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

Temp. Office- 2<sup>nd</sup> Floor DICC Building, Near District Library, Dibrugarh- 786003 (Assam)

No.: SASU/CHB/NL/95/2021/922

Dated: 11/10/2022

**INVITATION FOR QUOTATIONS FOR PRINTING & SUPPLY OF NEWSLETTERS OF THE UNIVERSITY**

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

Interested Govt. registered printing press should submit the application form in a sealed envelope super scribing "Quotation for printing & supply of Newsletters 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 Quotation will be received on or before 02/11/2022 up to 12.30 P.M. and will be opened on the same date at 1.30 P.M. & interested quotationer or authorized persons with proper authority letter may also be present at the time of opening.

Sl No	Particulars	Specifications	Rate must be Quoted for
1	Newsletter of the University	<b>Type-A</b> Size- 1/4 demy Pages- 20 Pages Inside Page Printing- Black & White offset printing Cover printing- Multicolour Paper for cover- 130 GSM Cover lamination- Matt Lamination Paper for inside pages- Matlitho paper 18 kg	Per 100 pcs Per 200 pcs Per 500 Pcs
		<b>Type-B</b> Size- 1/4 demy Pages- 20 Pages Inside Page Printing- by color offset printing Cover printing- Multicolour Paper for cover- 130 GSM Cover lamination- Matt Lamination Paper for inside pages- Matlitho paper 18 kg	Per 100 pcs Per 200 pcs Per 500 Pcs
		<b>Type-C</b> Size- 1/4 demy Pages- 20 pages Inside Page Printing-Multicolour Cover printing- Multicolour Paper for cover- 210 GSM Glossy paper Cover lamination- Matt Lamination Paper for inside pages- 130GSM Glossy paper	Per 100 pcs Per 200 pcs Per 500 Pcs

**Terms & Conditions: -**

1. No separate quotation paper will be issued from the office. The quotation should be submitted on their own letter pad, with the supporting documents.
2. 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.
3. In the event of any kind of holiday, the quotations shall be opened on the next working day.
4. The tendering printing press must have a permanent establishment in Dibrugarh, and a copy of the trade license of the printing press shall have to enclose with the quotation.
5. The tendering printing press must have proper PAN, GST No. & copy of the same shall have to be enclosed with the quotation with self-attestation.
6. A self-Attested copy of up to date **registration certificates issued by the Govt. of Assam, Printing & Stationery Department** shall have to enclose with the quotation.
7. A Self-Attested copy of up to date registration certificates issued by **District Industries or factory licenses issued by Govt. of Assam.**
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 quotation.
10. The rate must be inclusive of delivery & others, no additional charges will be paid.
11. The required quantity of printing will be confirmed by issuing a work order.
12. Delivery location, Sri Sri Aniruddhadeva Sports University, Dibrugarh, situated on, the 2<sup>nd</sup> Floor, DICCC Building, Near District Library, Dibrugarh, 786003.
13. The competent authority, SASU reserve 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.
14. 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, DibrugarhMemo No:- SASU/CHB/NL/95/2021/922-A.

Dated: 11/10/2022

Copy to:

1. The Vice-Chancellor, SASU for kind information.
2. The i/c IT in-charge SASU for upload in the University website.
3. Accounts branch for kind information.
4. Notice Board.
5. Office file.



Registrar

Sri Sri Aniruddhadeva Sports University  
Chabua, Dibrugarh



Format of price bid

Quotation No.

Rate inclusive of supply, transportation, and other charges.

Sl no	Name of the Item	Specification	Qty	(Before tax) Rate per unit	Tax (%)	Tax Amount (Rs.)	Total Amount (Rs.)
1	Newsletter Type-A		100				
			200				
			500				
2	Newsletter Type-B		100				
			200				
			500				
3	Newsletter Type-B		100				
			200				
			500				

Pan No :

GST Tin :

Seal &amp; Signature :

Name &amp; Designation :

Date :

Name &amp; Address of the Firm.. :

Email ID:

Mobile No:




**ANNEXURE B:**  
**DETAILS INFORMATION FORM**  
(On Company/firm's Letterhead)

Details of the Firm/Company:

1. Name of the Firm/Company :
2. 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. Registration details issued by Govt. :  
of Assam, Printing & Stationery Dept.  
(Attach relevant documents)
8. Registration details issued by District:  
Industries or factory licenses by  
Govt. of Assam.
9. Trade License (if any)  
(Attach relevant documents) :
11. Name & Designation of the  
Contact person to whom all  
references shall be made  
regarding this tender :
12. Telephone No. (with STD Code) :
13. Mobile No. :
14. Email Address of the  
Contact person :

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Declarations

I/We \_\_\_\_\_ whose signature are given below, is an authorized representative 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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