

TENDER DOCUMENT FOR

“Magazine publication”

TENDER NO. 02/2026

Dated 24.08.2026



SIBSAGAR UNIVERSITY

Email: registrar@sibsagaruniversity.ac.in; Website: www.sibsagaruniversity.ac.in



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Tender Document.

Sibsagar University, Joysagar, Sivasagar, Assam invites sealed bids (in 02 bid system) in offline mode from reputed and experienced Agencies/Firms/Companies who deal in similar nature of work of **Printing of University Magazines for the Academic Years 2023-24, 2024-25 and 2025-26** and have performed similar nature of work in various university/Higher educational institutions of repute at least for the last three consecutive years.

Intending bidders may download the tender document either from Sibsagar University's website www.sibsagaruniversity.ac.in.

The bidder who wants to participate have to submit the rates for the Printing and Supply of **Printing of University Magazines for the Academic Years 2023-24, 2024-25 and 2025-26** respectively in sealed Envelope to be delivered at the office of Registrar at Sibsagar University as per address given below:

Important Dates to be remembered:

Sl. No.	Particulars	Dates:
1	Date of Publication of Tender	25/08/2026
2	Last date of Submission of Tender	07/09/2026 on or before 2.30PM
3.	Opening of Technical Bid	08/09/2026 at 11AM


Registrar,

Sibsagar University
Joysagar, Sivasagar-785665, Assam



The Tender is invited under 02 bid system: - TWO

PART OFFER (2 bid System)

1. The offer in two separate sealed envelopes marked as:

(a) Technical Bid

Technical offer shall be super-scribed with **“Printing of University Magazines for the Academic Years 2023-24, 2024-25 and 2025-26”**

(envelope 1).

(b) Financial Bid

Financial offer shall be super-scribed with **“Commercial offer for Printing and supply of University Magazines for the Academic Years 2023-24, 2024-25 and 2025-26”**

(envelope 2)

Both should be packed in third Envelope containing both Technical as well as Commercial Offer Super-scribed by **“Tender for “Printing of University Magazines for the Academic Years 2023-24, 2024-25 and 2025-26”** addressed to **Registrar, Sibsagar University, Joysagar, Sivasagar-785665, Assam.**

The Complete Tender in all respects must reach the office of Registrar, Sibsagar University, Sivasagar-785665, Assam by hand/by post **on or before 07.09.2026 up to 2.30 PM.**

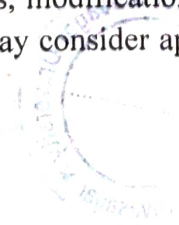
The Technical Bid of the tender shall be opened by a committee constituted for the purpose by university on **08.09.2025 at 11:00 P.M** and Financial Bids of technically qualified bidders shall be opened **on the same day** in the Conference Hall, Sibsagar University.

If the date fixed for opening of Bids received is subsequently a holiday declared by Govt. of India/Assam, the revised schedule will be notified on University Website. However, in absence of such notification the bids will be opened on next working day, time and venue remaining unaltered.

OPENING OF BIDS: -

The Technical bids shall be opened in the presence of bidders or their authorized representatives who choose to attend, at Conference Hall of Sibsagar University, Sivasagar. The bidder's representatives who are present shall sign in an attendance register. Representatives should provide Authority Letter with attested specimen signature from their respective organizations for participating in the bid along with a proof of identity. Only one representative for a bidder shall be authorized and permitted to attend the bid opening.

The bidder's names, bid prices, modifications, bid withdrawals and such other details as Sibsagar University, at its discretion, may consider appropriate may be announced at the time of opening of tender.



Detail of Work: -

1. Designing, Printing and supply of

- (a) The bidders will have to **Printing and supply of University Magazines for the Academic Years 2023-24, 2024-25 and 2025-26.**

The number of copies for Academic Year 2023-24: 500 copies

The number of copies for Academic Year 2024-25: 700 copies

The number of copies for Academic Year 2025-26: 1000 copies

- (b) The delivery shall be made in the office of the Registrar, Sibsagar University, Joysagar, Sivasagar-785665, Assam.

