Safe area inside the folder to store documents/certificates • Customized pockets 	

• The images used is for illustration purpose and does not intend to promote any brand/product.

Signature:

Date.....

Name :.....

Address :.....

.....

.....

Mobile No.....

ANNEXURE-II

To

The Registrar
Dibrugarh University
Dibrugarh

Ref: NIT no.dated.....

Sub: Financial Bid

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 ITEMS WITH DETAILS OF SPECIFICATIONS	Unit Price (INR)	taxes, duties to deliver goods at final destination	Total Amount
1	Certificate/Document Holding Plastic Folder: <ul style="list-style-type: none"> • Board paper, 320 GSM, 2 Pockets inside the folder with Golden Foil Printing to store document/certificate. • File size 12 x 9inch. • Golden foil printing. • Logo of Dibrugarh University measuring 40cm should be printed on the front of the folder. • Inscription of the letters '<i>Dibrugarh University</i>' should be printed on the front of the folder measuring 135mm x 40mm. • Customized pockets 			
Total Amount (INR)				

Sir, the above quoted price is inclusive/exclusive of GST.

This is for your kind perusal and acceptance please.

Signature

Seal

Date:

Place:

COMPLIANCE SHEET

Sl. No	Particulars	Mention 'Yes' / 'No'
1.	Whether "Technical Bid" & "Financial Bids" submitted separately and the respective envelopes superscribed properly	
2.	Whether Tender Fee submitted? (if applicable).	
3.	Whether EMD submitted? (if applicable)	
4.	Whether MSME/NSIC/SSI certificate submitted? (in case of seeking Exemption)	
5.	Whether copy of PAN submitted?	
6.	Whether GST regn. Certificate provided?	

All above enclosures must be valid (wherever applicable)

Date:

Name & Signature of the tenderer with
seal

Place:

Note: Tenders not accompanied with above information & documents in support of the same may be summarily rejected.