



**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH**

No. DU/RG/B.01.07/15/1161

Date: 28/10/2015

**Notice Inviting Limited Quotation**

Sealed quotations are invited from reputed firms/presses for the printing and supply of Dibrugarh University Post Graduate Students' Union Journal as per specification mentioned below. The quotations will be received by the undersigned on or before **09/11/2015 upto 11:00 A.M.** and will be opened on the same date at **11:30 A.M.** in the presence of the intending quotationers or their authorized agents.

Sl. No.	Particulars	Qty.
01	<b>DUPGSU Annual Magazine, 2014-15:</b> * DTP, Cover and inside colour page design * Size: ¼ Demy – 208 pages * Cover: Mate Lamination * Paper: Imported natural sheet (80gsm) * Multi – colour cover printing (Both Side) in high quality glossy paper (300gsm) * Inside multi-colour 12 pages (130gsm) * Perfect binding	4,500 Nos.

**Terms and Conditions:**

1. The Tendering firm must have its office and factory in Assam.  
**(Proof of having own Printing Machine must be submitted)**
2. Must have an annual turnover of atleast 10 (ten) lakh during the last 3 (three) financial years.  
**(Convincing evidence must accompany the declaration)**
3. Up to date Trade License, Income Tax and VAT Clearance Certificate must be accompanied along with the quotation.
4. Must have experience of executing satisfactory similar job for Govt. Organizations/Academic Institutions.
5. Submit a copy of Power Point Presentation representing the details infrastructure of the firm.
6. Any other information which may be useful in process of evaluation.
7. No separate quotation paper will be issued from the office. Quotation should be submitted in the Supplier's Letter Pad with supporting documents.
8. The University reserves the right to accept or reject any or all the quotations without assigning any reason.
9. The quantity mentioned above may be increased or decreased at the time of order as per actual requirement.
10. Payment will be made only after the successful completion of the job and after receipt of the materials in good condition.
11. There will be no compromise on the quality of the paper and printing. If the production is found to be sub-standard, the University is not liable for payment.
12. The quotation should be addressed to the **“Registrar, Dibrugarh University, Dibrugarh – 786004”** super scribing the Quotation Notice Number on the envelope.
13. The tendering firm must clearly indicate the rate of **taxes (if any)** in their quotation.
14. The tendering firm must clearly indicate the rate of printing per 4,500 copies in their quotation.

Sd/-  
**Registrar**  
Dibrugarh University

**Copy to:**

1. The Dean, Student Affairs, D.U. for information.
2. The Deputy Registrar (F&A), D.U. for information.
3. The Magazine Secretary, DUPGSU, 2014-15, D.U. for information.
4. Notice Board
5. Office File

Sd/-  
**Registrar**  
Dibrugarh University