

**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/22/20-21/67

Dated: 10/06/2023

**INVITATION FOR QUOTATIONS FOR PRINTING & INSTALLATION OF HOARDINGS, BANNERS**  
**& INSTALLATION OF HOARDINGS WITHIN DIFFERENT PLACES OF ASSAM FOR WIDE**  
**PUBLICITY OF ADMISSION NOTICE OF SASU,**

Sealed quotations are invited affixing a Court Fee Stamp of Rs. 8.25 only from the reputed advertising agencies / Printing Press/firms /company etc. for the Printing & Installation of Hoardings, Banners & Installation of Hoardings & Banners within different places of Assam for wide publicity of admission notice of Sri Sri Aniruddhadeva Sports University, as per specifications mentioned below.

Interested advertising agencies/firms/companies etc. should submit the application form in a sealed envelope super scribing "Quotation for Printing & Installation of Hoardings, Banners & Installation of Hoardings within different places of Dibrugarh & Tinsukia," 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 27/06/2023 up to 01.00 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	Name of the Item	Particulars	Proposed Qty
1	Printing of Hoardings & Installation	Printing of Star Quality flex material Hoardings. Preferred Size- 20x10 Ft.	5
		Installation of Hoardings at your own/rented Hoarding frames within Assam (as specified places) for a minimum of 15 Days or 30 Days *Design of the matter & list of places where hoardings are to be installed is annexed with this paper.	5
2	Printing of Banner & Installation.	Printing of Star Quality flex material Banner. Preferred Size- 4x3 Ft.	14
		Installation of banners at various nearby places of colleges, Higher secondary schools of Dibrugarh & Tinsukia. *Design of the matter & list of places where the banners are to be installed is annexed with this paper.	14

**Terms & Conditions: -**

1. No separate quotation paper will be issued from the office. The quotation should be submitted on their own letter pad, as per annexures attached with this format with the supporting documents.
2. The application form should be signed by the partners/proprietor/director/managing director of the concerned advertising agencies/firms/company bearing his/her name and address, mobile number, and email id clearly indicated below the signature along with the official seal.



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3. In the event of any kind of holiday, the quotations shall be opened on the next working day.
  4. The tendering advertising agencies/firms/company shall have to submit a copy of **the trade license** with the quotation.
  5. The tendering advertising agencies/firms/company must have proper **PAN, GST No. & copy** of the same shall have to be enclosed with the quotation.
  6. The tendering advertising agencies/firms/company shall have to submit a copy of **the ITR (Income tax Return) of the last Financial Year** with the quotation.
  7. The quantity may be increased or decreased at the time of placing the order as per requirement.
  8. The tendering firm must clearly indicate the rate of taxes (if any) in the quotation.
  9. The rate must be inclusive of delivery & others, no additional charges will be paid.
  10. The bid shall be valid up to 180 days from the date of the opening of the tender documents.
  11. The purchaser will confirm the number of items after receiving the rate per item as mentioned above by issuing of **Work Order/Supply Order**.
  12. After installation of the Hoardings & Banners the successful bidder shall have to submit the photograph of the installed hoarding & banner from a different angle with GPS location.
  13. 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.
  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, Dibrugarh

Memo No:- SASU/CHB/22/20-21/67-A.

Dated: 10/06/2023

Copy to:

1. The Hon'ble Vice-Chancellor, SASU for kind information.
2. The i/c IT in charge of SASU for upload to the University website.
3. Notice Board.
4. Office file.

  
Registrar

Sri Sri Aniruddhadeva Sports University  
Chabua, Dibrugarh



### Format of Quotation

Quotation No.

Rate inclusive of supply, transportation, and other charges.

Sl no	Name of Items	Specification	Unit	(Rate Before tax)	Tax %	Tax Amount (Rs.)	Total Amount (Rs.)
1	Printing of Hoardings	Printing of Star Quality flex material Hoardings. Preferred Size- 20x10 Ft.	1				
2	Installation & Rent charges for Hoardings	For 15 Days	1				
	Installation & Rent charges for Hoardings	For 30 Days	1				
3	Printing of Banner	Printing of Star Quality flex material Banner. Preferred Size- 4x3 Ft.	1				
4	Installation & Rent charges	Fitting charges & others	1				
Total amount (Rs.)							

Pan No :

GST Tin :

Seal & Signature :

Name & Designation :

Date :

Name & Address of the Firm.. :

Email ID:

Mobile No:

W



## (Annexure A) BIDDERS INFORMATION.

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

Sl No	<u>Details of the Firm/Company:</u>	
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)	
4	Date of Incorporation	Date.
5	GST Registration No (Attach relevant documents)	
6	Permanent Account No. (PAN) (Attach relevant documents)	
7	ITR (Income Tax Return) of the last financial year. (Attach relevant documents)	
8	Trade License (Attach relevant documents)	
9	Name & Designation of the contact person to whom all references shall be made regarding this tender.	
10	Telephone No. (with STD code)	
11	Mobile No	
12	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:-**  
Designation and Seal

Date:

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Email id:-  
Mobile no:-

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**ANNEXURE C**  
**DECLARATION**  
(On Company/firm's Letterhead)

Subject:-

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



## **ANNEXURE-D**

### **Proposed locations for Hoarding-**

**All the Hoardings must be visible from both the side of the Road.**

**Proposed size 20 ft X 10 ft = 200 sq. ft Hoarding (Total 5 Nos)**

1. Chabua –
  - i. Chabua Main Town.
2. Dibrugarh-
  - i. Dibrugarh Town. RKB road market area.
  - ii. Rajgarh (Bypass Sari Ali).
  - iii. Moran Town.
  - iv. Kasu Jan (Bypass) Bogibeel to Dhemaji road tinali.

**Propose Size 4 ft X 3 ft = 12 Sq. Ft Banner (Total 14 Nos).**

### **Proposed locations for banner**

1. Dibrugarh-
  - i. Kanno College.
  - ii. City College.
  - iii. Dibru College.
  - iv. DPS Mohanbari.
  - v. DPS Chabua.
  - vi. JNV Moran.
  - vii. Tangakhat H. S.
  - viii. Near Don Bosco.
  - ix. DU Hat.
  - x. Thana Charali.
2. Tinsukia-
  - i. Doomdooma College.
  - ii. Senaram Collage.
  - iii. Tinsukia Govt. Collage.
  - iv. Tinsukia Kosujan Field.