

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre, Siliguri

17/12, J. C Bose Road, Subhas Pally, Siliguri-734 001

Telephone: 0353-2526818

E- mail: rcsiliguri@ignou.ac.in

Invitation for Quotation

No: IG/RC-SLG/F&A/72/23-24/1467

Date : 29th January 2024

Sub: Quotation for printing of forms

Sealed quotations from reputed registered firms for printing of forms as mentioned below:

Sl No	Name of the Item with printing specifications	Units	Quantity/ Nos
1.	Award lists for assignments: Size A4, 65 GSM, Single colour printing in triplicate pages one side impression. Original 1 st copy Cream Ove, Duplicate 2 nd copy light yellow, Triplicate 3 rd copy light pink 100+100+100=300 pages (1 book), slip pad binding and serial numbered. Printing matter provided in softcopy	1 book (300 pages)	500 Books
2.	Printing on cover file "Indira Gandhi National Open University, Regional Centre, Siliguri (Full address)" and Logo. Single colour (Navy blue). Printing matter provided in softcopy	-	500 files
3.	Scribbling pad: White. Logo and "Indira Gandhi National Open University, Regional Centre, Siliguri" printed on each page. Single colour, one side impression white page 70 GSM, Size, 8.5" x 5.5", perforated pages. Cover navy blue, Address & logo in single colour on cover, back cover hardboard bound. Printing matter provided in softcopy	1 pad of 30 leaves	300 pads
4.	Printing on Envelope 14 inch x 10 inch: "Indira Gandhi National Open University, Regional Centre, Siliguri (Full address)" and Logo. Single colour (Navy blue). Printing matter provided in softcopy	-	1000 Nos.

29/1/24
Regional Director

डॉ. प्रदीप देबनाथ / Dr. Pradip Debnath
क्षेत्रीय निदेशक / Regional Director
ईग्नू क्षेत्रीय केंद्र / IGNOU Regional Centre
सिलीगुड़ी-७३४००९ / Siliguri-734001

Terms and Conditions

(Signed copy of this page and the next page to be submitted by each tenderer along with the bid)

1. The quotation shall be submitted in the prescribed formats (Technical and Financial bid, Annexure-1 & II).
2. The duly signed quotation should be submitted to this office in sealed envelope, addressed to the Regional Director, IGNOU Regional Centre, Siliguri, superscribing "Quotation for Printing Stationery" which shall contain the two separate sealed envelopes superscribing 'Technical Bid' and 'Financial Bid', latest by **2.30 pm on 08.02.2024**.
3. Items to be printed (**sample**) may be verified at the office during office hours on any working day.
4. Over writing should be avoided. Cuttings/corrections, if any made must be duly authenticated.
5. The rates quoted shall **not** include word processing charges as the text of all formats to be printed shall be provided in PDF format to the successful bidder.
6. The rates quoted shall be inclusive of all charges like GST and other incidentals for delivering the items at IGNOU premises. Percentage of GST applicable shall be mentioned.
7. The rates quoted should be valid for at-least one year from the date of opening of the Financial Bid.
8. The decision of IGNOU arrived at as above shall be final and representation of any kind shall not be entertained on the above.
9. The Technical Bid shall be opened at **4 pm on 09.02.2024**. The "Financial Bid" will be opened on the same date or at a later date in respect of technically qualified bidders in the presence of the representative of the firm (s) who may wish to be present.
10. The IGNOU Regional Centre, Siliguri reserves the right to reject any quotation wholly or partly without assigning any reason thereof.
11. Offers will be evaluated individually or together for each item mentioned. Supply order can be placed for all items mentioned or parts thereof.
12. The successful tenderer will supply the item (s) within a maximum period of 15 days from the date of placing the work order.
13. Payment shall be made, subject to tax recoveries, etc, within 15 days of submission of the bill, duly supported by the consignee's receipt to the complete satisfaction of IGNOU confirming to the quality and specifications provided in the work order.
14. Arbitration: In the event of any question, dispute or difference arising under these terms and conditions or in connection with this contract, the same shall be referred to the arbitration of a sole arbitrator, to be nominated by the competent authority of IGNOU, New Delhi. The award of the arbitrator shall be final and binding on the parties to this contract. The arbitration shall be held at New Delhi. The proceedings of arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 or any statutory amendments thereto.
15. As a token of acceptance of the terms and conditions laid above, a **signed copy** this terms and conditions shall be attached along with the technical bid in the technical bid envelope.


Regional Director

Distribution:

1. IGNOU Regional Centre notice boards/PWD notice boards, Siliguri
2. Prominent printing firms in the city
3. Website of the Regional Centre and other social media platforms

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सिलीगुड़ी-७३४००१ / Siliguri-734001

Part-I**Technical Bid (General Information: To be kept in sealed Envelope No.1)**

Name of tendering Company/Firm/ Agency :

Whether Regd. /Pvt. Ltd. /Other, specify :

Name of the Proprietor :

Full Address of the Reg. Office :

Landline No :

Mobile No :

E-Mail Id :

PAN/GIR No :

GST IN :

Clients' names (Attach separately, if required) :

Additional information, if any :

Signature and Seal of the Tenderer with date

DECLARATION

1. I Son/ Daughter/ wife of Shri signatory of the agency/firm mentioned is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we/am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. A signed copy of the Terms and Condition in invitation of quotation has been attached.

Signature and seal of the authorized person with date

Part-2

Financial Bid (Price Schedule- To be kept in sealed Envelope No. 2)
Quotation for printing of form and publicity material etc.

Quoted Rates

Sl No	Name of the Item with printing specifications	Units	Quantity	GST Rate (in %)	Gross Amount including GST (Rs)
1.	Award lists for assignments: Size A4, 65 GSM, Single colour printing in triplicate pages one side impression. Original 1 st copy Cream Ove, Duplicate 2 nd copy light yellow, Triplicate 3 rd copy light pink 100+100+100=300 pages (1 book), slip pad binding and serial numbered. Printing matter provided in softcopy	1 book (300 pages)	500 Books		
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Total: Rs In words (Rupees only)

Discount offered if any:

Date :.....

Signature and Seal
(Address, Phone No & Email id)