

OFFICE OF THE FINANCE OFFICER  
RAIGANJ UNIVERSITY

Finance Officer  
Raiganj University



Mobile : 03523-244055  
Fax No. : 03523 242580

Ref. No. Fim-73/24

Date 30/09/2024

**NOTICE INVITING EXPRESSION OF INTERESTS FOR PROCUREMENT AND PRINTING OF LONG DIARY, TABLE CALENDAR AND WALL CALENDAR AT RAIGANJ UNIVERSITY**

Expression of Interests (EOIs) are invited from reputed printing press for procurement and printing of Long Diary, Table Calendar and Wall calendar. The details of specifications, quantity of Long Diary, Table Calendar and Wall calendar are as follows:

Sl. No.	Name of item	Details Specifications	Quantity
1	Long Diary	Size - 18 x 6 cm. Paper quality - 70 GSM Colour of Diary cover - Brown	500 pcs
2	Table Calendar	Size - 24 x 18 cm. Paper Quality - 130 GSM Colour - Multi colour with photo (to be determine by the University authority)	500 pcs
3	Wall Calendar	Size - 76 x 48 cm. Paper Quality - 100 GSM Colour - Multi colour with photo (to be determine by the University authority)	500 pcs

**Terms & Conditions:**

1. The below mentioned all documents must be attached along with the quotations.
2. In case of submission of incomplete / invalid documents quotation will be treated as cancelled.
3. All the above mentioned items to be supplied at Raiganj University within the schedule time.
4. Payment will be made after successfully delivery of the items and authenticated by competent authority.
5. TDS will be applicable as per rule.
6. No other charges like delivery / T.A / D.A will be paid by the University
7. University will award the Contract to the bidder whose quotation has been determined to be substantially responsive both technically and commercially. University also reserves the right to reject any or all the tender, wholly or partially, without assigning any reason thereof.

**Documents to be submitted:**

- a) Copy of PAN card
- b) Copy of GST registration
- c) Copy of Trade License
- d) Copy of PTPC with current challan
- e) Credentials: Copy of the Work order and Payment Certificate/ Completion Certificate of similar work.

**Preference:** Preference would be given to the bidder who have own DTP centre and having at least 3 (three) years of experience in similar work. Bidders are requested to submit relevant documents regarding own DTP centre.

Commencement date of Tender:

01.10.2024

Closing date of Tender:

15.10.2024 (5:00 P.M)

Copy forwarded for kind information to:

1. Honourable Vice Chancllor, Raiganj University
2. Registrar, Raiganj University
3. University Website
4. Notice Board

*Admin* 30/9/24  
Finance Officer  
Raiganj University

Finance Officer  
Raiganj University  
Uttar Dinajpur

*Admin* 30/9/24  
Finance Officer  
Raiganj University

Finance Officer  
Raiganj University  
Uttar Dinajpur

## Annexure - A

### RFQ

#### PROCUREMENT AND PRINTING OF LONG DIARY, TABLE CALENDAR AND WALL CALENDAR

Sl. No.	Name of item	Details Specifications	Rate per unit (Inclusive GST)
1	Long Diary	Size - 18 x 6 cm. Paper quality - 70 GSM Colour of Diary cover - Brown	
2	Table Calendar	Size - 24 x 18 cm. Paper Quality - 130 GSM Colour - Multi colour with photo (to be determine by the University authority)	
3	Wall Calendar	Size - 76 x 48 cm. Paper Quality - 100 GSM Colour - Multi colour with photo (to be determine by the University authority)	

Date:

Full signature of the Bidder  
(Designation with Seal)

Designation:

Mobile No.