

Cotton University

Panbazar, Guwahati- 781001, Assam, India

www.cottonuniversity.ac.in

Notice Inviting Quotations

NIQ No. CU/S&P/2018/4 Dated February 5, 2018

Sealed quotations are invited in two-bid system (technical and financial bid) from printing press /vendors/suppliers for designing, printing and supply of the University Newsletter.

The detailed bid document is available in the website www.cottonuniversity.ac.in. Sealed quotations are to be submitted during office hours. The last date of submission of sealed quotations to the undersigned is **13th February, 2018 until 1:00 P.M.** The submitted quotations will be opened on the same day at 3:00 P.M. The participating bidders may be present during the opening of the sealed quotations as per the date and time mentioned above.


Registrar

Memo No. CCSU/S&P/2016/031/ *1159-63*

Dated February *05 Feb*/2018

Copy for information and necessary action to:

1. P.S. to the Hon'ble Vice Chancellor
2. Dr. Dhrubajyoti Das, Asst. Prof., Dept. of English and Editor, CU Bi-Annual Newsletter
3. Finance Officer
4. Systems Manager, with a request to upload this notice in Cotton University website
5. Office file

General Terms and Conditions

The participating bidders should meet the following minimum terms and conditions and criteria:-

- 1.1. The materials must be **supplied at Cotton University**, and the rates/prices/values should be quoted accordingly.
- 1.2. The bid documents must be submitted in **two separate sealed envelopes** titled:
 - (i) **'Technical Bid'**, containing all relevant documents in support of technical credentials, and,
 - (ii) **'Financial Bid'**, containing the filled-in relevant columns of the concerned cost involvement sheet
- 1.3. The **above two sealed envelopes** mentioned in clause 1.2 concerning Technical Bid and Financial Bid should be **put together in one big sealed envelope** clearly super-scribed on the top of the big envelope as **"APPLICATION FOR DESIGNING, PRINTING AND SUPPLY OF THE UNIVERSITY NEWSLETTER"** and submitted to Registrar, Cotton University, Panbazar, Guwahati-781001 until **1:00 P.M. of 13th February, 2018.**
- 1.4. **Financial Bid** will be considered **only after qualification in Technical Bid evaluation.**
- 1.5. **Non-conformity** to any of the terms and conditions will amount to **disqualification.**

Enclosures

The documents/testimonials which must be submitted in the envelope titled **'Technical Bid'** are:

- i) Copy of the **bid document** duly signed
- ii) Copy of the **valid Trade License** applicable to **Kamrup Metropolitan** jurisdiction
- iii) Copy of the **GST Registration Certificate (if applicable)**
- iv) Copy of the **Income Tax Returns Acknowledgment** for last one year
- v) Copy of the **PAN Card**
- vi) Copies of **documents** in support of **previous work experience or credentials of similar nature**

The document(s) which must be submitted in the envelope titled **'Financial Bid'** are:

- Copy of the prescribed sheet pertaining to Cost Involvement duly filled up in legible handwriting



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Cost Involvement

Sl. No.	Particulars of Item	Base Rate (INR) [A]	HSN Code No. [B]	Rate of GST (%) [C]	Value of GST (INR) [D]	Unit Price (INR) [E=A+D]	Qty. [F]	Total Price (INR) [G]
1	Name: Paper Size: 1/8 D/Demy No. of Pages: 16 Density: 130 GSM Type: Art Board / Glossy Lamination: Matte Colour: Multicolour						1000 copies	

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