Technical Details/Specifications

2. Size pages of magazine to be printed and supplied:

- (i) ¼ Demy magazine as per sample attached.
- (ii) No. of pages = 200.
- (iii) Black & White
- (iv) 80 GSM (Plate printing)
- (v) Cover 300 GSM with Matt/Gloss
- (vi) Lamination
- (vii) Inside colour 12 pages 130 GSM
- (viii) Quantity 1000 Pcs
- (ix) Perfect binding

3. Technical Bid: -

Firms/Companies are required to quote rate as per specification as defined in the tender form in two separate sealed envelopes superscripted "Technical Bid- University Magazines for the Academic Years 2023-24, 2024-25 and 2025-26."

The bidders should satisfy following conditions as pre-requisites for submission of bids:

- (i) The bidders should be a Government Agency or an Agency registered as private or public limited company and should have minimum printing experience of last 03 consecutive years for handling such jobs. So, bidders are required to give evidence of having successfully undertaken similar projects.
- (ii) The bidders have to furnish the following information along with the required documents (**PAN, GST, Valid Trade License, 3years Experience Certificate in relevant field**) as an essential part of technical bid in the sealed envelope should super scribe "Technical Bid".



4. Financial Bid:

The Financial bid of only those agencies will be opened whose technical specification will meet our requirement satisfactorily.

Firms/Companies are required to quote the rate per University Magazine with 200 pages as per the detail of work mentioned above in the sealed envelope superscripted "Financial Bid- for Printing and Supply of Magazine.

The taxes such as service tax, GST etc. if charged as per rules are to be mentioned clearly. Not mentioning of any taxes will automatically be considered as inclusive.

Please Note: Each page of the quotation document must be properly signed with proper seal by the Bidder. Hypothetical and conditional quotations will not be entertained.

5. Terms & Conditions:

The bidders are required to offer explicitly the payment terms that shall remain mutually negotiable; however, the decision of the Vice Chancellor shall be final and implied upon. Other printed terms and conditions of the tenders of agencies will not be considered as forming part of the tenders. In case terms and conditions of the work order applicable to this invitation to quotation are not acceptable to any tenderer, he should clearly specify deviation in his tender. **Sibsagar University, Joysagar, Sivasagar reserves the right to accept or reject them and will not be bound to give reasons for its refusal to consider the tender with such deviations.**

6. Mode of Payment:

The payment will be made through online mode after the successfully completion of each job (Examination) within one month after the completion of examination, if no discrepancy is found in the answer-sheets.

7. General Conditions on Award of work:

- i. Sibsagar University, Sivasagar may negotiate with the successful parties on any condition with respect to the tender.
- ii. The Sibsagar University, Sivasagar reserves the right to accept or reject any or all the tenders without assigning any reason thereof and in all the matters Tender & Purchase Committee decision upon approval of Vice Chancellor shall be final.
- iii. The party to whom the tender is awarded shall be responsible for any kind of lapses, duplicating or for transferring the work to any other firm and for the consequences arising out of it, the Sibsagar University, Sivasagar will have the power to take action including

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imposing the penalty as the University deems proper.

- iv. In case of any delay in the job, the party concerned will be responsible and the Sibsagar University, Sivasagar will have the power to impose penalties as specified in this Tender document or as the University deems proper. The Party concerned will have to abide by the decision of the Sibsagar University Sivasagar, Assam.
- v. If a firm refuses to do the allotted work or delays the work allotted unnecessarily, then allotment order can be cancelled, firm can be blacklisted and earnest money/bank guarantee is liable to be forfeited. In such a case decision of the Vice Chancellor shall be final and binding.
- vi. For any point which is not covered under the above terms and conditions or any point arising out of these terms & conditions, the case will be referred to the decision of the Vice Chancellor whose decision in this regard shall be final and binding upon the parties.

8. JURISDICTION

This tender and or the contract or Purchase order issued under this tender shall be governed by Laws of India and shall be within the exclusive jurisdiction of Sivasagar Court, Sivasagar.

9. PAYMENT TERMS

100% Payment will be released on the basis of supply and subject to satisfactory inspection by the Inspection Committee duly constituted by Sibsagar University for the Inspection and after certification issued by the respective Inspection Committee.

10. FORCE MAJEURE

If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts/ lockdowns, or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages, against other in respect of such non-performance or delay in performance, the deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of Sibsagar University as to whether the deliveries have been so resumed or not shall be final and conclusive. However, if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, either party may, at its option, can terminate the contract.



