



OFFICE OF THE REGISTRAR

DIBRUGARH UNIVERSITY

Dibrugarh | PIN - 786 004 | Assam

No. : DU/RG/13.01.06/2020/4088

Date: 06/11/2020

Short Notice Inviting Quotation

Sealed quotations are invited from experienced/reputed firms for binding of old books of the LNB Library, D.U in accordance with the details provided in the Annexure-I. The quotations will be received by the undersigned on or before 13/11/2020.

Terms and Conditions:-

01. The quotations should be addressed to “**The Registrar, Dibrugarh University, Dibrugarh-786004**”. The sealed envelopes must be super scribed with the respective NIQ Notice number and Annexure number for which bids are being submitted. The bidder must also indicate their contact details in terms of contact no, email ID etc. on the face of envelope for further communication.
02. No separate tender paper will be issued from the Office. Quotations should be submitted on the Supplier's Letter Pad accompanied with all relevant supporting documents.
03. The bidder must submit their quotation in single bid system.
04. Payments shall be made after successful completion of the job.
05. The price quoted on the Bid shall have to be valid for atleast 60 days. Further, this Bid document is not transferable.
06. The Bidders must clearly indicate information in terms of Duties & taxes. Details of GST registration, PAN etc are also required to be incorporated on the respective bid documents.
07. The bidders (except MSEs) have to submit 02% EMD along with the bids of the total bid value [Exemption is allowed to Micro and Small Enterprise (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprise (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department] in the form of DD or A/C Payee cheque along with the bids to be drawn in favour of “**Registrar, Dibrugarh University**”.
08. No erasures or overwriting shall be allowed, unless they are authenticated under the full signature and the seal of the tenderer.
09. The University reserves the right to:
 - (i) Accept/reject any/all tenders without assigning any reason thereof.
 - (ii) Revise the quantities at the time of placing the order without change in the rate quoted by the bidder.
 - (iii) Add/modify/relax or waive any of the conditions stipulated in the Bid document whenever deemed necessary.
 - (iv) Award the contract to one or more bidders for the items covered by the Bid document.
 - (v) Accept ambiguity (if any) incorporated on the bid, in the manner so favorable/beneficial to the University.
10. Participating in the NIQ shall imply unconditional acceptance of all the terms and conditions mentioned in the bid document.

Copy to :

01. The Hon'ble Vice-Chancellor, D.U. for favour of kind information
02. Dr. Utpal Das, Deputy Librarian, LNB Library, for information.
03. The Deputy Registrar (F&A), Dibrugarh University, for information.
04. Notice Boards. – Dibrugarh University
05. The Programmer, for uploading on the University website.
06. Office file.

Holmes & ...
6-11-2020
Registrar

Dibrugarh University

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Annexure-I

1. Binding of old books of the LNB Library, DU:

SI No.	Type of Materials	Required
1	Back Volume	Aprox Size of Binding A-4 Size Paper Half Foam Leather (Rexine) Binding Top Covering Plastic coated Marble paper pasting with Gold Lettering label printing on the spine.
2	Books	Aprox Size of Binding A-4 Size paper Half Rexine Binding Top Covering Plastic coated Marble paper without Gold Lettering printing on the spine.

H. S. S. S. S. S.
- 6.11.2022
Registrar
Dibrugarh University
Registrar
Dibrugarh University