



SRI SRI ANIRUDDHADEVA SPORTS UNIVERSITY, CHABUA, DIBRUGARH
(A STATE UNIVERSITY OF ASSAM)

Temp. Office- 2nd Floor DICC Building, Near District Library, Dibrugarh- 786003 (Assam)
Landline- 0373-2950466 web. www.sasu.ac.in

No.: SASU/CHB/AR/92/2021/1987 Dated: 19/06/2024

NOTICE INVITING TENDER FOR DESIGNING, PRINTING & SUPPLY OF ANNUAL REPORTS & NEWSLETTERS & BOOKLETS OF THE UNIVERSITY

Sealed tenders are invited affixing a Court Fee Stamp of Rs. 8.25 only from the reputed printing press for Designing, printing & supply of Annual Reports & Newsletters & Booklets of Sri Sri Aniruddhadeva Sports University, as per specifications mentioned below.

Interested registered printing press should submit the application form in a sealed envelope super scribing "Notice Inviting Tender for designing printing & supply of Annual Reports and Newsletter of Sri Sri Aniruddhadeva Sports University," should be addressed to "The Registrar, Sri Sri Aniruddhadeva Sports University, Chabua, Dibrugarh, 2nd Floor, DICC Building, Near District Library, Dibrugarh, P.O CR Building, Dibrugarh, Assam, Pin 786003."

The last date of tender submission will be 11/07/2024 up to 1.00 P.M. and will be opened on the same date at 1.30 P.M. & interested tenderers or authorized persons with proper authority letters may also be present at the time of opening.

Last date for submission of Bid	11/07/2024 up to 1:00 P.M.
Time & Date of Opening of Bid	11/07/2024 at 01:30 P.M.
Place of opening of Bid	2 nd Floor, DICC Building, Near District Library, Dibrugarh, Assam, Pin 786003.
Tender Paper cost. (Exempted for MSME)	Rs. 500/- (Non-refundable) through account payee Demand Draft in favour of "Registrar, Sri Sri Aniruddhadeva Sports University, Chabua." Payable at Dibrugarh



Registrar
Sri Sri Aniruddhadeva Sports University
Chabua, Dibrugarh

ANNEXURE- A
INSTRUCTIONS TO BIDDERS

1. Regarding the Design- The design of the Newsletters & Annual Report must be similar to the earlier printed books of the University. The sample copy is available in the official website of the University, And the successful bidder may collect the hard copies from the University office premises.

The draft matter of the newsletter, Annual report & booklet will be available in Word format and images will be provided in raw files.

2. The details specification are as follows-

Sl No	Particulars	Specifications	Rate must be Quoted for
1.	Annual Report of the University	<u>Book Type -A For 24 Pages</u> <u>Book Type -A For 28 Pages</u> <u>Book Type -A For 32 Pages</u> Size- 1/4 demy Inside Page Printing-Multicolour Cover printing- Multicolour Paper for cover- 250 GSM Glossy paper Cover lamination- Matt Lamination Paper for inside pages- 130GSM Glossy paper	Per 100 sets
2.	Newsletter of the University	<u>Book Type-B For 32 Pages</u> <u>Book Type-B For 36 Pages</u> <u>Book Type-B For 40 Pages</u> Size- 1/4 demy Inside Page Printing-Multicolour Cover printing- Multicolour Paper for cover- 250 GSM Glossy paper Cover lamination- Matt Lamination Paper for inside pages- 130GSM Glossy paper	Per 500 Sets
3	Booklet of the University	<u>Book Type-C For 32 Pages</u> <u>Book Type-C For 36 Pages</u> <u>Book Type-C For 40 Pages</u> Size- 1/8 demy Inside Page Printing-Multicolour Cover printing- Multicolour Paper for cover- 250 GSM Glossy paper Cover lamination- Matt Lamination Paper for inside pages- Maplitho paper 70-80 GSM	Per 200 Sets

Terms & Conditions: -

- No separate tender paper will be issued from the office. The tender should be submitted on their own letter pad, with the supporting documents as per the formats annexed.
- The application form should be signed by the partners/proprietor/director/managing director of the concerned printing press bearing his/her name and address, mobile number, and email id clearly indicated below the signature along with the official seal.
- In the event of any kind of holiday, the tender shall be opened on the next working day at 1.30 PM.



4. The tendering printing press must have to submit an up-to-date copy of the **trade license** of the printing press with the bid documents.
5. The tendering printing press must have proper **PAN, GST No.** & copy of the same shall have to be enclosed with the tender documents with self-attestation.
6. The tendering printing press must have to submit a copy of the **ITR** for the last financial year 2022-2023 with the bid documents.
7. A Self-Attested copy of up-to-date **registration certificates** issued by District Industries or factory licenses issued by Govt. of Assam or any registration related to the printing press issued by other Govt. authorities.
8. The quantity may be increased or decreased at the time of placing the order as per requirement.
9. The tendering firm must clearly indicate the rate of taxes (if any) in the tender submitted.
10. The rate must be inclusive of delivery & others, no additional charges will be paid.
11. The bid shall be valid up to 180 days from the date of the opening of the tender documents.
12. The required quantity of printing will be confirmed by issuing a work order.
13. Delivery location, Sri Sri Aniruddhadeva Sports University, Dibrugarh, situated on, the 2nd Floor, DICC Building, Near District Library, Dibrugarh, 786003.
14. The competent authority, SASU reserves the right to amend or withdraw any of the terms & conditions contained in the document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason.
15. The decision of the competent authority, SASU in the selection of vendor will be final and binding and no further correspondence will be entertained.


