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Office of the Principal
Abhayapuri College, Abhayapuri
(Affiliated to Gauhati University, Guwahati)
Accredited “B” Grade by NAAC (CGPA - 2.50)
Dist. Bongaigaon (Assam) Pin.783384

QUOTATION FOR COLLEGE PROSPECTUS’2019-20

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’2019-20 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 per single (01) copy.
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 GST 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 3rd May, 2019 (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.
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 to the lowest bidder without giving any notice or assigning any reason thereof. The decision of the College Authority (Governing Body) 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 20th May'2019. 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.
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.

(Dr. S. Nath)
Principal,
Abhayapuri College, Abhayapuri