



OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERISTY :: DIBRUGARH

No. DU/RG/G.01.10/17/2336

Date: 13/11/2017

Notice Inviting Quotation

Sealed quotation are invited from **Dibrugarh University registered or empanelled press** located in Assam for **reprinting** of Self-Learning Materials (SLMs) in multi-language Assamese and English as per the specifications and terms and conditions given below. The quotations will be received by the undersigned on or before **20.11.2017 till 11 am** and will be opened on the same date at **11:30 am** in the presence of intending quotationers or their authorized agents.

Details of Specification:

1.	Size of the book	Demy A4 (21 cm x 29 cm)
2.	Paper for cover (4 pages)	130 GSM Indian Art Paper
	Printing of cover	Cover (4 pages) in multi / dual colour of 130 GSM art paper.
3.	Paper for inner text	70 GSM with minimum 80% brightness or more of any 'A' Grade Mills. White map litho.
	Printing of inner pages	Inner text will be in mono colour (black).
4.	Type of binding	Perfect Glue Binding (machine binding)
5.	Packaging	The printed books are to be packed in bundles of 50 / 100 books course wise with plastic strip.
6.	List of Books	A list of books to be printed course wise along with total number of pages of each book is given herewith by the University.

Terms and Conditions:

1. The firm should have their office in Assam.
2. Must have an annual turnover of at least 10 (ten) lacs during the last 3 (three) financial years. (Convincing evidence may accompany the declaration).
3. Up-to-date Trade License, Income Tax and GST registration must be accompanied along with the quotation.
4. Must have experience of executing satisfactory similar job for Govt. organization or Educational Institution.
5. Any other information which may be useful in process of evaluation.
6. The quotation should be filled in form given in Annexure-I along with price for the given number of copies. A cover letter should accompany on the Supplier's Letter Pad with supporting documents.
7. **Samples and proof reading:** The soft/hard copies of SLM (Books) will be provided by the University for reference; however the firm has to observe the above furnished specification and parameter of the SLM (Books). Further, if any correctness is required, the firm has to follow the instructions issued from time to time by the University. The firm has to present one sample of each book of SLM before the University for proof reading or any other alteration for approval before execution of the printing work order.

8. **Quality check:** The required quality paper of SLM (70 GSM with 80% brightness or more) and ‘A’ grade mill may be checked by the University or any other government agency / reputed firm as per the discretion of the University. If found that the desired paper has not been used, the University may not consider the payment.
9. **Printing:** The process of printing and supply has to be completed within 15 (fifteen) days from the date of issue of printing order after proof agreed as per the desired specification and to observe the following:
 - (i) The SLM (Books) are to be packed in the bundles of 50 / 100 each with plastic strip.
 - (ii) The firm has to use the best quality of ink in order to give clear, clean and tidy appearance.
 - (iii) In case of non delivery of the SLM (Books) due to any reason, not agreed by the University including natural calamities, the firm will be required to reprint and to supply free of cost till the satisfaction of the University.
10. **Price Quote:** Lowest rate to be quoted for the SLMs given in the table below in the column *Quote Price for Supplier* for the indicated pages of each SLM and Syllabus of:
 - a) 250 copies b) 500 copies c) 1000 copies
11. The quantity mentioned may fluctuate within the indicated copies at the time of order as per actual requirement.
12. Payment will be made only after the successful completion of the job and after the receipt of the materials in good and specified condition.
13. The quotation should be addressed to “**The Registrar, Dibrugarh University, Dibrugarh-786004**” super scribing the quotation notice number on the envelop.

Sd /-
Registrar
Dibrugarh University

Copy to:

1. Honorable Vice-Chancellor for favour of information
2. The Director, DODL, DU for information and necessary action
3. Dy. Registrar (Admin) for information and necessary action
4. Sr. Asstt. Registrar (Adim), DU for information
5. Sr. Asstt. Registrar (F&A i/c), DODL, for information
6. Asstt. Registrar (F&A) for information
7. Asstt. Director (Academic), DODL, for information
8. The Programmer, DU, to upload the notification in the University website
9. Office file

Sd /-
Registrar
Dibrugarh University

Annexure I: Information to be furnished by the firm along with the quotation

1.	Name of Printer	M/s.
1.	Address	
2.	Fax, Email, Telephone numbers	
3.	Location of Press Site	
4.	Security Measures	
5.	List of Machineries (pre-press, press, post-press)	
6.	Printing and post printing facilities with per day production capacity (sheet fed, web, centre pinning, section sewing, and perfect binding)	
7.	Total production area and storage area of the press	
8.	Customer list with nature of work done	
9.	Experience in printing and supply of SLM for universities	
10.	System of delivery solutions followed by the press	
11.	Turnover during the last 3 financial years	2014-15 2015-16 2016-17
12.	Lead Banker	
13.	Certificates issued by the Government or such organization with regard to quality	
14.	Number of employees on roll in the press	
15.	Registration with Income tax and Sales tax authorities	
16.	Income tax and sales tax clearance certificate	
17.	Any other relevant information	

Place:

Date:

