

KAZI NAZRUL UNIVERSITY

ASANSOL- 713 340, INDIA

Tender Notice

Ref. No.: KNU/AO/Pub/07/2020

Date: 15.12.2020

Sealed Quotation (Rate per Unit) in plain paper are invited from Reliable Firms/ Printing House/ Press/ Printing Agencies having trade license and other relevant papers with GST NO. for **Printing and supplying** of the following item(s) as per the TERMS and CONDITIONS given below. I shall be pleased to receive your lowest possible quotation in a SEALED COVER with our REF. NO. and DATE duly superscribed on the COVER and on the face of the offer letter for said work at **Accounts Officer (Addl. Charge), Administrative Building (First floor), Kazi Nazrul University, Nazrul Road, Kalla Bypass More, P.O.- Kalla C.H., Asansol, West Bengal -713340.**

Last date for submission of quotation : **22/12/2020** (upto 12:30 p.m.)

Opening date of Quotations : **23/12/2020** (at 2:30 p.m.)

Serial No.	Item	QTY.	Rate (Rs)	Gross Amount	Amount of GST (18%)	Total Amount (Rs)
1	Printing of Conference proceedings (entitled 'Entitlement, Equality and Mental Health: Contemporary Psychosocial Perspectives') Size: 21 cm x 29.7 cm , Orientation : Portrait, Binding with Sereja & Green Ribbon, Cover Paper: 130 GSM Imported Art, Cover Color: 4, Lamination: Matt., Page Paper: 80GSM Maplitho NS Rate must be quoted inclusive of composing cost	100 Pcs				

* Note:

- Validity of your offer will be 60 days *w.e.f.* closing date of the tender
- Party is requested to keep in touch with the HOD, Dept. of Applied Psychology, Kazi Nazrul University before quoting the rate for better Knowledge of specification & quality of material (roshan.dewangan@knu.ac.in). **Typed materials and prepared cover page will be provided in word.doc and/or pdf format. Printing agency need to prepare 'Title Verso' within two days, and format rest of the materials as per demand.**
- Softcopy of the Book should be handed over to the University in CD format
- Vendor is responsible for printing only

Sd/-

Accounts Officer (Addl. Charge)

TERMS & CONDITIONS OF TENDER

- Quotation should be for FREE DELIVERY at Asansol unless otherwise arranged.
- Prices quoted should be Nett and minimum period of validity of the quotation SHOULD BE FOR 60 DAYS from the closing date
- Quotations cannot be CORRECTED and ERASURE after submission.
- Sample must be attached with quotation in all possible cases.
- Intending Tenderers/Quotationer must attach a copy of **PAN Card, GST Registration Certificate, Valid Trade License, P. Tax** etc. along with his/her application.

6. Manufacturer's NAME and the COUNTRY OF ORIGIN of the materials offered must be clearly specified failing which the Tender will not be considered.
7. Samples must be submitted where specified so as to reach this office before the DUE DATE of tender. Samples must be labelled clearly with our ENQUIRY NUMBER, DUE DATE, NAME OF FIRM and number on sample must correspond to the items in the tender.
8. The tenderers will not be entitled to ask for any further information other than whether their tenders have been received or not.
9. The University does not bind itself to accept the lowest or any tender or assign any reason for non-acceptance. It further reserves the right to accept any tender in part or in whole at its option.
10. If the University finds that the materials supplied are not of the contract quality or not according to the specification required by the University or otherwise not satisfactory owing to any reason, of which the University shall be the sole judge, the University shall be entitled to refuse the acceptance of the said materials, cancel the order and buy its requirement elsewhere at supplier's responsibility.
11. Tenderers must as far as possible, arrange to supply the materials according to the terms of delivery specified in the orders. If however this is not possible, they shall clearly specify the time in which the delivery of the articles can be effected. This delivery time must be strictly adhered to. Failure to supply within the specified time will lead to cancellation of the order without notice.
12. If the deliveries are not regular and if on that account the University is forced to buy the materials elsewhere, any loss or damage that the University may sustain thereby will be recovered from the supplier for non-delivery at the scheduled periods.
13. THREE consecutive failures to supply within the scheduled time or times will entail removal of the Tenderer's name from the Approved List of Suppliers.
14. If any tenderer proposes to charge SALES TAX & Delivery charges, in addition to his quoted rates this fact should be stated specifically in his quotation. In the absence of such statement the rate quoted will be deemed to be inclusive of Sales Tax & Delivery charges.
15. Non Compliance of a order may lead to cancellation of enlistment and no enquiry will be issued in future. Up to 10% of bill value may be deducted for default on delivery.
16. Deduction of all taxes as per norms for each Bill/Invoice shall be made by the Authority at the time of payment.
17. IN ALL CASES OF DISPUTES, THE DECISION OF THE UNIVERSITY SHALL BE FINAL & BINDING ON YOU.

By Order