



UNIVERSITY OF GOUR BANGA



Established under the West Bengal Act XXVI of 2007
[Recognized U/S 2(f) & 12(B) of the UGC Act and NAAC accredited University with 'B' Grade (2016)]

P.O.: Mokdumpur, District: Malda, West Bengal, PIN- 732 103

URL: www.ugb.ac.in Phone: 03512-223664 E-mail:

Ref. No.: 01/UGB/Convener/DC-2024

Date: 03.01.2024

NOTICE INVITING QUOTATION

Sub: Sealed Quotations are invited from the bonafide and resourceful Agencies/Firms/ Printing Press/Organizations for Printing and Supply of Diary, Greetings Card, Table Glass Calendar for University of Gour Banga (UGB).

Sealed Quotations addressed to 'The Convener, Diary Committee, University of Gour Banga, Malda – 732103' are invited from bonafide and resourceful willing Agencies/Firms/ Printing Press/Organizations having experience and credentials in printing and publishing to quote their rate in their official letterhead for the following item as per below given specification:

Sl. No.	Name of the Item	Quantity (Pieces)	Last Date of submission of Quotation	Earnest Money (Rs.)	Price of Tender Forms & Other Papers	Opening Date and time Quotation	Time of completion of work
01	Diary	500	10.01.2024 by 05.00 p.m.	Rs. 1000.00	NA	11.01.2024 at 11.00 a.m.	Within 15 days from the issuance of Work order.
02	Greetings Card	100					
03	Calendar - 2023	300					

Scope of Work:

S. No.	Particulars	Pre-press work	Printing Colour	Size	No. of Pages	Paper Quality	Cover	Remarks
01	Designing and Printing Diary – 2024 for University of Gour Banga	Compose and Page Make up	Title Pages – Multi Colour and Others – Single Colour	22 cm x 15 cm	Title pages – Max. 20 Calendar Pages (Multi-coloured) – Two dates per side of the page. Pages for 'Notes' – Max. 5	80 GSM Best Brand Maplitho	Binding Premium Quality Foam Rexin – Hard Board (Gold Foil Print on Cover)	Name of the University should be printed on every page of the Diary
02	Designing and Printing of Greetings Card for University of Gour Banga	Compose and Page make up	Card Design and Multi-Colour Print	5.78# 8.75 (Folder)	Title pages – Max. 04 Po	300 GSM Texture Boards	Exclusive Envelop made by Purchment Paper (120 GSM)	-

03	Designing and Printing Table Glass Calendar - 2024for University of Gour Banga	Compose and Page make up	Calendar Design and Multi-Colour Print	8.3 cm x 11.7 cm	Single Page	300 GSM Imported Art Board	No Cover	-
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Terms and Conditions:

1. The University of Gour Banga (UGB) reserves the right to amend or cancel the scope of the job as well as to cancel or modify the terms and conditions of the quotation without showing any reason. In this regard, the decision of the Vice Chancellor, UGB is final.
2. Bidders have to submit the Quotation in sealed envelope.
3. The bidders are requested to quote their rate inclusive of all taxes as applicable in a lump sum mode. Further request regarding price will not be entertained. Taxes shall be deducted as per Govt. norms.
4. Payment will be made on account pay in cheque on the basis of actual measurement on finish work.
5. Documents like PAN, GST registration / enrollment certificate, Current GST return, Professional Tax, Trade License, 3 years IT Returns etc. are to be submitted (on demand).
6. Earnest money will be forfeited if any problem found from the Agency/Firm/Company part. Moreover, University Authority can take action against Agency/Firm/Company if negligence, non-cooperation or any problems found in the entire process.
7. The Quotations received after the stipulated date and timing will not be considered.
8. Packaging and delivery of finished items to designated location are responsibility of the Agency/ Firm/Company.
9. The number of Items may increase or decrease by the demand/decision of the authority of UGB.
10. If any agency submits fraud or false documents, the university has all the rights to take action against the agency.
11. Agreement be made between successful bidders and the University Authority
12. No Conditional/ Incomplete Quotation will be accepted under any circumstances.
13. During scrutiny, if it is come to the notice to quotation inviting authority that the credential or any other papers found incorrect/ manufactured/ fabricated, that tenderer will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.
14. For any further clarification, please contact Dr. B. Paul (9123941961) during office hours (between 11:00 am – 05:00 pm) on weekdays.
15. Printing should be done as per requirement of the university.
16. Interested bidders may visit the university to see the sample copy of the proposed Diary.

Quotations should be sent in a sealed envelope containing the superscription “**Quotation for Diary -2024 - to be opened by the Addressee**” to:

Sd/-

The Convener, Diary Committee,
University of Gour Banga
P.O.: Mokdumpur, District: Malda,
West Bengal, PIN- 732 103

Copy to:

1. The Hon’ble Vice Chancellor, University of Gour Banga, Malda.
2. The Registrar (A/C), University of Gour Banga, Malda.
3. The Finance Officer, University of Gour Banga, Malda.
4. University Website/Notice Board