



# Cotton University

Panbazar, Guwahati-781001, Assam, India

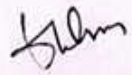
[www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in) :: 0361-2601100/2733530 :: [registrar@cottonuniversity.ac.in](mailto:registrar@cottonuniversity.ac.in)

## Notice Inviting Bids

NIB No. CU/S&P/2021/07 Dt. November 8, 2021

Bids in sealed cover are invited from Guwahati based printing press/printers in two-bid (techno-commercial and financial) system with respect to printing and delivery of the Annual Magazine 'Cottonian'.

This bidding document must be downloaded from the University's website [www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in). The sealed cover must be super-scribed as "Printing and delivery of the Annual Magazine 'Cottonian' :: NIB No. CU/S&P/2021/07 Dt. November 8, 2021" and addressed to "The Registrar, Cotton University, Guwahati, PIN-781001, Assam". The sealed cover containing the bid must be submitted during office hours in the drop-box arranged for the purpose on or before 11:00 A.M. of November 22, 2021. Bid opening may be done on the same day at 11:30 A.M.

  
(Prof. Diganta Kumar Das)  
Registrar  
Cotton University  
Panbazar, Guwahati-781001

Memo No. CCSU/S&P/2016/031/ *FF38-47*

Dated *6/11/21*

Copy for information and necessary action to:

1. The P.S. to the Vice Chancellor
2. The Faculties In-Charge of the 93<sup>rd</sup> Issue of the Annual Magazine 'Cottonian'
3. The Faculties In-Charge of the 94<sup>th</sup> Issue of the Annual Magazine 'Cottonian'
4. The Finance Officer
5. The Systems Manager; he is requested to arrange for uploading/posting of this bidding document in the University's website
6. The Editor, 93<sup>rd</sup> Issue of the Annual Magazine 'Cottonian'
7. The Editor, 94<sup>th</sup> Issue of the Annual Magazine 'Cottonian'
8. The University's notice board
9. The office file

  
(Prof. Diganta Kumar Das)  
Registrar  
Registrar  
Cotton University  
Panbazar, Guwahati-781001 Assam

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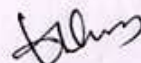
## 1. Terms and Conditions:

The following terms and conditions, which are the minimum criteria for this bid, shall apply herein:-

- 1.1. The sealed cover must be submitted in **two separate, sealed sub-envelopes** clearly super-scribed as:
  - i. **'Techno-commercial Bid'**, consisting of documents, testimonials, etc. pertaining to all technical specifications/ details of item(s) in addition to commercial terms and conditions as well as other requisite compliances; and
  - ii. **'Financial Bid'**, indicating item-wise per unit base rate(s)/ price(s)/ value(s) for the item(s) listed in the Techno-commercial Bid.
- 1.2. The **two separate, sealed sub-envelopes** mentioned in Clause 1.1 are required to be placed inside a **bigger sealed envelope** clearly super-scribed on the top of the same as **"Printing and delivery of the Annual Magazine 'Cottonian' :: NIB No. CU/S&P/2021/07 Dt. November 8, 2021"**. The name and address of the bidder along with valid contact number(s) must be mentioned on each of the envelopes. The bigger sealed envelope which is to be addressed to **"The Registrar, Cotton University, Guwahati, PIN-781001, Assam"** must be submitted during office hours in the drop-box arranged for the purpose on or before **11:00 A.M. of November 22, 2021**.
- 1.3. Techno-commercial Bid opening and evaluation may be done on the same day at **11:30 A.M.** which the bidders may attend, if they so desire. Financial Bid opening of only the techno-commercially acceptable offer(s) shall be done for the purpose of evaluation and ranking. In case Techno-commercial Bid evaluation remains incomplete that day, then the date and time of Financial Bid opening shall be intimated to the shortlisted bidder(s) separately.
- 1.4. In case the date of bid submission is declared a holiday by any jurisdictional authority, then the following working day of the University shall be treated as due date for bid submission. The bid received after due date and time or without sealed cover or in torn condition shall be treated as 'unresponsive' and disqualified, and shall not be entertained under any circumstances whatsoever.
- 1.5. Any addendum, corrigendum, notice of date extension, etc. shall be posted on the University's website only. As such, it is in the bidder's best interest to stay alert regarding such postings.
- 1.6. All bids received shall be opened, scrutinized and evaluated by a committee constituted for the purpose of selection and recommendation with respect to award of contract.
- 1.7. Evaluation shall be done separately for each category of items or on the basis of any other parameter deemed fit by the committee constituted for the purpose.
- 1.8. The University shall deal with the bidder directly, and thus, no middle-men/ agents/ commission agents etc. must be asked or encouraged by the bidder to represent their cause.
- 1.9. All pages of the bidding document and supporting materials, annexure/enclosures etc. must be sealed and signed by the bidder or their authorized signatory. All entries by the bidder must be legibly written. Any over-writing, corrections and cuttings must bear initials of the authorized signatory. Ideally, corrections must be made by writing again instead of 'shaping' or over-writing.
- 1.10. An offer of Guarantee encompassing immediate replacement of the supplied item(s) against defects of manufacturing/ workmanship/ mishandling during storage and transit etc. must be provided by the successful bidder.

