



**MAHARAJA BIR BIKRAM UNIVERSITY**

P.O: Agartala College- 799 004

Dial :( 0381) 251 2250, 251 2252, 251 2254

Email: mbbuniversityagt@gmail.com

No. F. 4(26)/MBBU/GL/Annual Report/2020/ 314-18

April 26, 2022.

**Short Notice Inviting Quotation**  
**for Printing of Annual Report 2020-2021**

The MBB University invites sealed quotation from eligible & reputed printing firms who have executed similar type of job earlier, for printing of multi colour Annual Report 2020-2021 for the MBB University as per the specification, terms and conditions mentioned below. Short Notice with all terms and conditions can be seen and downloaded from the MBBU **website**: <https://www.mbbuniversity.ac.in>.

**Terms & Conditions:**

1. Quotations are to be submitted in a sealed envelope super scribed as "**Quotation for printing of multi colour Annual Report 2020-2021**" in the prescribed format as given in Annexure-I. The detailed specifications related to the printing of the multi colour Annual Report 2020-2021 is given below.
2. **Quotation shall contain a certificate issued by the printing firm accepting all the terms and conditions contained in the quotation document.**
3. The quotation should be submitted along with a **Demand Draft (DD) of Rs. 1000/- (Rupees one thousand) only as Earnest Money Deposit or EMD (Refundable)** from any **Nationalized Bank** in favour of **Drawing and Disbursing Officer (DDO), MBB University** payable at Agartala.
4. Quotations are to be submitted in sealed covers addressed to **the Registrar, MBB University, Agartala on or before May 10, 2022 up to 12 Noon.**
5. **The Quotation should be submitted as per the Proforma given in Annexure-I.** Proforma should be either typed or written legibly in English. Over writing in the quotation may render the quotation/tender as invalid at the discretion of the University.

6. Only experienced and reputed printing firms having experience of minimum 05 (five) years of printing Book/ Newsletter/ Annual report for reputed Government Departments/Organization/ University/Colleges should be entrusted with the work. Quotationer have to be submitted a declaration/certificate in this regard.
7. Income tax, etc. will be deducted at source (TDS) as required under I.T. Act at applicable rates.
8. The number of pages can be increased or decreased and payment will be made on actual basis
9. Design, Layout of the Annual Report 2020-2021 should be approved before printing/manufacturing.
10. No cost in respect of damage of printing of multi colour Annual Report 2020-2021 will be reimbursed.
11. The MBB University reserves the right to accept/reject any or all the quotations in full or part at its discretion without assigning any reason thereof and decision of the MBB University in this regard shall be final.
12. **Specifications for printing of multi colour Annual Report 2020-2021:**
  - (i) Designing, Printing of Annual Report Book Size: A4, Paper: 130 GSM Art paper with lamination Fabrication: Perfect Binding, Print: Black/ White pages- 120 pages, Multicolour pages: 30 pages
  - (ii) Design charges of Annual Report in PDF Format

  
(Dr. Sumantra Chakrabarti)  
Registrar

**Copy to:**

- 1) PA to the Vice-Chancellor, MBB University, Agartala.
- 2) The D.D.O., MBB University, Agartala.
- 3) The Assistant Registrar, MBB University, Agartala.
- 4) Notice Board of MBB University.
- 5) Guard file.

  
Registrar



**Annexure-I**

1. Name of the Printing firm/Press :
2. Address :
3. Phone/Mobile No :
4. GST NO (copy to be enclosed) :
5. PAN/TAN NO(copy to be enclosed):
6. Trade Licence/ Registration (copy to be enclosed):

**PROFORMA FOR RATE QUOTATION**

| Sl No                   | Item Description  | Quantity (Nos.) | Rate per copy (Rs) | Amount (Rs) | GST ( ...%) | Total Amount including GST (Rs) |
|-------------------------|---|-----------------|--------------------|-------------|-------------|---------------------------------|
| 1)                      | Designing, Printing of Annual Report Book<br>Size: A4, Paper: 130 GSM Art paper with lamination<br>Fabrication: Perfect Binding, Print: Black/White pages- 120 pages, Multicolour pages: 30 pages | 30              |                    |             |             |                                 |
| 2)                      | Design charges of Annual Report in PDF Format   | 1               |                    |             |             |                                 |
| <b>Grand Total (Rs)</b> |   |                 |                    |             |             |                                 |

**(In word) Rupees .....**

All the information Declaration/Certificates enclosed along with the quotation are correct and I/We agree to undertake the printing work subject to terms and conditions stipulated in the quotation document at the rate quoted above. Delivery will have no extra cost.

SIGNATURE  
(With name and seal of the firm)

Date :  
Place :