

Alipurduar University



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

Tender Notice No. 010/apdu/reg.

Dated 16.12.2025

A formal Tender is invited from reputed Printing press for printing and supply of Diary of the Alipurduar University.

Sl. No.	Item	Completion Time
1.	Printing and Supply of University Diary for the Calendar year-2026 as per specification under Annexure-I	07 days after the issuance of supply order

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.
- 7) The successful tenderer shall supply the Diary within 07 (Seven) days from the date of issuance of the supply order.
- 8) The University authority reserves the right to accept or reject any/all quotations.
- 9) The quotation should be valid up to 31.03.2026.
- 10) Selection of the vendor will be made on the basis of both technical and financial bids. The technical bid containing the sample copy of the diary and the financial bid should be sealed by the bidder in separate cover and duly superscribed as Technical Bid and Financial Bid respectively. Both the sealed covers containing technical and financial bid are to be put in a cover which should also be sealed. 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 order. After evaluation of financial bid, the lowest bidder (L₁) among the technically qualified bidders will get the supply order.
- 11) The bid (Technical & financial) shall be submitted or posted to the under noted address;
Registrar (Officiating), Alipurduar University, P.O. Alipurduar Court, Dist. Alipurduar, PIN- 736122
- 12) The last date of submission of tender form is up to 1.00 P.M of 23.12.2025 and to be opened on 23.12.2025 at 2.30 P.M. in the Office of the Registrar (Officiating).
- 13) The bidder may remain present at the time of the opening of tender.
- 14) All cases of disputes not covered under the terms & conditions of this Tender Notice will be referred to the Vice-Chancellor of Alipurduar University and the decision taken in the matter shall be final and binding on all parties.
- 15) For any clarification regarding tender please contact Dr. Sujit Kumar Dutta, Assistant Professor, Dept. of Philosophy, (Mobile: 9614235341) or Dr. Kumar Basnet, Registrar (Officiating) Alipurduar University. (Tel. No. 9046952768), Alipurduar University.

*Sd/-
Registrar (Officiating)
Alipurduar University*

Annexure-I

Specification of Diary

Sl. No.	Item	Specification
1.	Diary for the Calendar year 2026	<ul style="list-style-type: none">➤ Material: PU leather top cover➤ Size: A5➤ Paper quality: Minimum 80 gsm➤ No. of Pages: Minimum 196➤ Flap Strap magnetic closure➤ An attached loop to hold pen➤ Customizable top cover with the name of Alipurduar University and logo at the front and the name of publisher at the back➤ Provision of around 15 pages containing information about the Alipurduar University should be available

ANNEXURE-II**BIDDERS DETAILS****(To be provided on company letter head)****Tender Notice No:**

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 & Stamps)