



KAZI NAZRUL UNIVERSITY

Kazi Nazrul University, Asansol – 713340
West Bengal, India

Ref No: KNU/EO/Printing/53/2020

Date: 06-12-2020

Tender Notification

Sealed quotations are invited from reputed agency, vendor, contractor for printing of stationeries (including confidential documents printing) for the controller section, Kazi Nazrul University. Interested parties are requested to submit their lowest rates in sealed envelope along with credentials/documents (as mentioned in the General Terms & Conditions given below) to the **Estate Officer (Addl. Charge), Kazi Nazrul University, Nazrul Road, Kalla Bypass More, P.O. Kalla C.H., Asansol, Paschim Bardhaman, West Bengal, Pin 713340** before 12:00 noon on 21-12-2020. Details of the work given below:

Size & Colour	Description of the work	Paper quality	Bidder's Compliance	Rate (Rs.)
15" x 12" x 1" (A4) Milky White	Registration Certificate (one perforation) with security/embossing	90 GSM – Maplitho paper (attach sample copy with the Bid documents)		
15" x 12" x 1" (A4) Milky White	Mark sheet / Grade Cards with security/embossing	110 GSM Maplitho paper (attach sample copy with the Bid documents)		
15" x 12" x 1" (A4) Milky White	Final Degree Certificate with security/embossing	110 GSM Maplitho paper (attach sample copy with the Bid documents)		

General Terms & conditions:

1. Contract will be signed for 1 year initially, but it may be extended upto 05 years on satisfactory performance.
2. This is strictly confidential work and hence the selected party must maintain the confidentiality.
3. All sorts of problems of Examinations as may arise from time to time will be discussed with the Registrar/Controller of Examinations
4. Sample of stationary will be provided to the successful bidder only at the time of issuance of work order.
5. The authority of the University reserve full right to terminate the order for any sort of malpractice detected at any point of time and no payment will be disbursed, if any due lying with the University.
6. The authority reserves all the rights to reschedule, reject or accept any tender or part thereof at any stage or to split any tender without assigning any reason. Withdrawal of tender or any revision after submission of tender by the Tenderer will not be allowed.



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7. Intended bidders are requested to contact to the Controller of Examinations for discussing security before quoting their rate.
 8. The bidders must have to submit a copy of valid trade licence, GST Registration Certificate and last three years annual accounts (2020-2019, 2019-2018, 2018-2017) along with the Bid.
 9. 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.
 10. 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 affected. This delivery time must be strictly adhered to. Failure to supply within the specified time will lead to cancellation of the order without notice.
 11. 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.
 12. 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.
 13. 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.
 14. Non compliance of an 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.
 15. Deduction of all taxes as per norms for each Bill/Invoice shall be made by the Authority at the time of payment.
 16. IN ALL CASES OF DISPUTES, THE DECISION OF THE UNIVERSITY SHALL BE FINAL & BINDING ON YOU.

Sd/-
Estate Officer (Addl. Charge)
Kazi Nazrul University,
Asansol