Registrar

Sri Sri Aniruddhadeva Sports University
Chabua, Dibrugarh

Memo No:- SASU/CHB/ AR/92/2021 1987

Dated: 19/06/2024

Copy to:

1. The PA to the VC, SASU for kind information to the Hon'ble Vice-Chancellor of Sri Sri Aniruddhadeva Sports University.
2. The i/c IT in charge of SASU for upload to the University website.
3. Accounts branch for kind information and upload in the <https://sppp.assam.gov.in>
4. Notice Board of SASU.
5. Office file.


Registrar

Sri Sri Aniruddhadeva Sports University
Chabua, Dibrugarh

ANNEXURE B: Format of price bid

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Tender No.

Rate inclusive of supply, transportation, and other charges.

Sl no	Name of the Item & Specification	Page contains	Qty	(Before tax) Rate for all.	Tax (%)	Tax Amount (Rs.)	Total Amount (Rs.)
1.	Annual Reports of the University Type-A Book Type , Size- 1/4 demy Inside Page Printing-Multicolour Cover printing- Multicolour	24	100 Books				
2.	Paper for cover- 250 GSM Glossy paper, Cover lamination- Matt Lamination	28	100 Books				
3.	Paper for inside pages- 130GSM Glossy paper.	32	100 Books				
1.	Newsletter of the University. Type- B, Book Type, Size- 1/4 demy Inside Page Printing-Multicolour Cover printing- Multicolour	32	500 Books				
2.	Paper for cover- 250 GSM Glossy paper, Cover lamination- Matt Lamination	36	500 Books				
3.	Paper for inside pages- 130GSM Glossy paper.	40	500 Books				
	Booklet of the University. Type- C, Book Type, Size- 1/8 demy Inside Page Printing-Multicolour Cover printing- Multicolour	32	200 Books				
	Paper for cover- 250 GSM Glossy paper, Cover lamination- Matt Lamination	36	200 Books				
	Paper for inside pages- 70-80GSM map litho paper.	40	200 Books				

Pan No :

GST Tin :

Seal & Signature :

Name & Designation :

Date

Name & Address of the Firm.. :

Email ID:

Mobile No:

DETAILS INFORMATION FORM

(On Company/firm's Letterhead)

Sl No	Details of the Firm/Company:	
1	Name of the Firm/Company	
2	Complete address of the Firm/Company (Including pin code & email id)	
3	Status of the Company/Firm (Public Ltd./Pvt. Ltd.) (Partnership/Sole Proprietorship) (Attach relevant documents)	
4	Details of the Incorporation of the Company/Firm	Date.
5	GST Registration No (Attach relevant documents)	
6	Permanent Account No. (PAN) (Attach relevant documents)	
7	Copy of the ITR of Last financial Year 2022-2023.	
8	Registration details issued by the District Industries or factory licenses issued by Govt. of Assam or any other registration issued by Govt. Authorities.	
9	Trade License (Attach relevant documents)	
10	Name & Designation of the contact person to whom all references shall be made regarding this tender	
11	Telephone No. (with STD code)	
12	Mobile No	
13	Email ID of the Contact person	

Declarations:-

I/We _____ whose signature is given below, are authorized representatives of this firm/company.

I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of the firm, affecting the accuracy of the facts, stated above.

(Signature of Bidder) **Name:-**

Date:

Designation and Seal

Email id:-

Mobile no:-



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ANNEXURE D
DECLARATION

Subject:- For printing & supply of Annual Report & Newsletter of the Sri Sri Aniruddhadeva Sports University.

Sir,

1. I, Shri _____, on behalf of _____ and
branch office at _____, do hereby declare that I have gone through the terms and
conditions mentioned above and undertake to comply with all the tender terms and conditions.
The rates quoted by me/us are valid and binding on me/us for acceptance during the period of
supply from the date of award of the Order to us.
2. The University has the right to accept or reject any or all the tenders without assigning any
reason.
3. We understand all the terms and conditions of the contract and bind myself/ourselves to abide
by them.
4. We hereby declare that there is no vigilance or court case pending/contemplated against us
at the moment.

(Sign a copy of the tender documents enclosed herewith)

SIGNATURE :

Partner-

NAME & DESIGNATION:

DATE:

NAME AND ADDRESS OF THE FIRM:

EMAIL ID:

MOBILE NO:

W