



OFFICE OF THE REGISTRAR: ASSAM AGRICULTURAL UNIVERSITY
JORHAT- 785013

No. AAU/RG/PME/4/Annual Report 2023-24/.....107.....

Date: 06/04 /2024

NOTICE INVITING TENDER FOR PRINTING OF ANNUAL REPORT FOR THE YEAR
2023-24_REG

The Assam Agricultural University, Jorhat, Assam invites sealed quotations from experienced offset printers for designing, printing and supply of its "Annual Report" (in English). Detail of printing material and other terms & conditions relating to the award of the Contract are given in the Annexure-1.

All interested printers are, therefore, requested to put their sealed quotations - technical (as per Annexure-II) and financial (as per Annexure-III) separately in sealed envelopes. The envelope containing the technical bid must be super scribed "Technical Bid" and the envelope containing the financial bid must be super scribed "Financial Bid". The main envelope containing the two bids must be super scribed as "Quotation for Printing Work". The main envelope containing the sealed quotations must be submitted to the undersigned on or before 9th May 2024 by 3.00 P.M.

The sealed quotations will be opened on 10th May 2024 at 11.00 AM in the presence of authorized bidders or representatives.

Sd/-T.K. Gohain, ACS
Registrar
Assam Agricultural University
Jorhat-13

No. AAU/RG/PME/4/Annual Report 2023-24/.....

Date: /2024

Copy for information to :

1. The Secretary to the Vice-Chancellor, AAU, Jorhat
2. The Comptroller, AAU, Jorhat
3. The Assistant Registrar (A), AAU, Jorhat
4. The Web Master, AKMIT Cell, AAU, Jorhat. He is requested to upload the advertisement in AAU Website.
5. The Notice Board of the Registrar, AAU, Jorhat
6. Office Copy

ANNEXURE-I

TERMS & CONDITIONS FOR AWARD OF CONTRACT FOR PRINTING OF ANNUAL REPORT (ENGLISH)

1. LAST DATE & TIME OF RECEIPT OF QUOTATIONS
2. DATE & TIME OF OPENING OF QUOTATIONS
3. PLACE OF SUBMITTING QUOTATIONS
4. **ITEMS & QUANTITY REQUIRED TO BE PRINTED:** Descriptions of the items proposed to be printed are given hereunder. Rates must be quoted separately for Annual Report (English) in Annexure III in figure and words in the prescribed proforma. The approximate number of pages and required quantity is indicated below

Sl. No	Descriptions	Pages (Approx)	Qty.
1.	Annual Report 2023-24 (English)	200	200

5. Specification

* Outer and Inner Pages

Outer/ Cover page	4 (Four) pages of Cover in 300 GSM Art board with matt lamination
Inner/ Text pages	200 Pages Text in 170 GSM Art Paper (Mat) with multicolour printing

- * Binding : Perfect Binding
- * Paper Size : A 4
- * Cover page : Multi-colour
- * Inner Pages :
 - a) Text : Two colour offset printing
 - b) Diagrams/ Charts/ Graphs : Multi-colour offset printing

6. Pre-Press Job

- * Text of the document will be provided by the Assam Agricultural University, Jorhat in electronic format (MS Word/PDF).
- * Pre-press job such all DTP work including Designing/ creative options should be done with the printer's own DTP to the satisfaction of the Assam Agricultural University, Jorhat, Assam.
- * Proof-reading of the manuscript by a competent professional proof-reader.

7. Samples for submission

Samples of paper (Cover and Text) as per our specifications mentioned at Para 5 above must be supplied along with the quotation.

8. The quotation fee of Rs.500.00 (Rupees five hundred) only in the form of a Crossed Demand Draft in favour of the Comptroller, Assam Agricultural University (Non-refundable). In the case of downloaded documents, the bidder shall have to submit the fee (on original DD) along with the quotation.
9. The bidder shall enclose an earnest money deposit of 2% of the quoted price in the shape of DD drawn in favour of the Registrar, AAU, Jorhat. The bids that are not accompanied by the aforesaid bid security will not be accepted. The details of bid security must be provided. The bid security of the unsuccessful bidders shall be released after issuing the supply order to the successful bidder and the bid security of the successful bidder will be released after the execution of the order.

10. Schedule of Work

The work should be completed in all respects and material should be delivered within stipulated days from the date of placement of printing order as mentioned below:

Submission of 1st draft proof :	Within 15 days of award of contract
Submission of final proof :	Within 10 days of receipt of corrected version of draft proof
Supply of printing material :	Within 10 days of receipt of approval of final proof

The rate quoted should be inclusive of paper, creative options, plate layout design, proof reading, positives, printing, binding etc. and supply of materials.

11. Quotation

Vendor should be able to execute all the required jobs together; part quotation will not be entertained.

