



PRESIDENCY UNIVERSITY
KOLKATA

Presidency University
Kolkata 700073

Tender Notice

PU/Misc-1/14-15 Date : 29-05-2014

Sealed tenders are invited from the reputed and reliable printers /Decorators / organizations, as the case may be, for the following:

1. Answer booklet for Admission test (as per sample)
2. OMR (as per sample) printing and scanning
3. Printing of Visitors slip (as per sample)
4. Construction of Pandel, hire of plastic chairs and sound system (as per specification)
5. Disposal of scrap materials (as is where is)

Samples, specifications and other required information will be available from the office of the Registrar.

The quotations should be made by the bidders in their original letter head clearly indicating the specification, quantity, price (excluding tax, if any) on free delivery at site basis, rate of tax as applicable, discount, etc. separately for each item. **Quotations should be accompanied with the duly filled up Application Form (Annexure – I).** Self-attested photocopies of VAT / Sales Tax Registration Certificate, copy of the valid Trade License, copy of the PAN card, I.T. clearance certificate and other relevant credentials are to be enclosed with the said application form. No advance payment will be made. Payment will be made after completion of the satisfactory delivery as per Purchase Order and submission of tax invoice / bill with necessary papers.

Special Conditions for Disposal of Scrap Materials:

1. Interested bidders may see the disposable materials during working hours of the University with prior-permission from the office of the Registrar.
2. All the materials have to be cleared from the university on the own cost of the selected party within 10 days of issuance of the work order.
3. The **entire value** of the disposable materials shall have **to be paid in advance** before taking delivery of the materials.

The Quotations for all the above items (sl. No. 1 to 5) should be accompanied by the following:

- 1. A non-refundable demand draft for Rs.700/- (Rupees One thousand) only in favour of Presidency University payable at Kolkata as application fees.**
- 2. A refundable Demand Draft for Rs.20,000/- (Rupees Twenty thousand) only in favour of Presidency University payable at Kolkata towards Earnest Money Deposit .**

The sealed cover should be duly superscribed with the Tender Notice Number, Date and the name of item(s) Quoted in Block Letters.

- LAST DATE OF SUBMISSION OF QUOTATIONS TO THE OFFICE OF THE FINANCE OFFICER, PRESIDENCY UNIVERSITY: 04-06-2014 up to 12 Noon.**
- DATE OF OPENING OF THE QUOTATIONS: 04-06-2014 at 1 P.M.**

The University reserves the right to accept or reject any quotation in part or full without assigning any reason.

Sd/-

Registrar

Presidency University

ANNEXURE-I

**PRESIDENCY COLLEGE,
86/1 College Street, Kolkata – 700 073**

APPLICATION FORM TO BE FILLED BY THE BIDDER

Tender Notice No. & Date:

1. Name of the Quoter:

2. Status of the Quoter (attach documents, if registered company/partnership/proprietorship)

3. Address (Head Office / Registered Office) with Phone No. and e-mail id :

4. Present Address with Phone No. and e-mail id:

5. Item (s) Quoted:
(Mention the attached Quotation No. & date)

6. Income Tax return / Clearance Certificate (latest) (attach attested copy) :

7. Income Tax Permanent A/c No. (attach copy) :

8. VAT / CST Registration No. :
(attach copy of the certificate)

9. Trade Licence / ROC Certificate No. :
(attach copy of the certificates)

10. Detail of Bank Draft No., issuing branch and date:

For Tender Fees Rs.700/-

For Earnest Money Deposit Rs.20,000/-

DECLARATION

1. I,----- Son/Daughter of Shri-----

-----, Proprietor/Partner/CEO/MD/Director/
Authorized Signatory of M/s. ----- am
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 hereby convey my acceptance of the same.
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
4. I/ we am /are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my quotation at any stage besides liabilities towards prosecution under appropriate law.
5. The Quotations submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.
6. I/ our firm / company am / is not currently debarred or blacklisted in PRESIDENCY UNIVERSITY, Kolkata or in any national organization or educational institute/university for any supplies, products or services,.

Signature of the Authorized Person

Date:-----

Full Name _____

Place:-----

Designation with Seal