



# COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

[www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in) :: 0361-2601100/2733530 :: [registrar@cottonuniversity.ac.in](mailto:registrar@cottonuniversity.ac.in)

## E-Notice Inviting Bids

“E-NIB No. CU/S&P/2023/21 Dt. December 27, 2023”

Bids in sealed cover are invited in two-bid system from the reputed Printing house or press, etc are invited for “**Printing 95<sup>th</sup> Edition of Cottonian Magazine for Cotton University**”.

The following terms and conditions, which are the minimum criteria for this bids, shall be apply herein:

- The bidding document pertaining to this notice, along with the **requisite ICICI Bank Challan– ‘FEE CODE 011’** which is meant for payment of a mandatory **processing fee worth INR 500/-**, must be downloaded from the University’s website i.e. [www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in). The sealed cover must be super-scribed as “**Printing 95<sup>th</sup> Edition of Cottonian Magazine for Cotton University:: NIB: CU/S&P/2023/21 Dt. 27.12.2023**” and addressed to “**The Registrar, Cotton Univerity, Panbazar, Pin-781001, Assam**”. The name and address of the bidder(s) must be mentioned in the Sealed Cover, which must be submitted during the office hours **on or before 2.00 PM of January 8, 2024** in the drop box arranged for the purpose. Bid Opening may be done by the same day at 3.00 PM in presence of the bidders.
- **Per Unit Price quoted by the bidder must be inclusive of all applicable taxes & duties, wages of manpower, onsite delivery, etc.**
- Quantum of Order will be approx 1000 or as per demand/requirement based.
- Documents, etc which must be placed inside the sealed techno-commercial cover are:- (i) **Processing fee paid copy** (ii) Photocopy of Up-to-date **Trade License** issued by Guwahati Municipal Corporation (iii) **Evidence/ certificate** of Printing house or press (iv) photocopy of **GST/ GST Filling** documents (v) Photocopy of relevant **Purchase Order/Work Order**, supplied to Govt. Org./University/Institute (vi) Copy of this **NIB/bidding documents** duly sealed & signed by the authorized signatory representing the bidder thereby implicating that all norms & conditions stipulated herein are unconditionally acceptable to the bidder.
- The University reserves the right to amend or withdraw any of the terms & conditions and also update /modify/supplement the minimum criteria / requirements at any point of time. Besides, the University reserve the right to accepts, consider or rejects any or all the bids/offer without assigning any reason in lieu thereof.
- The law of the land shall be apply to the supply contract(s) / Purchase Order(s) arising out of this bid. All disputes in this connection and all matters arising out of the same shall be settled exclusively in the courts failing under the jurisdiction of Kamrup Metropolitan district authority.

  
( Dr. Arindam Garg )  
Registrar

Memo No. CCSU/S&P/2016/031/ **14662-67**

Dated **27/12/23**

Copy for information and necessary action to:

1. The P.S. to the Vice Chancellor, Cotton University.
2. The Director, Students Welfare, Cotton University.
3. The Finance Officer, i /c, Cotton University.
4. The Systems Manager, Cotton University; he is requested to arrange for uploading/posting of this bidding document in the University’s website.
5. Notice board.
6. Office file concerned.



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## Details Specification: "Cottonian" (Annual Magazine)

Magazine Size: ¼ ( Double demy)

Cover: Folded cover, Matt lamination with **emboss** the magazine name and logo, both side multicoloured.

Cover size: 12 x 28 inch.

Cover paper: 300 GSM

Inside colour pages: 10 pages

Black & white pages: 328 pages

Paper Name: Natural Sheet, 80GSM (sample of the "paper" to be mandatorily submitted along with techno-commercial bid)

Plate Making.

*Maya*  
24/12/23  
Registrar  
Cotton University  
Panbazar, Guwahati-781001, Assam  
*Se*



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## Schedule of Price/Financial Bid:

Name of the Items/ materials	Details	HSN Code, if any	Unit Price (inclusive of applicable GST) (INR)
95 <sup>th</sup> Edition of "Cottonian"	As per the Specifications		

*Quantum: approx 1000 unit. The qty may vary depending on requirement/demands.*

Name of the **Bidder**: .....

Address of the **Bidder**:  
.....

Contact Number(s) of the **Bidder**:  
.....

Type of Business Entity of the **Bidder** [*Proprietorship/Partnership/Company/others*]:  
.....

Full Name {in BLOCK Letters} of the **Authorized Signatory**:  
.....

Full Signature of the **Authorized Signatory** with Date:

Office Seal/Stamp:

  
Registrar  
Cotton University  
Panbazar, Guwahati-781001, Assam  
