



COTTON UNIVERSITY
Panbazar, Guwahati-781001

NIQ No: CU/S&P/2025/06, Dt. 07.03.2025

NIQ are invited in two-bid system from Printing house/Firms/agency for **Printing of Annual Magazine -Cottonian 2022-23**. The last date of quote submission is 20.03.2025.

For details check www.cottonuniversity.ac.in

Sd/-
Registrar

May
Registrar
Cotton University
Panbazar, Guwahati-781001, Assam



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

www.cottonuniversity.ac.in :: 0361-2601100/2733530 :: registrar@cottonuniversity.ac.in

Notice Inviting Quotation(NIQ) for Printing of Annual Magazine

“NIQ No. CU/S&P/2025/006, Dt. 07 March, 2025”

NIQ are invited in Two-bid system from experienced Printing house/Firms/agency for “**Printing of Annual Magazine**” “**Cottonian 2022-23**” of Cotton University. The following terms and conditions, which are the minimum criteria for this bids, shall be apply herein:

- The bidding document pertaining to this notice, along with the **requisite mandatory processing fee worth of INR 1000/-** to be paid through **Online**, must be downloaded from the University’s website i.e. www.cottonuniversity.ac.in. The sealed cover must be super-scribed as “**Printing of Annual Magazine::NIQ No. CU/S&P/2025/006, Dt. 07 March, 2025**” and should be addressed to “**The Registrar, Cotton University, Panbazar, Pin-781001, Assam**”. The name and address of the bidder(s) must be mentioned in the Sealed Cover, which must be submitted during the office hours **on or before 2.00 PM of March 20, 2025** in the drop box arranged for the purpose. Bid Opening may be done by the same day at 3.00 PM in presence of the bidders.
- The University reserves the right to amend or withdraw any of the terms & conditions and also update /modify/supplement the minimum criteria / requirements at any point of time. Besides, the University reserve the right to accepts, consider or rejects any or all the bids/offer without assigning any reason in lieu thereof.
- Preference will be given to those agencies that have printing setup/press in Guwahati.
- The University reserves the right to reject any or all the Bids/quote without assigning any reasons whatsoever received against this advertisement
- The law of the land shall be apply to the supply 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 failing under the jurisdiction of Kamrup Metropolitan district authority.
- **Documents, etc which must be placed inside the Techno-commercial cover are:-**
 - (i) **Processing fee paid copy**
 - (ii) Photocopy of Valid Printing press/house certificate.
 - (iii) Photocopy of Up-to-date Valid **Trade License**
 - (iv) Photocopy of **GST/ GST Filling documents**
 - (v) Photocopy of relevant **Order/Work Order** within last 2 years, for supplying/printing of Magazine for University/Institute of Higher Education. Preference will be given to the Press/vendors having two or more numbers of Orders related to Magazine within the last 2 years.
 - (vi) Copy of these NIQ/bidding documents duly sealed & signed by the authorized signatory representing the bidder thereby implicating that all norms & conditions stipulated herein are unconditionally acceptable to the bidder.


Registrar
Cotton University
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(Price Bid) (To be placed in sealed envelope)

S No	Details of the Magazine	Quantity (may vary based on actual demand)	Base Rate per copy {INR}	GST, if any	Total Amount {INR}
1	<p>Requirements for the Magazine: Magazine Size : ¼ double demy Cover: Folder cover, Matt lamination with emboss the magazine name and logo and both side multi-coloured. Cover size: 12 x 28 inch Cover Paper & last Page: Colour, 300 GSM Inside colour pages: 10 Pages Black & white Page: (approx): 300 no's Paper Name: Natural Sheet, 80 GSM</p> <p><i>(Sample of the paper should be submitted)</i></p> <p>Binding: Perfect bind with stitching Plate making.</p>	1300 copy			
Total Cost: {INR}					Rs.....


(Dr. Arindam Garg)
Registrar

Memo No. CU/DSW/2018/56/.....¹¹⁹³⁻⁹⁷

Dated 07/03/25

Copy for information and necessary action to:

1. The Director, Directorate of Information and Public Relations, Government of Assam; is 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 P.S. to the Vice Chancellor, Cotton University.
3. The Finance Officer, Cotton University.
4. Dr. Prasanta Sharma, Director, Students Welfare, C.U.
5. The Systems Manager, Cotton University; is requested to arrange for uploading/posting of this bidding document in the University's website.