



**COTTON UNIVERSITY**  
**Panbazar, Guwahati-781001**

NIB No: CU/S&P/2026/03, Dt. 23.02.2026

Bids in sealed cover are invited in Two-bid system from the Printers or Printing Press for "**Supply of Pre-printed paper items**". The last date bid submission is 10.03.2026.

For details check [www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in)

Sd/-  
Registrar,i/c

A handwritten signature in black ink, appearing to read 'Him Deka'.

Registrar, i/c  
Cotton University  
Panbazar, Guwahati-781001, Assam



# COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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

## Notice Inviting Bids

**"NIB No. CU/S&P/2026/03 Dt. February 23, 2026"**

Bids in sealed cover are invited in dual-bid {techno-commercial & financial} system from printers or printing presses for **Supply of pre-printed paper items** to Cotton University

A mandatory processing fee of Rs. 2,000/- has to be paid by the intended bidders. The sealed cover must be super-scribed as **"Supply of pre-printed paper items :: NIB No. CU/S&P/2026/03 Dt. February 23, 2026"** and addressed to **"The Registrar, Cotton University, Guwahati-781001, Assam"**. The sealed cover containing the bid **must be submitted** during office hours **on or before 2.30 P.M. of March 10, 2026** in the **drop-box** arranged for the purpose. Bid opening might be done on the same day at 3:00 PM in presence of the bidders.

(Dr. Hiren Deka)  
Registrar,i/c

Memo No. CU/S&P/2026/04/2265-71

Dated 23/2/26

Copy for information and necessary action to:

1. The Director, Directorate of Information and Public Relations, Government of Assam; is kindly requested to arrange for publication of the abstract ad {soft copy enclosed} of this notice in the immediately next issue of 'The Assam Tribune' and 'Amar Asom', as well as submit the invoice in triplicate format for claiming the release of payment
2. The Controller of Examinations, Cotton University.
3. The Finance Officer, Cotton University.
4. The Systems Manager, Cotton University; is requested to arrange for uploading/posting of **this notice – cum – bidding document** in University's website
5. The P.S. to Vice Chancellor, Cotton University
6. The University's notice board
7. The office file concerned

(Dr. Hiren Deka)  
Registrar,i/c



# COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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

## 1. Terms & Conditions:

The following terms & 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 specifications & details regarding items, commercial terms & conditions as well as requisite compliances; and
  - ii. **'Financial Bid'**, indicating item-wise per unit rates against items listed in 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 **"SUPPLY OF PRE-PRINTED PAPER ITEMS :: NIB No. CU/S&P/2026/003 Dt. February 23, 2026"**. The **name & 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-781001, Assam"** must be submitted during office hours on or before **2.30 P.M. of March 10, 2026** in the **drop-box** arranged for the purpose.
- 1.3. **Irrespective of having been registered with the Ministry of Micro, Small & Medium Enterprises (MSME), Govt. of India or the National Small Industries Corporation (NSIC), Govt. of India**, there is a mandatory & non-refundable **processing fee** to the tune of **INR 2,000/- (Indian Rupees One thousand only)**, which must be deposited through the **Online via Samarth Portal of the University**.
- 1.4. The intending vendor/suppliers need to submit **EMD-cum-SD Money** to the tune of **Rs.30,000/- (Thirty thousands)** vide **Banker's Cheque/ Demand Draft only {and not in any other mode}**, drawn in favour of **"Cotton University"** and payable at **"Guwahati"**. The bid is **without the EMD-cum-SD Money** is liable to be cancelled.
- 1.5. The **Earnest Money Deposit (EMD)** of the **unsuccessful bidder(s)** shall be returned after placement of **Purchase Order (P.O.)/ Award of Contract (A.O.C.)** on the successful bidder, whereas the **EMD of the successful bidder(s)** shall be treated as **Performance Security money**.
- 1.6. The **Performance Security money** shall be retained until **One (01) years** from the respective date of **Order/Purchase Order**, post which the same shall be returned subject to obtaining the necessary **'No Objection Certificate'/ 'Clearance Report'** from the authorized personnel/ end user concerned.
- 1.7. An offer of **Replacement Guarantee** encompassing **immediate replacement of the 'to be supplied' item(s) against defects of materials / mishandling during storage and transit etc.** must be provided by the successful bidder.
- 1.8. **Techno-commercial Bid opening & evaluation** might be done on the **same day at 3.00 P.M.** in presence of the bidders. The **Financial Bid of only the techno-commercially acceptable offer(s)** shall be opened for the purpose of evaluation. In case the Techno-commercial Bid evaluation remains incomplete that day, then the date & time of Financial Bid opening might be intimated to the shortlisted bidder(s) separately.
- 1.11 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/deadline** for bid submission. The **bid(s) received after due date & time or without sealed cover or in torn condition** shall be treated as **'unresponsive'** and hence **disqualified**, and that it shall **not be entertained under any circumstances whatsoever**.



# COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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

- 1.12 Going forward, 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 interest to stay alert regarding such postings.
- 1.13 **All bids** received shall be **opened, scrutinized & evaluated by a committee constituted for the purpose of selection & recommendation** with respect to **enlistment of successful bidders**.
- 1.14 **Evaluation of bids** shall be done **total value wise** irrespective of lowest offered per unit rates or **any other appropriate criterion/parameter adopted by the committee** constituted for the purpose.
- 1.15 **All pages** of the bidding document and supporting materials, annexures/enclosures etc. must be **sealed & signed** by the authorized signatory representing the bidder. **All entries** by the bidder must be **legibly written**. Any **over-writing, corrections & cuttings** must bear **initials of the authorized signatory**. Ideally, **corrections** must be made **by writing again instead of 'shaping' or over-writing**.
- 1.16 The bidder has to **mandatorily have their office premises and/or printing press within** the limits of **Guwahati or Kamrup Metropolitan area**. The **University reserves the right to call for any information & record** as well as **inspect the premises** of any or all of the bidders, if required.
- 1.17 The University shall **deal with the authorized representative(s) of the bidder directly**, and thus, **no other agents, commission agents, middle-men, etc.** must be asked or encouraged by the bidder to represent their cause.
- 1.18 The bidder submitting their bid shall be **deemed to have read & unconditionally accepted all the terms & conditions** stated herein. Therefore, **counter-conditional bids shall be summarily rejected**. **No verbal or written correspondence** shall be entertained in respect of acceptance or rejection of their bid.
- 1.19 **Per unit rates** [which must not under any circumstance **exceed the prevailing market rates**] quoted by the bidder must be **inclusive of GST**, also must be calculated considering **wages of manpower, charges for packaging/ forwarding/ freight {bulk loading and unloading}, transit insurance, charges for on-site delivery, etc.** **Other incidental expenses** must be **borne by the bidder** themselves.
- 1.20 **Per unit rates** in the **Financial Bid** are to be in **Indian currency i.e. Indian Rupees (INR)** only.
- 1.21 If **per unit rates** 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 & properly filled up**. **No corrections and/or alterations in the Financial Bid** shall be **permitted at a later stage**.
- 1.22 **Merely being the lowest(L<sub>1</sub>) bidder might not be considered sufficient** for being enlisted with the University. In order to **qualify techno-commercially, physical samples of items** might be required to be **furnished for exhibition before the University authority/ authorized personnel/ bid opening & evaluation committee/ any other committee constituted for that matter** which shall then inspect & physically verify the quality & specifications of the samples. For this reason, a bidder is encouraged to visit the University so as to collect physical samples of items which are already in use.
- 1.23 **On-site delivery in respect of the finished materials/goods** must be made by the authorised representative(s) of the successful bidder entirely **at their own risk and free-of-cost in the presence of and to the satisfaction of the authorized personnel of the University**.
- 1.24 The successful bidder must **deliver the finished materials/goods** at the **Examination Branch, Cotton University and/or any other site/location to be informed in due course of time** by the authorized personnel concerned. **Besides, the former must also collect item(s) for return, if any.**



# COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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

- 1.25 The successful bidder must ensure to **deliver adequate & prompt after-sales service & support, whenever and wherever called for, at the designated site(s)/location(s) 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 delivering the required services, as & when called for, the bidder must discharge any other duty, which in the opinion of the University is within the scope of work of the bidder, and that such duties must be carried out with due diligence & care.**
- 1.26 The successful bidder must **not divulge any information, confidential or otherwise, that he may come across. The authorized representative(s) of the bidder 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 from the authorized personnel of the University must be obtained by the authorized representative(s) of the bidder in the event of them being required to remain on the University premises beyond the stipulated time and/or on Sundays & fixed public holidays for whatsoever reasons.**
- 1.27 The **successful bidder and their authorized 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(s) of the bidder; and if the full quantum/amount of money is still not recovered, then it shall be recovered from the Security Deposit (SD) money of the bidder.**
- 1.28 If **any damage is caused to persons and/or property of the University by the successful bidder or its personnel deployed in the University's premises in the course of execution of task/assignment under the resultant Rate Contract (R.C.), 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 & cooperation to the University in the event of any inquiry relating to any such incident or accident.**
- 1.29 **No advance payment shall be made to the successful bidder. Payment shall be made only after due scrutiny, verification, endorsement & certification of successful execution of the allotted task/assignment, by the University's authorized personnel who shall necessarily be one or more of the officers/officials/end users designated by the University for the purpose.**
- 1.30 The successful bidder is **liable to forfeit their Security Deposit (SD) money and be barred from bidding in the future if after receipt of Purchase Order (P.O.), they fail to deliver the ordered item(s) and/or fulfil due obligations with respect to the same. For any deficient service, the University reserves the right to terminate the P.O. and initiate such further penal, including legal, action as deemed appropriate.**
- 1.31 The successful bidder must **not delegate or sublet/subcontract a supply assignment/task or any part thereof to any other entity/contractor/vendor without a prior written consent/approval of the University authority; and such consent, even if provided, shall not relieve the bidder from any liability or any obligation under the resultant Rate Contract (R.C.)/ Purchase Order (P.O.).**
- 1.32 **Statutory levies & taxes, as applicable from time to time, might be deducted at source {as Tax Deducted at Source (TDS)} from the invoice(s) 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.**
- 1.33 The successful bidder must **observe all the laws and be solely responsible for any prosecution or liability arising from breach of any of those laws. The bidder must be responsible for compliance**



# COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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

- with all central & state laws as per rules/ regulations/ bye-laws/ orders of the local authorities & statutory bodies as may be in force from time to time during the subsistence of the resultant Rate Contract (R.C.). The bidder must also indemnify the University & its officer(s)/official(s)/end user(s) from any claims or consequences/damages for any lapse or non-compliance thereof.
- 1.34 If, at any point of time, it is found that any type of liability/accountability/accountability has been fixed on the University or its employees by any government or local body/authority with regard to the resultant Order/Purchase Order, then the total liability/accountability/responsibility must be borne by the bidder.
- 1.35 Mere submission of the bid does not confer any right on any eligible bidder for being selected & enlisted with the University as a successful bidder and to subsequently obtain Purchase Orders (P.O.s).
- 1.36 Non-conformity to any of the stipulated terms & conditions and/or non-submission of any of the documents/ testimonials/ fees etc., reference of which is/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 & evaluation committee.
- 1.37 The bid shall be rejected if:-
- the authenticity of any of the supporting documents is found to be fabricated or false or untrue or incorrect or forged or deceitful; or
  - the bidder is found to have been blacklisted by any government/ non-government organization/ Public Sector Undertaking in the preceding three(3) years; or
  - the bidder is convicted, punished, charge-sheeted in a criminal case involving moral turpitude; or
  - the bidder tries to canvass the bidding process or influence any official of the University, in any manner whatsoever; or
  - the bid or any part thereof is found to be conditional or contradictory in nature & interpretation.
- 1.38 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, etc, then the resultant Order/ Purchase Order (P.O.) shall stand cancelled with immediate effect and that the Security Deposit (SD) money shall be forfeited without any claim whatsoever against the University.
- 1.39 Selection & enlistment shall not *ipso facto* (by itself) confer any right on the successful bidder to receive Purchase Orders (P.O.s) from the University and that the same shall in no way guarantee or ensure allotment of task/assignment. Under exceptional circumstances, the University reserves the right to procure the goods & services from any other reliable entity/contractor/vendor which might not be selected & enlisted as per this or any other bid/ Rate Contract (R.C.).
- 1.40 The University reserves the right to cancel the resultant Purchase Orders (P.O.s) 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.
- 1.41 The decision of Cotton University on all matters connected with or incidental to selection & enlistment of vendor(s) shall be final & binding on all, and that it shall not be called in question on



# COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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

- any ground. In case of any ambiguity or dispute that might arise in the interpretation of any of the clauses in this bidding document, the Interpretation of the Registrar, Cotton University shall be final & binding on all.
- 1.42 Cotton University reserves the right to amend or withdraw any of the terms & conditions and also update/ modify/ relax/ waive/ supplement the minimum criteria/requirements at any point of time. The University also reserves the right to accept the offers in full or in parts or reject the same summarily or partly. Additionally, the University reserves the right to accept, consider or reject any or all of the offers without assigning any reason in lieu thereof.
- 1.43 The Registrar, Cotton University or any officer/official authorized by the University, shall have the discretion to review or ascertain & enforce due & proper observance of the laws, rules & regulations. The officer(s)/official(s) so authorized by the University, or the Registrar, might by himself, investigate into any complaint in the case of any default on the part of the successful bidder vis-à-vis terms & 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.
- 1.44 In the event of any ambiguity or dispute or difference between the parties involved relating to or concerning the interpretation of the resultant Rate Contract (R.C.)/ Purchase Order (P.O.) or any alleged breach thereof or any matter relating to the R.C. or the bid, the same shall be settled by the parties concerned, as far as possible, by mutual discussions & consultations between themselves. The dispute shall be so settled only when the same has arisen during the subsistence of Supply of materials and that the decision taken by the Registrar, Cotton University shall be final & binding on all parties concerned.
- 1.45 The law of the land shall apply to the outcome arising out of this bid. All disputes in this connection and all matters arising out of this NIB be settled exclusively in the courts falling under the jurisdiction of Kamrup Metropolitan district authority.



# COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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

❖ **Documents etc.** which must be placed **inside** the sub-envelope titled '**Techno-commercial Bid**' are:

- i) **Fee Paid Copy** of mandatory **processing fee worth INR 2,000/-**
- ii) **EMD cum Security Deposit (SD) money worth INR 30,000/-** in the form of Banker's Cheque/ Demand Draft only.
- iii) Copy of the **bidding document duly sealed & signed by the authorized signatory representing the bidder** thereby implicating that all terms & conditions stipulated in the bidding document are unconditionally acceptable to the bidder.
- iv) Copy of the up-to-date **Trade License** issued by **Guwahati Municipal Corporation**
- v) Copy of **Valid Registration Certificate** of Printing/Printing House issued by Competent Authority.
- vi) Copy of the **Certificate of Registration pertaining to GSTIN and document(s) indicating up-to-date GST Returns filing**
- vii) Copy of **document(s) indicating Income Tax Returns (ITR) filing for last Two(02) Financial Years**
- viii) At-least 03 sets of **documents/testimonials/Purchase orders** indicating supply of **similar item(s) to University/government /higher educational institute(s) based in Guwahati within last One Year.**

❖ **Document** which must be placed **inside** the sub-envelope titled '**Financial Bid**' are:

- Copy of the prescribed format of '**Schedule of Rates**' duly filled up in neat & legible handwriting



# COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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

अप्रमत्तं वेदव्यम्

Sl. No.	Name/Type of Item	Basic Specifications	Required no's	Rate inclusive of GST {INR}
1	Examination Answer Booklet	main, 16 pages, 58 GSM, C/Wove	1.5 Lakhs	
2	Examination Answer Booklet	main, 12 pages, 58 GSM, C/Wove	50,000	
3	Form No. Ex-13A {Type 2 - Marks Foil for Semester Examination}	dual side, 80 GSM, maplitho	10000	
4	Marks Foil / Form No. Ex-13	single side, A4 size, 80 GSM, maplitho	5000	
5	Printed Envelope	50" x 37", Inner Cloth Bound/printed	5000	
6	Printed Envelope	41" x 34", Inner Cloth Bound/printed	5000	
7	Printed Envelope	31" x 26", Inner Cloth Bound/printed	5000	
8	Printed Envelope	34" x 19", Inner Cloth Bound/printed	4000	
9	Printed Envelope, Brown	28" x 13", printed	5000	
10	Printed Graph Paper / Form No. Ex-31	single side, 80 GSM, maplitho	1000	
11	Remuneration Bill / Form No. Ex-14	single side, A4 size, 80 GSM, maplitho	5000	
12	Scrutiny Slip / Moderation Slip / Form No. Ex-20	single side, A4 size, 80 GSM, maplitho	5000	
13	Top Sheet / Form No. Ex-7	single side, A4 size, 80 GSM, maplitho	5000	
Total Amount inclusive of applicable GST{INR}				

\*Rates should be inclusive applicable GST

Name of the Bidder: .....

Address of the Bidder: .....

*Him Deka*  
Registrar, i/c

Cotton University

Panbazar, Guwahati-781001, Assam



# COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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

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

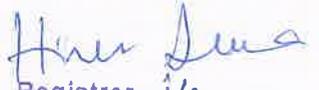
E-Mail ID(s) of the **Bidder**: .....

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:

Office Seal/Stamp:

  
Registrar, i/c  
Cotton University  
Panbazar, Guwahati-781001, Assam