  
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Panbazar, Guwahati-781001 Assam.

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- 1.11. The bidder submitting their bid shall be deemed to have read and unconditionally accepted all the terms and conditions stated herein. Therefore, counter-conditional bids shall be summarily rejected. No correspondence shall be entertained in respect of acceptance or rejection of their bid.
  - 1.12. The bidder has to mandatorily have an office setup or their printing press in Guwahati/Kamrup Metropolitan area. The University reserves the right to call for any information and record as well as inspect the premises of any or all of the bidders, before as well as, during award of the contract.
  - 1.13. Quoted price(s) must be inclusive of all taxes and duties, charges for packaging/ forwarding/ freight {bulk loading and unloading}, etc. Transit insurance, wages of manpower, and other incidental expenses must be borne by the bidder themselves.
  - 1.14. Base rate(s)/ price(s)/ value(s) in the Financial Bid must be quoted in Indian currency, i.e. Indian Rupees (INR) only.
  - 1.15. If base rate(s)/ price(s)/ value(s) are quoted in a format other than the one prescribed in the bidding document, then the bid is liable to be cancelled. Therefore, 'Schedule of Rates' must be carefully and properly filled up.
  - 1.16. After receiving necessary approval of the University authority, the lowest base rate(s)/ price(s)/ value(s) of the item(s) listed in the Techno-commercial Bid might be considered constant/fixed/valid for a period ranging from six(6) to twelve(12) months from the date of issue of the first (original) Purchase Order (P.O.) so that the successful bidder is able to deliver those item(s) at their approved base rate(s)/ price(s)/ value(s) based on repeat orders generated during that time frame.
  - 1.17. On-site delivery of the finished goods must be provided by authorized representative(s) of the successful bidder entirely at their own risk and free-of-cost in the presence of authorized receiver(s).
  - 1.18. The successful bidder must ensure prompt after-sales service and support, whenever and wherever called for at the designated site during such time in the day as may be specified for that particular place from time to time which include all working days/ shifts and even on holidays. Apart from providing the required services, as and when called for, the successful bidder must discharge any other duties, which in the opinion of the University are within the scope of work of the bidder, and that such duties must be carried out with due diligence and care.
  - 1.19. The successful bidder shall not divulge any information, confidential or otherwise, that he may come across. The bidder or their representative(s) shall be granted access/permission by the University to enter the premises only for the purpose of carrying out the contractual obligations and not for any other reason or purpose. Prior permission must be obtained by the bidder or their authorized representative(s) from the University in the event of them being required to remain on the University premises beyond the stipulated time and/or on Sundays and fixed public holidays for whatsoever reasons.
  - 1.20. The successful bidder and their representative(s) shall be liable to be dealt with suitably in the event of infringement of any law. Any financial liability arising on the University shall be deducted from the invoice of the bidder.
  - 1.21. In case the successful bidder fails in fulfilling the obligations under the bid/ contract, fully and in time, the University shall have the absolute right to take up the work at the bidder's cost and risk, and recover all such expenses from the amount due to the bidder.



