



Office of the Principal

Phone : 03664 – 281424 (O)

E-mail : abhcollege@rediffmail.com

ABHAYAPURI COLLEGE, ABHAYAPURI

(Affiliated to Gauhati University, Guwahati)

Dist. Bongaigaon (Assam) Pin.783384

No. AC/Quotation/2017-18/681

Dated: 02/05/2017

NOTICE INVITING QUOTATION

Sealed Quotations addressed to the Principal, Abhayapuri College, Abhayapuri are invited from local Registered/Reputed Printing Press/Firms having VAT Registration No. for Printing the Prospectus of Abhayapuri College for the session 2017-18. Prescribed Format for Quotation containing Terms & Conditions along with specification of work and other particulars can be obtained from the Office of the Principal, Abhayapuri College between 1100 hours to 1600 hours on all working days. These can also be downloaded from the college web site (www.abhayapuricollege.org) from 2nd May'2017 onwards.

The last date of submission of Sealed Quotation shall be 8th May'2017 till 16:00 hours. No Quotation will be accepted after last date and stipulated time. The sealed covers of the quotations/bids will be opened on 9th May'2017 at 11:00 hours in the presence of willing Quotationers/ Bidders. However, in case any unscheduled holiday occurs on prescribed closing/opening date, the next working day shall be the prescribed date of closing/opening. The Prospectus and Academic Calendar Preparation Committee of the college reserves the right to accept or reject any or all quotations not fulfilling the Terms & Conditions.

A Quotation will have to be accompanied by:

1. Demand Draft/Banker Cheque of Rs.200/- as Quotation fee
2. Duly filled up & signed prescribed Quotation form (Annexure I)
3. Specification of the quoted work (Annexure II)
4. The term and conditions (Annexure III) duly signed by the owner of the press/firm on each page.
5. Declaration by the Supplier (Annexure IV)

Principal,
Abhayapuri College
Abhayapuri



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ANNEXURE-I
Bid Format
FOR COLLEGE PROSPECTUS'2017-18

Bidder's
latest
passport size
photograph
to be affixed
here

1. Name of the Press/Firm : _____
2. Name of the Quotationer/Bidder : _____
3. Fathers'/Husbands' Name of the Quotationer/Bidder :

4. Age : _____
5. Address : _____

6. Phone No. (Mobile/Landline). : _____
7. PAN No. : _____
8. Press/Firm's Registration No. (if any): _____
(Photo Copy to be attached)
9. VAT (TIN) Registration No.:- _____
(Photo Copy to be attached)
10. If a Co-operative Society, Please Indicate
Registration No and Date of Registration: _____
11. DD / Banker Cheque No.: _____
12. Date & Drawee Bank of Rs. _____ /- : _____

13. Inbuilt Facilities of the Press/Firm: _____
(Separate sheet may be used, if necessary)
14. Previous experience, if any : _____
(Supportive documents to be furnished)
15. Any other relevant information: _____
16. Bid Rate:

Contd.

*(Note: The rate shall be quoted in Indian Rupees in **figures and words**. In case of discrepancy between the rate quoted in **figures and words**, the rate quoted in words will be taken as **final** and shall be binding in this regard)*

Job Title: Printing of Abhayapuri College Prospectus'2017-18

<u>Sl. No.</u>	<u>Item</u>	<u>Amount in Rs.</u> <u>(Rate per 1000 Copies)</u>
1.	Printing of Abhayapuri College Prospectus'2017-18 as detailed in Specification (Annexure-II) along with content collection i.e. photography, writings materials etc.	:

Taxes as applicable :

Total :

Total (in words) Rupees:

Date: _____

Place: _____

Signature of the Proprietor

Name: _____

Designation: _____



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QUOTATION FOR PROSPECTUS'2017-18

ANNEXURE-II

Specifications of the Prospectus to be printed

1. **Item:** College Prospectus'2017-18
2. **Quantity:**
 - a. **Hard Copies:** 4000 (Tentative) copies
 - b. **Soft Copy:** 01 (in PDF format for uploading in the college website)
3. **Composing and Printing:** As per details given below
 - a. **Size:** Demy ¼
 - b. **Cover Page:**
 - i. **Paper type:** Imported Art Card
 - ii. **Paper thickness:** 220 gsm
 - iii. **No. of pages:** 4 pp (front and back printing)
 - c. **Inside Page**
 - i. **Paper type:** Imported Art Card
 - ii. **Paper thickness:** 200 gsm
 - iii. **No. of Pages:** 60 pp (front back printing-English)
 - d. **Admission Form:**
 - i. **Paper type:** Imported Art Card
 - ii. **Paper thickness:** 200 gsm
 - iii. **No. of Pages:** 02 pp (front back printing-English)
(To be incorporated with the inside pages)
4. **Printing type:** Multicolour (not less than 4 colour) Offset Printing
5. **Stitching and Binding:** Thread stitching and perfect binding
6. **Lamination:** Matt
7. **Photography:** All kinds of required photographs including teaching staff, non-teaching staffs and college infrastructure and laboratory equipments are to be taken by

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the press/firm itself with high quality still photographic camera (above 21 mega piscal resolution).

