



# Cotton University

Panbazar, Guwahati-781001, Assam, India  
www.cottonuniversity.ac.in :: 0361-2601100/2733530

## Notice Inviting Quotations

**NIQ No. CU/2017/37, Dated June 22, 2017**

Sealed quotations are invited from printing press/vendors/suppliers for printing and designing the University Newsletter for the year 2017.

Last date of submission of sealed quotations to the undersigned is 5<sup>th</sup> July, 2017 upto 2 PM, and the quotations will be opened on 5<sup>th</sup> July, 2017 at 2 PM. Sealed quotations are to be submitted during office hours along with the earnest money of 2% of total quoted value in the CU office.

Registrar

  
23/6/2017  
Registrar  
Cotton University  
Panbazar, Guwahati-781001, Assam

**Detail terms and conditions for participating**

1. Participating vendor must have a valid trade license of Kamrup(M)/ Kamrup District. .
2. Parties must have VAT registration.
3. A signed copy of the Detail NIQ collected must be submitted along with the tender document.
4. Rates must be indicated excluding taxes (as applicable)

For Quotation of Rates for **following format** must be used:

Sl.	Technical Specification	No of Pages per Copy.	No of Copies	Rate per Copy	VAT	Total Amount
1	Printing 170 gsm paper (gloss)	8 and 12	500 and 1000			

5. Earnest Money Deposits against the total quoted value (Not on the Unit Prices) must be deposited through Demand Draft/Bankers Cheque in favour of Cotton University @ 2% of the total value.
6. Participating party must submit certified copies of supply orders and completion certificates in support of their reputation/experience.
7. All specifications are minimum, and the participating vendor must comply with these.
8. On the date of opening of quotations, the 5<sup>th</sup> July 2017 at 2 PM, representatives of the agencies who submit the quotations may attend the Quotation Opening Meeting.
9. CU reserves the right to modify/cancel the requirements.
10. Non-Conformity of the any of the terms and conditions will disqualify the agency and price bid will not be considered.
11. All terms and conditions will be as per Cotton University rules, regulations and decisions.

  
Registrar  
Cotton University  
Panbazar, Guwahati-781001, Assam