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- 1.22. If any damage is caused by the bidder or its personnel deployed in the University's premises to persons and/or property of the University in the course of execution of assignment under the contract/ Purchase Order (P.O.) by the successful bidder, then the bidder shall be liable for the same and that they shall indemnify the University against such damages. The bidder shall also render all assistance and cooperation to the University in the event of any inquiry relating to any such incident or accident.
- 1.23. The successful bidder is liable to be barred from bidding in the future if after receipt of contract/ Purchase Order (P.O.), they fail to deliver the item(s) and/or fulfil due obligations with respect to the same. For any deficient services, the University reserves the right to terminate the contract/ P.O. and initiate such further penal, including legal, action as deemed appropriate.
- 1.24. The successful bidder shall not delegate or sublet/subcontract the supply assignment or any part thereof to any other entity/agency/contractor without the prior written consent/approval of the University; and such consent, even if provided, shall not relieve the bidder from any liability or any obligation under the contract/ Purchase Order (P.O.).
- 1.25. Statutory levies and taxes, as applicable from time to time, may be deducted at source {as Tax Deducted at Source (TDS)} from the invoice of the successful bidder at the time of settlement of the same unless the bidder produces a certificate {from the Income Tax authorities} to the contrary. TDS certificate, wherever applicable, shall be issued by the University to that effect. Taxes, as applicable, shall be paid as per rules.
- 1.26. The successful bidder shall observe all the laws and be solely responsible for any prosecution or liability arising from breach of any of those laws. The bidder shall be responsible for compliance with all central and state laws as per rules/ regulations/ bye-laws/ orders of the local authorities and statutory bodies as may be in force from time to time during the subsistence of the contract. The bidder shall also indemnify the University and its officer(s)/ official(s)/ end user(s) from any claim or consequences/ damages for any lapse or non-compliance thereof. If, at any point of time, it is found that any type of liability/ responsibility has been fixed on the University or its employees by any government or local bodies regarding the contract in question, then the total responsibility will have to be borne by the bidder.
- 1.27. Mere submission of the bid does not confer any right on any eligible bidder for being selected as the successful bidder and to subsequently obtain the contract/ Purchase Order (P.O.).
- 1.28. Non-conformity to any of the stipulated terms and conditions and/or non-submission of any of the documents/ testimonials/ fees etc., reference of which are made in the 'Enclosures-cum-Checklist' Section, shall amount to the bid being 'incomplete' thereby disqualifying the bidder owing to which their bid shall not be considered, but instead, summarily rejected by the bid opening and evaluation committee.
- 1.29. The bid shall be rejected if:-
- (i) the authenticity of any of the supporting documents is found to be fabricated or false or untrue or incorrect or forged or deceitful; or
  - (ii) the bidder is found to have been blacklisted by any government/ non-government organization/ Public Sector Undertaking in the preceding three(3) years; or
  - (iii) the bidder is convicted, punished, charge-sheeted in a criminal case involving moral turpitude; or
  - (iv) the bidder tries to canvass the bidding process or influence any official of the University, in any manner whatsoever; or
  - (v) the bid or any part of it is found to be conditional or contradictory in nature and interpretation

  
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- 1.30. If, at a later date, it is found that any of the information, documents, testimonials or certificates submitted by the successful bidder is wrong/ forged/ fake/ false/ manipulated, then the contract/ Purchase Order (P.O.) shall stand cancelled with immediate effect.
- 1.31. Selection shall not *ipso facto* (by itself) confer any right on the successful bidder to receive the contract/ Purchase Order (P.O.) from the University. Under exceptional circumstances, the University reserves the right to procure the item(s) from any other reliable entity/company/supplier/vendor which is not selected as per this or any other bid.
- 1.32. The University reserves the right to cancel the contract/ Purchase Order (P.O.) by giving a notice in writing without assigning any reason whatsoever in lieu thereof. Any notice sent by the University to the address recorded in the bidding document of the successful bidder shall be deemed to have been properly served for any of the purposes mentioned herein.
- 1.33. The decision of Cotton University on all matters connected with or incidental to selection of printing press/printer(s) shall be final and binding on all and that it shall not be called in question on any ground. In the case of any ambiguity or dispute that may arise in the interpretation of any of the clauses in this bidding document, the interpretation of the Registrar, Cotton University shall be final and binding on all.
- 1.34. The Registrar, Cotton University or any officer(s)/official(s) authorized by the University, shall have the discretion to review or ascertain and enforce due and proper observance of the laws, rules and regulations. The officer(s)/official(s) so authorized by the University, or the Registrar, may by himself, investigate into any complaint in the case of any default on the part of the successful bidder vis-à-vis terms and conditions of the bid. No bidder shall be allowed to be represented by any legal expert during the course of any mutual discussion, consultation, investigation, enquiry, appeal or any other proceeding conducted by or before any officer/official of the University against the bidder.
- 1.35. Cotton University reserves the right to amend or withdraw any of the terms and conditions and also update, modify, relax, waive and supplement the minimum criteria/requirements at any point of time. The University reserves the right to accept the offers in full or in parts or reject the same summarily or partly. In other words, the University reserves the right to accept, consider or reject any or all of the offers without assigning any reason in lieu thereof.
- 1.36. In the event of any ambiguity or dispute or difference between the parties involved relating to or concerning the interpretation of the contract/ bid or any alleged breach thereof or any matter relating to the contract/ bid, the same shall be settled by the parties, as far as possible, by mutual discussions and consultations between themselves. The dispute shall be so settled only when the same has arisen during or after the placement of the Purchase Order (P.O.) and/or during subsistence of the contract or period of warranty and that the decision taken by the Registrar, Cotton University shall be final and binding on all parties concerned.
- 1.37. The law of the land shall apply to the contract(s)/ Purchase Order(s) arising out of this bid. All disputes in this connection and all matters arising out of the same shall be settled exclusively in the courts falling under the jurisdiction of Kamrup Metropolitan district authority.