12. Agency

The bidder should have latest high quality color printing machine of their own. They should have latest DTP software and hardware & sufficient manpower to operate it.

Note: *The vendor must ensure safe custody and maintain confidentiality in the printing material supplied by the Assam Agricultural University, Jorhat.*

13. Other Terms & Conditions

- i) Two bids viz., Technical and Financial should be submitted in a sealed cover which may be superscribed as "Quotation for Printing Works". The technical bid (Annexure II) will provide detail about the Firm, its capacity, printing machines, manpower, clientele, sample of paper to be used etc. whereas the Financial Bid (Annexure III) will contain the rates of the respective documents. The Tender Processing Committee will open the Financial Bids of only those bidders who qualified on the basis of details provided in the Technical Bid.
- ii) The bidder should have the following qualifications for bidding:
 - a) Shall have to be in existence for not less than 5 years.
 - b) Shall have minimum 5 years of experience and expertise in the relevant field.
 - c) Shall have PAN/TAN number, Sales tax registration and GST registration.
 - d) Shall have experience in dealing with Government Departments.
 - e) Shall have to submit Income Tax Return of last Financial Year.
- iii) The price quoted should be inclusive of all taxes. (Necessary Tax should be shown separately in the bill).
- iv) The rates quoted by the selected firm and approved by the Assam Agricultural University, Jorhat shall remain valid throughout the period of the contract and requests to increase the rates for any item(s), during the currency of the contract, shall not be considered.
- v) The contract will remain operative for a period of one year from the date of award of the same and the vendor/printer may be asked to print additional copies if required by the Assam Agricultural University. Charges for the additional number of pages/copies will be determined as per the quoted rates.
- vi) The Assam Agricultural University, however, reserves the right to conduct performance review at any time during the contract period and deficiencies, if any, notice will be required to be rectified and compliance reported. If the tenderer fails to rectify the deficiencies or fails to comply with other directions/instructions of the University his

contract is liable to be terminated. The University further reserves the right to *suo moto* terminate the contract at any point in time without giving any prior notice.

- vii) Supply order, after due compliance with all formalities, will be placed on the selected supplier to effect the supply.
- viii) The selected Firm will be required to supply one sample of each of the materials being printed for the approval of the competent authority. No final printing should be resorted to unless otherwise specifically asked for by the University. The selected Firm shall ensure the delivery of the items to the office of the University. No separate charges shall be paid for the delivery of goods.
- ix) Supply should normally be made during office hours on any working day. The University will have the authority to place the order for the supply of the items beyond office hours and on holidays, for which, no additional payment will be made.
- x) Order for items will be placed on requirement basis. No advance payment will be made by the University. Payment will be released only after it is ensured that the items are in order and the quality of items supplied is to the entire satisfaction of the University.
- xi) The Assam Agricultural University will have the authority to cancel any order if the required items are not supplied on time or do not meet the specifications of the University.
- xii) The University reserves the right to reject any /all offer(s) without assigning any reason thereof. Any enquiry after submission of the tender will not be entertained.

ANNEXURE II
PROFORMA FOR TECHNICAL BID

1.	Name of the Firm & Owner : (With Tel. /Mob. Nos.)		
2.	Office Address with : Tel./Fax/Mob. Nos.		
3.	Press Address with : Tel./Fax/Mob. Nos.		
4.	Contact Person(s) Name : Tel./Fax/Mob. Nos.		
5.	Annual Turnover (Rs.) :	2021-22	
		2022-23	
		2023-24	
6.	Make/ Model of Printing : Machines available		
7.	PAN No. TAN No./GST/ : Regn.No./ Service tax No.		
8.	Past experience with Govt. : Departments - Name and Period to whom service Provided (Attach at least 3 Certificates)		
9.	Total staff strength of: service : provider		
10.	Whether sample paper : of each item attached		
11.	Whether Terms & Conditions : issued by the University are acceptable to the Firm		
12.	Self certification by the firm that : has not been blacklisted any Govt. Department		
13.	Other Details, If any :		

(Signature of Owner/ Authorized Representative)

**ANNEXURE III
PROFORMA FOR FINANCIAL BID**

Sl. No	Description	Qty	Rate/ Per Copy (Rs.)	Total Experience (both words and figures) (Rs.)
1	Annual Report 2023-24 (English)	200		
	Total			
Breakup of Total expenditure must be shown as below :				
	i) Paper for inside			
	ii) Cover Printing & Lamination			
	iii) Inside Colour Printing for 200 pages			
	iv) Layout & Designing			
	v) Binding			
2	Rates of Extra Pages :			
	i) Single Colour			
	ii) Two Colour			
	iii) Multi Colour			

(Signature of Owner/ Authorized Representative)