

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

Mr. Binay Krishna Halder

Convener,

Tender & Purchase Committee

URL: www.ugb.ac.in □ Phone: 03512-252339 □ E-mail: audit.ugb1@gmail.com

Ref. No.: NIQ- 44(2nd Call)/DIARY-20/UGB/C-19

Date: 18.02.2020

Notice Inviting Quotation For Printing and Publishing the Official Diary-2020 to the University of Gour Banga, Malda

Sealed Quotations addresses to The Convener, Tender & Purchase Committee, University of Gour Banga, Malda - 732103 are invited from bonafide and resourceful willing Agencies/Firms/Companies 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 sub-mission of Quotation	Earnest Money (Rs.)	Price of Tender Forms & Other Papers	Opening Date and time Quotation	Time of completion of work
01	Diary	600	24.02.2020 by 05.00 p.m	2% of Quoted Amount	NA	25.02.2020 at 1.00 p.m.	Within 15 days from the issuance of Work order.

S. No.	Particulars	Pre-press work	Printing Colour	Size	No. of Pages	Paper Quality	Cover	Remarks
01	Designing and Printing Diary – 2020 for University of Gour Banga	Compos e and Page make up	Title Pages – Multi Colour and Others – Single Colour	19 cm x 13 cm	Title pages – Max. 20 Calendar Pages (Multicoloured) – Two dates per side of the page. Pages for ‘Notes’ – Max. 5	80 GSM Best Brand Maplitho	Binding Premium Quality Foam Rixin – Hard Board (Gold Foil Print on Cover)	Name of the University should be printed on every page of the Diary

Scope of Work:

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 Mr. Binay Krishna Halder during office hours (between 10 am - 05 pm) on weekdays.

Quotations should be sent in a sealed envelope containing the superscription **“Quotation for Diary -2020 - to be opened by the Addressee”** to:

The Convener, Tender & Purchase 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 - Chairman. *
2. The Registrar (Addl. Charge) - University of Gour Banga
3. Dr. Mandira Chakraborty, Principal, Malda Women's College (EC Member), UGB.
4. Prof. Chanchal Chaudhuri, Dean of Science, Member, UGB.
5. Prof. Bikash Roy– Dean , Faculty Council of Arts & Commerce - University of Gour Banga
6. Dr. Achinta Kumar Banerjee, (EC Member), UGB.
7. Finance Officer (Addl. Charge), University of Gour Banga - Member.

8. Controller of Examinations, University of Gour Banga - Member.
9. The Inspector of Colleges, University of Gour Banga - Member.
10. The Development Officer, University of Gour Banga - Member.
11. The Deputy Registrar (Addl. Charge), UGB – Member
12. Dr. Goutam Bhowmik, Department of Commerce, UGB – Member.
13. The Assistant Registrar (UG) (Addl. Charge), UGB – Member
14. Dr. Atul Bandyopadhyay, Department of Physics, UGB – Member.
15. Mr. Binay Krishna Halder, Deputy Controller of Examinations, UGB. (Convener).
16. Office File.