



BHATTADEV UNIVERSITY

A State University established by upgrading Bajali College

BAJALI, PATHSALA-781325, ASSAM

NIB No.: BU/E&A/NIB/2025/7313

Date: 18/09/2025

Notice inviting bids for Publication of Annual Magazine

Sealed quotations are invited from intending printing house/Press for **"PRINTNG OF 61st 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 61st ISSUE OF 'BAJALIAN', THE ANNUAL MAGAZINE PUBLISHED BY BHATTADEV UNIVERSITY, BAJALI, NIB NO BU/E&A/NIB/2025/.7313 DATED 18/09/2025 "**. 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 13/10/2025**. 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 13/10/2025 at 2.00 PM.** The quotations will be opened on same day at 2.30 PM. Representatives of the participating vendors/publishers 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.
10. A non refundable compulsory tender processing fee of Rs. 1000/- (One Thousand) must be deposited through SBI Collect. (for depositing Bid Processing Fee go to <https://www.onlinesbi.sbi/>, click on SBI collect-Select Category as Educational Institutions-Search Educational Institute as Bhattadev University Bajali-Select Payment Category as Bid Processing Fee -Rs. 1,000/- then filled in all the details—then click next—Click Next—Select payment type—then make payment) failing which the Tender 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.
15. Decision of the tender committee will be the final.

Enclosures-cum-Checklist

Documents etc. which must be placed inside the envelope are

- i) SBI collect receipt of Bid Processing Fee of Rs. 1000/- (One Thousand).
- ii) The bidder must filled up the Annexure-I and submit along with bid
- iii) 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'
- iv) Copy of valid/ up-to-date trade license issued by the competent authority under jurisdiction of Assam State.
- v) Copy of PAN card
- vi) Copy of certificate pertaining to GST registration
- vii) Copy of document(s) indicating income tax returns (ITR) filing for the last financial year
- viii) Copy of documents/ testimonials [such as purchase orders/ invoices] indicating prior work experience of similar nature.
- ix) Hard Copy (paper) of the duly filled up prescribed price format at **Annexure- II**



Mangit Dan
Registrar
Bhattadev University, Bajali
Registrar
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:



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	50 Pages (130 GSM Glossy)
9	Lamination	Adobe Premiere Pro (Recent version)
10	Digital Audio Workstation software	Matt
11	Binding	Perfect