Authorized signature of
the firm along with seal

Sl. No.	Item	Pages	Quote Price for Supplier		
			250 Copies	500 Copies	1000 Copies
	Course Name				
	Assamese MA (Previous Year)				
1.	Judgment of Literature Paper - 101 Block – (1-5)	138			
2.	History of Assamese Literature Paper - 102 Block – (1-5)	130			
3.	Elements of Linguistics Paper - 103 Block – (1 - 5)	128			
4.	Assamese Drama Paper - 104 Block – (1 - 5)	100			
5.	Assamese Poetry Paper - 105 Block – (1 - 5)	159			
6.	Assamese Prose Paper - 106 Block – (1 - 5)	164			
	M. Com (Previous Year)				
7.	Business Environment Paper - 101 Block – (1 - 5)	250			
8.	Organization Behaviour and Theory Paper - 102 Block – (1 - 5)	219			
9.	Cost and Management Accounting Paper - 103 Block – (1 - 5)	204			
10.	Entrepreneurship Development Paper - 104 Block – (1 - 5)	171			
11.	Managerial Economics Paper - 105 Block – (1 - 5)	134			
	Political Science MA (Previous Year)				
12.	Political Thought Paper - 101 Block – (1 - 5)	115			
13.	Indian Government and Policies Paper - 102 Block – (1 - 2) Block – (3-5)	146 202			
14.	Comparative Political System Paper - 103 Block – (1 - 2) Block – (3 - 5)	82 229			
15.	Public Administration Process, Principles & Dynamics Paper - 104 Block – (1 - 5)	179			
16.	International Relations: Theories and Issues Paper - 105 Block – (1 - 5)	158			
	Assamese MA (Final Year)				
17.	Cultural Studies and Sanskrit Literature Paper - 201	134			
18.	Development of Assamese Language and Script Paper - 202	184			
	M. Com (Final Year)				
19.	Financial Management Paper - 201 Block – (1 - 5)	138			
20.	Marketing Management Paper - 202 Block – (1 - 5)	268			
21.	Research Methodology and Statistical Analysis Paper - 203 Block – (1 - 2) Block (3 – 5)	297 212			

Sl. No.	ITEM	Pages	Quote Price for Supplier		
			250 Copies	500 Copies	1000 Copies
	Course Name				
	Political Science MA (Final Year)				
22.	Public Personnel Administration: Issues and Trends Paper - 203 Block – (1, 3) Block - (4, 5)	224 91			
	Education MA (Final Year)				
23.	Measurement and Evaluation in Education Paper - 203 Block – (1, 4) Block - (5)	220 87			
	PGDCA 1st Semester				
24.	Basic Information Technology Paper - 101	207			
25.	Programme Paradigm: Using C, C++ (OOP Concept) Paper - 102	197			
26.	Internet Technology (E-Commerce) Paper - 103	169			
	BCA 2nd Semester				
27.	Mathematics – II Paper - 201	160			
28.	Discrete Mathematics Paper - 202	102			
29.	Data Structure using C & C++ Paper - 203	164			
30.	Accounting and Financial Management Paper - 204	288			
31.	Computer Architecture and Organization Paper - 205	121			
	BA Part-I (English)				
32.	Paper 101 Block – (1-2) Block 3-4	147 145			
	BA Part – I (Assamese) (Major)				
33.	Paper – 101 Block – (1 - 3) Block – (4 - 5)	149 178			
34.	Paper - 102	157			
	BA Part – I (Alternative English)				
35.	Paper – 101 Block – (1) Block – (2 - 5)	138 197			
	BA Part – I (Education)				
36.	Paper – 101 Block – (1 - 5)	217			
	BA Part – I (Sociology)				
37.	Paper – 101 Block – (1 - 5)	244			
	BA Part – II (English)				
38.	Paper – 201 Block – (1 - 2) Block – (3 - 4)	225 153			
	BA Part – II (Political Science)				
39.	Paper – 201 Block – (1 - 2) Block – (3 - 5)	118 218			
	BA Part – II (Sociology)				
40.	Paper – 201 Block – (1 - 4)	213			

Sl. No.	ITEM	Pages	Quote Price for Supplier		
			250 Copies	500 Copies	1000 Copies
	Course Name				
	BA Part – III (Political Science)				
41.	Paper – 301 Block – (1 - 2)	142			
	Block – (3 - 5)	217			
42.	Paper – 302 Block – (1 - 5)	288			
	BA Part – III (Sociology)				
43.	Paper – 301 Block – (1 - 5)	125			
	BA Part – III (Education)				
44.	Paper – 302 Block – (1 - 2)	145			
45.	Paper – 302 Block – (3 - 5)	204			
	BA Part –II (Assamese)				
46.	Paper – 201 Block – (1 - 2)	226			
	Paper – 201 Block – (3)	115			
	BA Part – I (Assamese)				
47.	Paper – 101 (Block – 1 – 2)	219			
	Syllabus M. A. /M. Com(Previous Year)				
48.	Political Science	33			
49.	Assamese	15			
	Syllabus M. A. /M. Com(Final Year)				
50.	Sociology	36			
51.	Economics	32			
52.	Commerce	16			
53.	Syllabus B. A. (Part - I)	47			
54.	Syllabus B. A. (Part - III)	107			