8. **Approval of Proof:** Proof of multicolor designing with multicolor printing will have to be submitted to the office of the principal for necessary approval for printing.



(Dr. Sadananda Nath)
Principal
Abhayapuri College,
Abhayapuri



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QUOTATION FOR COLLEGE PROSPECTUS'2016 -17

ANNEXURE-III

Terms and Conditions

1. The process of quotation is one bid- Financial.
2. Specifications as annexed in Annexure-ii must be followed by the firm/Printing Press.
3. The bid is to be put in sealed envelopes with appropriate superscription i.e. Financial Bid for printing of College Prospectus'2017-18 on the top of the envelope. Non fulfillment of the same or partly filled quotations is liable for rejection.
4. The rate must be quoted for 1000 (one thousand) copies.
5. Rate should be quoted in the prescribed proforma annexed at Annexure I.
6. The rate should be inclusive of excise duty, freight, transportation, packing, forwarding, handling etc. but excluding of VAT/CST and local Taxes, if any, which shall be paid by the college authority as applicable.
7. The rate should be quoted in figure as well as in words in the prescribed format.
8. Design and colour of the pages will be decided by the Prospectus and Academic Calendar Preparation Committee and the bidder jointly. However, bidder may produce design for approval.
9. Last date of submission of quotation is 8th May'2017 (upto 1600 hours).
10. The Prospectus and Academic Calendar Preparation Committee of the college will open and evaluate the bids. The lowest quoted bidder(s) will be chosen on the basis of total bid rate received subject to fulfillment of the annexed terms & conditions and specification.
11. **The Prospectus and Academic Calendar Preparation Committee of the college reserves the all rights to amend any of the terms and conditions contained in the quotation documents or reject any or all quotations or not to award the contract**

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to the lowest bidder without giving any notice or assigning any reason thereof. The decision of the College Authority (GB) in this regard will be final and binding.

12. Time for composing, printing and supply of the consignment is 10 days from the day of final approval of the draft. Delay beyond scheduled date shall attract penalty as provisioned in the relevant rule(s).
13. Soft as well as hard copy of draft/proof of the prospectus will have to be made available to the Prospectus and Academic Calendar Preparation Committee, Abhayapuri College for approval before printing. If necessary, Electronic Presentation of the draft/proof may be provisioned and/or asked for by the committee.
14. Ready materials will have to be delivered to the office of the principal latest by 25th May'2017. The press/firm will be responsible for delivery of items in good condition at their own risk and cost.
15. **One soft copy of the ready material in pdf or other compatible format will have to be supplied for uploading the prospects in college website.**
16. An amount of Rs.5,000/- (Rupees five thousand) only is to be paid at the time of signing of the agreement as security deposit that shall be refundable after receiving the ordered material in desired quality and good conditions and no interest shall be paid on it. This may be adjusted in case of any dues for violation of terms & conditions are reported during the tenure of the contract period.
17. In case the copies are not according to the specifications, the cost of returning them shall be borne by the supplier.
18. The firm should be in a position to supply the ordered copies on short notice and also as and when needed. The firm should be able to provide ordered copies on holiday/ Sunday/ any other day also.
19. In case the appointed press/firm is found in breach of any condition(s) of the contract at any stage or services of the press/firm is found not to the satisfaction of the College Authority, the contract may be terminated. The decision of the College Authority shall be the final and binding in this regard.
20. The College authority will not be under any obligation to give any clarification to the bidders whose bids are rejected/ not selected.
21. Payment shall be made against bill after receiving the ordered copies in good condition.

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22. Any non-compliance of the quotation requirements may lead to rejection of quotations.
23. The contract shall be subject to the Indian laws and Jurisdiction of the Court located at Abhayapuri.



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Abhayapuri College, Abhayapuri



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ANNEXURE IV

Declaration

1. I declare that all the terms and conditions stated in the annexure-iii of the Notice Inviting Quotation (NIQ) vide No AC/Quotation/2017-18/_____ dated 8th May'2017 from serial no. 1 to 23 are acceptable to me/us and I/We shall abide by the same in case the contract is awarded to me/us.
2. I also declare that the specification given in the Annexure-II will strictly be maintained by me/us.
3. I/we understand that non-fulfillment and/or partly fulfillment of specification as made in Annexure-II is liable for penalty as deemed fit and necessary by the college authority.
4. All the particulars furnished by me/us in the bid are true to the best of my/our knowledge.
5. I/We will also abide by the conditions that may be stipulated during the period of contract.
6. The decision of the College authority will be accepted by me/us during and after the bid evaluation process.

Date:

(Signature of the Quotationer/Bidder)

Place:

Name:

Contact Number:

Address: