



BHATTADEV UNIVERSITY

A State University established by upgrading Bajali College

BAJALI, PATHSALA-781325, ASSAM

NIB No.: BU/E&A/NIB/2024/3577

Date: 05/01/2024

Notice Inviting Bids for Publication of Annual Magazine

Sealed quotations are invited from intending printing house/Press for “**PRINTNG OF 60TH ISSUE OF ‘BAJALIAN’, THE ANNUAL MAGAZINE PUBLISHED BY BHATTADEV UNIVERSITY, BAJALI.**”

The following general terms and conditions will be applicable:

1. All technical documents along with the supporting documents in conformity with the terms and conditions are to be placed in a sealed envelope along with Price quotations for various components clearly indicating the amount including various tax components etc.
The sealed envelope must be clearly super-scribed on the top of the same “**PRINTNG OF 60TH ISSUE OF ‘BAJALIAN’, THE ANNUAL MAGAZINE PUBLISHED BY BHATTADEV UNIVERSITY, BAJALI, NIB NO BU/E&A/NIB/2024/3577 DATED 05/01/2024**”. The name and address of the bidder along with valid contact number(s) must be mentioned on each of the envelopes. The sealed envelope addressed to "The Registrar, Bhattadev University, Bajali, Pathsala, PIN-781325, Assam" must be submitted during office hours in the Drop-Box arranged for the purpose or sent by post on or before **2.00 PM of 24/01/2024**. Tender sent by post must be reach by the above time and date. For late delivery by postal or any other authentic mailing services, the institute shall not be responsible.
2. No separate tender paper will be issued from the office; one should only download the List of Equipments along with Specifications from the university website: <https://bhattadevuniversity.ac.in> .
3. The rates should be quoted in Indian Rupee. GST (CGST, SGST, IGST), admissible duties, rates and other taxes, if any, all of which shall be shown separately. Insurance, wages of manpower, and other incidental expenses must be borne by the selected bidder themselves.
4. Applicable levies, surcharge and discounts should be clearly indicated item-wise.
5. **Quoted rates should be valid at least for a period of one year.**
6. The rates should be quoted along with supporting documents of specifications and technical features.
7. The published item must be supplied to the office of the DSW, Bhattadev University within the stipulated which will mention later without any additional cost.
8. **The last date of submission of bids is 24/01/2024 at 2.00 PM.** The quotations will be opened on same day at 2.30 PM. Representatives of the participating companies may attend the quotation opening meeting to be held in the office of the Registrar, Bhattadev University.
9. Rates must be quoted item wise. PAN/GSTN wherever applicable, must be mentioned.



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10. A non refundable tender processing fee of Rs. 1000/- (One Thousand) must be deposited through Demand Draft **in favour of Registrar, Bhattadev University, Bajali Payable at Pathsala**. Applications with no bid processing fee will be rejected.
11. Negotiations, if necessary, to be made by Bhattadev University with the LI bidder (s) may be held for finalizing the order.
12. Proof of satisfactory completion of similar jobs elsewhere may also be attached.
13. All other terms and conditions will be as per the Bhattadev University rules and regulations.
14. Bhattadev University reserves the right of modifications, cancellations and decisions in regard to the entire process.

Enclosures-cum-Checklist

Documents etc. which must be placed inside the envelope are

- i) Demand draft of tender processing fee of Rs. 1000/- (One Thousand).
- ii) Copy of bidding document duly sealed and signed by the authorized signatory representing the bidder.
- iii) The bidder must filled up the Annexure-I and submit along with bid
- iv) An undertaking on the letterhead of the bidder clearly stating that 'all terms and conditions stipulated in the bidding document are unconditionally acceptable to us'
- v) Copy of valid/ up-to-date trade license issued by the competent authority under jurisdiction of Assam State.
- vi) Copy of PAN card
- vii) Copy of certificate pertaining to GST registration
- viii) Copy of document(s) indicating income tax returns (ITR) filing for the Current Financial Year [i.e. Assessment Year 2021-2022]
- ix) Copy of documents/ testimonials [such as purchase orders/ invoices] indicating prior work experience of similar nature.
- x) Hard Copy (paper) of the duly filled up prescribed price format at **Annexure- II**



Registrar i/c
Bhattadev University

Registrar i/c
Bhattadev University, Bajali



**Annexure - I
Bidder's Details**

Sl. No.	Particulars	Details to be filled
1.	Name and Address of the Applicant Firm/Company/Proprietary Concern (relevant documents to be produced)	
2..	Mobile number with Email ID of the person to be contacted	
3.	PAN number	
4..	Registration number	
5.	GST Registration Number	
6.	Bank details	
	a) Name in A/C	
	b) A/C No.	
	c) Name of the Bank	
	d) Name of the Branch	
	e) IFS Code of the Branch	
7.	Details of experience (If any)	

Signature with Official Seal:

Name & Address of the Applicant:

Place:

Date:



(Handwritten signature)

Annexure-II

Sl. No.	Particulars	Specification
1	Size of the Magazine	¼ Demy
2	No. of Copies	1200
3	Total B/W page	160
4	B/W text Paper	80 GSM N.S.(Book Print)
5	Cover(Multicolor)	4 Pages (300 GSM glossy)
6	Inner Multicolor	40 Pages (130 GSM Glosy)
9	Lamination	Adobe Premiere Pro (Recent version)
10	Digital Audio Workstation software	Matt
11	Binding	Perfect



(Handwritten signature)