

Alipurduar University



**P.O. Alipurduar Court
Dist Alipurduar
Pin 736122**

Tender inviting Notice No. 0025/Apdu/Reg. dated 17.06.2025

A formal Tender is invited from reputed vendors for supply of Employees Attendance Register and Dak Despatch Register for use in the Registrar Branch, Alipurduar University, P.O. Alipurduar Court, Dist. Alipurduar, PIN-736122.

Sl. No.	Item	Completion Time
1	Employees Attendance Register	07 days from the date of issuance of supply order
2	Dak Despatch Register	

TERMS AND CONDITIONS :

- 1) The base price and GST shall be shown separately
- 2) Copy of current year Trade License, PAN card, GST registration certificate shall be accompanied with the technical bid documents. [Non Statutory Documents]
- 3) The vendor shall provide Company details as per Annexure-II..
- 4) The successful tenderer shall supply the Employees Attendance Register and Dak Despatch Register within 07 (seven) days from the date of issuance of the supply order.
- 5) The University authority reserves the right to accept or reject any/all quotations.
- 6) The quotation should be valid up to 31.10.2025.
- 7) Selection of the agency will be made on the basis of both technical and financial bids. The technical bid and the financial bid shall be sealed by the bidder in separate cover duly superscribed and both the sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed. The technical bids will be opened at the first instance and evaluated. Subsequently, financial bids of only the technically accepted offers will be opened for furnishing value and ranking before finalization and issuance of supply only. After evaluation the lowest rate (L₁) financial bid from among the technically qualified bidders will be accepted.
- 8) The bid (Technical & financial) shall be submitted to the under noted address;
Registrar (Officiating), Alipurduar University, P.O. Alipurduar Court, Dist. Alipurduar, PIN- 736122
- 9) The last date of submission of quotation is upto 24/06/2025 at 12.00 Noon and to be opened on 24/06/2025 at 2.00 P.M.in the chamber of the Registrar (Officiating)
- 10) The tenderers may remain present at the opening of tender.
- 11) All cases of disputes not covered under the terms & conditions of Tender will be referred to the Vice-Chancellor for a decision which shall be final and binding on both the parties.
- 12) For any clarification regarding tender please contact with the Sri Baturam Sarkar, Estate Officer (Additional Charge), Alipurduar University.(Tel. No. 8250788768), email Id- sarkarbaturam@gmail.com, Alipurduar University.

Registrar (Additional Charge)
AlipurduarUniversity

Annexure-I

Specification

Sl. No.	Name of the item	Specification	Rate
1	Employees Attendance Register	➤ 150, Page	
2	Employees Attendance Register	➤ 200, Page	
3	Dak Despatch Register	➤ 300, Page	

BIDDERS DETAILS**(To be provided on company letter head)**

NIT NO.: TENDER ID:

1	NAME OF THE BIDDER	
2.	ADDRESS	
3.	CONTACT NUMBER	
4.	CONTACT PERSON	
4.	EMAIL ID	
5.	BANK DETAILS A/c Name A/c Number Name of the Bank Name of the Branch IFSC	

Authorized Signatory(with seal & Stam