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If the contract is so terminated under this clause, Sibsagar University shall be at liberty to take over from the Supplier at a price to be fixed by Sibsagar University, which shall be final, all unused, undamaged and acceptable materials, bought out components and stores in course of manufacture which may be in possession of the Supplier at the time of such termination or such portion thereof as Sibsagar University may deem fit, except such materials, bought out components and stores as the Supplier may with the concurrence of Sibsagar University elects to retain.

11. TERMINATION FOR DEFAULT

Sibsagar University may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the Supplier/ Selected bidder, terminate this contract in whole or in part, if the supplier/ selected Bidder fails to deliver satisfactorily any or all of the goods & services within the time period (s) specified in the contract, or any extension thereof granted by Sibsagar University. If the Supplier/selected bidder fails to perform any other obligation(s) under the Contract; and if the Supplier/selected bidder, in either of the above circumstances, does not remedy his failure within a period of 15 days(or such longer period as Sibsagar University may authorize in writing) after receipt of the default notice from Sibsagar University .In the event Sibsagar University terminates the contract in whole or in part to Sibsagar University may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered and the Supplier/selected bidder shall be liable to Sibsagar University for any excess cost for such similar services incurred thereof. However, the Supplier/ Selected bidder shall continue the performance of the contract to the extent not terminated.

12. REJECTION

The procurement entity has the right to reject the goods on receipt at site during final inspection, if found deficient in terms of quality, specifications or otherwise, though the goods have already been inspected and cleared at pre dispatch stage, the Sibsagar University shall either reject the stores or request the Supplier in writing to rectify the same. The Supplier, on receipt of such notification, shall either rectify or replace the defective stores free of cost to the Sibsagar University. If the Supplier fails to do so, the University may at its option either:

- a) replace or rectify such defective stores and recover the extra cost so involved from the Supplier, or
- b) terminate the Contract for default as provided under clause 15 above, or
- c) Acquire the defective stores at a reduced price considered equitable under the circumstances. The provision of this article shall not prejudice the Sibsagar University's rights.



13. REPLACEMENT

If the stores or any portion thereof is damaged or lost during transit, Registrar, Sibsagar University shall give notice to the Supplier setting for the particulars of such stores damaged or lost during transit. The replacement of such stores shall be affected by the Supplier within a reasonable time to avoid unnecessary delay in the intended usage of the Stores.

14. TERMINATION FOR INSOLVENCY

Sibsagar University may at any time terminate the Contract by giving written notice to the Supplier/ selected bidder, without compensation to the Supplier/ Selected bidder. If the Supplier/ Selected bidder becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to Sibsagar University.



TENDER FORM

TECHNICAL BID

(To be submitted separately in sealed envelope)

1. Name of firm with complete address:
Phone No: Fax No:
E-mail: Website:
2. Year of establishment
3. Whether Govt. Agency/ Public Ltd./Pvt. Ltd.: -
4. Past experience of processing the Printing and Supply of Magazines:
5. Profession support available:

Name of office /Board/Universities	Experience	Proof be attached

Dated:

Signature
(With Officer Seal)



FINANCIAL BID

(To be submitted separately in sealed envelope)

To be submitted by the tenders for the printing and supply of answer-books.

Sr. No	Particulars of works	Rate per Magazine
1.	For the printing and supply of 500 (2023-24), 700 (2024-25), 1000 (2025-26)	
	a) 200 pages per magazine $\frac{1}{4}$ demy	
	b) Black & White	
	c) 80 GSM, COVER 300GSM with Matt/Gloss, laminate	
	d) Inside colour 12 pages, 130 GSM, perfect binding	
2.	Tax/GST if any.	
3.	Total (1+2) Rs.	

Dated:

Signature

(With Officer Seal)



ANNEXURE

Non-Blacklisting declaration

(to be submitted on Non-Judicial stamp paper of INR 100)

To,

Dated:

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.....
.....
.....

Subject: Declaration for Non-Blacklisting Tender

Reference No: _____

Name of Tender / Work:

.....

Dear Sir,

We hereby declare that we are not blacklisted by any Central/ State Government/agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world during last 5 years for any kind of fraudulent activities.

Yours Faithfully,

(Signature & Name of the Bidder, with Official Seal)



Check list to be furnished by the Bidder:

Sl. No.	Particulars	Yes/No	Page No.
1	PAN		
2	GST		
3	Valid Trade Licence		
4	3 Years Similar kind of Job experience		
5	Tender Form (in prescribed format)		
6	Non-Blacklisting declaration		