



# 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](http://www.ugb.ac.in) ♦ Phone: 03512-223664 ♦ E-mail: [deputyregistrar@ugb.ac.in](mailto:deputyregistrar@ugb.ac.in)

**Ref.: No.: 1687 /UGB/R-18**

**Date: 03.12.2018**

## NOTICE INVITING QUOTATION FOR SUPPLY OF DIARY-2019 FOR UNIVERSITY OF GOUR BANGA

Sealed Quotations addressed to the Deputy Registrar, University of Gour Banga, Malda -732103 are invited from bonafide, resourceful and 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 specification given below:

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 supply of the Item
01	Diary	600	10.12.2018 by 05.00 p.m	2% of Quoted Amount	NA	11.12.2018 at 11.00 a.m.	Within 15 days from the issuance of Work Order.

### Scope of Work:

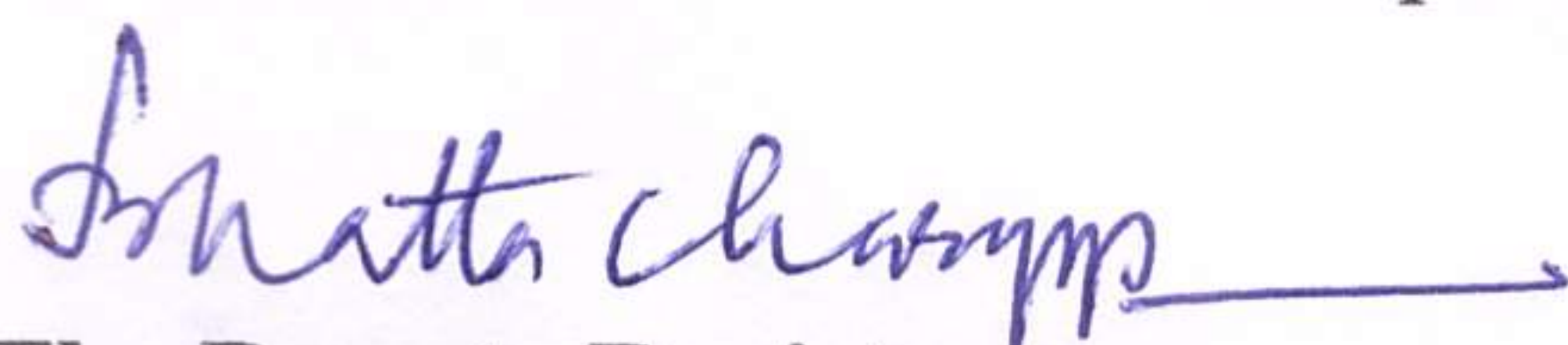
S. No.	Particulars	Pre-press work	Printing Colour	Size	No. of Pages	Paper Quality	Cover	Remarks
01	Designing and Printing Diary – 2019 for University of Gour Banga	Compos e and Page make up	Black & White	16.5 cm x 10 cm	Title pages – Max. 20 Calendar Pages – Two dates per side of the page. Pages for 'Notes' – Max. 5	80 GSM Mapli tho	Best Quality Blue coloured Plastic Jacket	Name of the University should be printed on every page of the Diary

### 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. Biswajit Paul (9831159684) during office hours (between 10 am - 05 pm) on weekdays.

Quotations should be sent containing the superscription "**Quotation for Diary -2019 - to be opened by the Addressee**" in a sealed envelope to:



**The Deputy Registrar**

University of Gour Banga

P.O.: Mokdumpur, District: Malda,

West Bengal, PIN- 732 103

**DEPUTY REGISTRAR  
UNIVERSITY OF GOUR BANGA**