  
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2. Enclosures-cum-Checklist:

- Documents etc. which must be placed inside the sub-envelope titled 'Techno-commercial Bid' are:
  - i) Copy of the bidding document duly sealed and signed by the authorized signatory representing the bidder thereby implicating that all terms and conditions stipulated in the bidding document are unconditionally acceptable to the bidder
  - ii) Copy of up-to-date Certificate of Registration (or renewal thereof) indicating "A" category Press issued by Printing & Stationery Department, Govt. of Assam
  - iii) Copy of up-to-date Trade License issued by Guwahati Municipal Corporation
  - iv) Copy of PAN card
  - v) Copy of Certificate of Registration pertaining to GST(IN)
  - vi) Copy of document(s) indicating Income Tax Returns (ITR) filing for Financial Years 2018-19 and 2019-20 [i.e. Assessment Years 2019-20 and 2020-21
  - vii) Copy of documents/testimonials [set(s) of purchase orders with corresponding delivery challans] indicating previous work experience of serving in a similar domain in government organisation(s)/ Public Sector Undertaking(s)/ educational institute(s) of repute only
  
- Document(s) etc. which must be placed inside the sub-envelope titled 'Financial Bid' are:
  - a) Copy of the prescribed format of 'Schedule of Prices' duly filled up in neat and legible handwriting

*Balun*  
*6/11/21*

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3. Specifications:

| Sl. No. | Item                               | Specifications  |
|---------|------------------------------------|---|
| 1       | Magazine<br>93 <sup>rd</sup> Issue | <ul style="list-style-type: none"><li>▪ Magazine size: 1/8 (Double demy)</li><li>▪ Copies: 1000 nos.</li><li>▪ Black &amp; white pages: 260 nos.,<br/>85 GSM,<br/>natural sheet</li><li>▪ Colored pages: 8 nos.,<br/>170 GSM</li><li>▪ Cover pages: 300 GSM,<br/>Matte lamination,<br/>Folding,<br/>Spot UV (logo of magazine &amp; title),<br/>71 cm (approx.),<br/>45cm + 13cm x 2 folding</li></ul>  |
| 2       | Magazine<br>94 <sup>th</sup> Issue | <ul style="list-style-type: none"><li>▪ Magazine size: 1/8 (Double demy)</li><li>▪ Copies: 1000 nos.</li><li>▪ Black &amp; white pages: 260 nos.,<br/>85 GSM,<br/>natural sheet</li><li>▪ Colored pages: 12 nos.,<br/>170 GSM</li><li>▪ Cover pages: 300 GSM,<br/>Matte lamination,<br/>Folding,<br/>Spot UV (logo of magazine &amp; title),<br/>71 cm (approx.),<br/>45cm + 13cm x 2 folding</li></ul> |



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4. Schedule of Prices:

| Sl. No.            | Item                               | Base Rate [INR] | HSN Code | Rate of GST [%] | Value of GST [INR] | Unit Price [INR] | Quantum [copies] | Total Price (INR) |
|--------------------|------------------------------------|-----------------|----------|-----------------|--------------------|------------------|------------------|-------------------|
| [A]                | [B]                                | [C]             | [D]      | [E]             | [F]                | [G = C+F]        | [H]              | [I = G x H]       |
| 1                  | Magazine<br>93 <sup>rd</sup> Issue |                 |          |                 |                    |                  | 1000 nos.        |                   |
| 2                  | Magazine<br>94 <sup>th</sup> Issue |                 |          |                 |                    |                  | 1000 nos.        |                   |
| <b>Value [INR]</b> |                                    |                 |          |                 |                    |                  |                  |                   |

N.B.: Quantum of order might be revised at a subsequent stage without any revision in offered rate/price

Name of the Bidder: .....

Address of the Bidder: .....

Contact Number(s) of the Bidder: .....

E-Mail ID(s) of the Bidder: .....

Type of Business Entity of the Bidder [Proprietorship/Partnership/Company]: .....

Full Name (in BLOCK Letters) of the Authorized Signatory: .....

Full Signature of the Authorized Signatory with Date: .....

Official Seal/Stamp:

  
 Registrar  
 Cotton University  
 Panbazar, Guwahati-781001, Assam