



UNIVERSITY OF GOUR BANGA

[Established under the West Bengal Act. XXVI of 2007 and Recognized U/S 2(f) & 12(B) of the UGC Act]

Office of the Registrar

★ Phone: 03512-223664 ★ URL: www.ugb.ac.in

P.O.: Mokdumpur, Dist.: Malda, Pin – 732 103, West Bengal, India

Ref. No.: 33/UGB/R-26

Date: 16.01.2026

NOTICE INVITING QUOTATION

N.I.Q. No. – 33/UGB/R-26, Dated: 16.01.2026

Sub: SEALED QUOTATIONS ARE INVITED FROM THE BONAFIDE AND RESOURCEFUL AGENCIES/FIRMS/ PRINTING PRESS/ORGANIZATIONS FOR PRINTING AND SUPPLY OF DIARY & WALL CALENDAR FOR UNIVERSITY OF GOUR BANGA (UGB).

Sealed Quotations addressed to 'The Convener, Purchase & Tender 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	Designing and Printing Diary – 2026 for University of Gour Banga	450	29.01.2026 02:00 pm	Rs. 2000.00	NA	29.01.2026 04:00 pm	Within 15 days from the issuance of Work order.
02	Designing and Printing Wall Calendar – 2026 for University of Gour Banga	550					

Scope of Work:

S. No.	Particulars	Pre-press work	Printing Colour	Size	No. of Pages	Paper Quality	Cover	Remarks
01	Designing and Printing Diary – 2026 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 Wall Calendar – 2026 for University of Gour Banga	Compose and Page make up	Calendar Design and Multi-Colour Print	20 inches x 30 inches	Double Page (06 months in each page)	130 GSM Glossy Art Paper	--	Name of the University should be printed on both the side with logo





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Earnest money: Rs. 2000.00 (Rupees Two thousand Only) to be submit through a Demand Draft favoring 'University of Gour Banga' payable at Malda / Cash Deposit in the University Bank Account (A/C No.: 1622010000019; IFSC: PUNB0162220; Name of the Bank & Branch: Punjab National Bank (PNB) & University of Gour Banga Branch, Malda. Please mention the Draft Number and Date for Demand Draft and Transaction Number and Date for bank transactions.

Time of Delivery: Within 15 days from the issuance of Work order.

Eligibility

1. Photocopies of the credential document(s)/certificate(s) is required to be attached with the tender documents (self-attested), otherwise the tender will be treated as cancelled.
2. **Quotation should be addressed to: The Convener, Purchase and Tender Committee, University of Gour Banga, Malda-732103, W.B, India.**

- **Date of issue of NIQ: 16.01.2026**
- **Last date and time of Quotation submission: 29.01.2026, 02:00 pm**
- **Date and time of Quotation opening: 29.01.2026, 04:00 pm**

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 work.
5. Documents like PAN, GST registration / enrollment certificate, Current GST return, 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.





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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. The work to be executed under the supervision of the Convener, University Diary-2026 and University Calendar-2026 Committee and also necessary certification will have to be obtained from the Convener, University Diary-2026 and University Calendar-2026 Committee.
15. Interested bidders may visit the university to see the sample copy of the proposed Diary.
16. At the time of opening the tender, the bidders may attend and for any further enquiry please contact at the Registrar (Addl. Charge), University of Gour Banga, Malda-732103, W.B, India.

Registrar (Addl. Charge)
& Convener, Purchase and Tender Committee
University of Gour Banga

Registrar (Addl. Charge)
University of Gour Banga
Malda, W.B., India

Copy forwarded for information to:

1. The PA to the Vice-Chancellor for kind information to the Hon'ble Vice Chancellor, UGB
2. The Finance Officer, University of Gour Banga.
3. Members (All) of the Purchase & Tender Committee.
4. Notice Board.
5. The University Website (www.ugb.ac.in).
6. Office File.

