



KAZI NAZRUL UNIVERSITY

Nazrul Road, Kalla More, P.O. – Kalla C. H.
Asansol – 713340, Dist.- Burdwan, West Bengal
Phone No.: 0341-227 0456, FAX: 0341-227 1024,
Email: regknuasn@gmail.com, Website: www.knuedu.in

Ref. No. : KNU/R/134/16

Date : 12.02.2016

Sir/ Madam,

SUB: Printing and Supply of Identity- Cards for students (PG and Ph.D) of the Institute with provisions of preparing information / data based under the Rate Contract System

1. You are invited to submit your most competitive quotation for the listed items as per Annexure–II. Price bid form as per Annexure-I must be filled with complete numerical values duly signed.

2. Bid Price (Annexure-I)

A. The contract shall be for the full quantity/quantity as required as described above. Corrections, if any, shall be made by crossing out, initialling, dating and rewriting.

B. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

C. The bid price must be quoted in Indian Rupees.

3. Each bidder shall submit only one quotation for each item.

4. The bid submitted by the bidder must comprise the following:

A. Detailed technical specifications, conforming to the given specifications/scope of work (vide Annexure – II),

B. Warranty period ,

C. Firm Registration Certificate,

D. Valid sales-tax / VAT clearance certificate,

E. Price bid as per Annexure-I,

5. Validity of Quotation

A. Quotation shall remain valid for a period six months after the deadline date specified for submission.

6. Evaluation of Quotations

A. The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e.

i. which are properly signed and

ii. Conform to the terms and conditions, and specifications.

7. Award of contract

A. The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive, technologically acceptable and who has offered the lowest evaluated quotation price.

B. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.



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C. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

8. Delivery shall be made at the Office of Registrar within 10 days from the receipt of order.

9. Payment shall be made within 30 days after acceptance of the Item.

10. Settlement of any dispute will be made under the jurisdiction of Asansol Court.

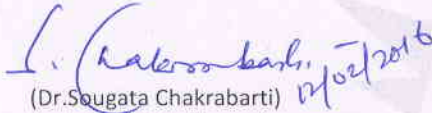
11. You are requested to provide your offer latest by 16.00 hours on 18th February, 2016

12. The bid document must be signed and sealed and enclosed with the bid as a token of acceptance of all terms and conditions in the bid document by the bidder.

13. The items must be delivered within 07 days from the date of placement of work.

14. Bid opening date: 18th February, 2016 at the office of the Registrar.

Thanking you,


(Dr. Sougata Chakrabarti)
Registrar (Addl. Charge)

Registrar (Addl. Charge)
Kazi Nazrul University
Asansol - 713340 (W.B.)

Annexure-I PRICE BID

Sl. No.	Description of items in details	Unit rate of item	Taxes (if any)	Amount (Rs.)

Annexure-II

Sl.No.	Description of items	Unit rate of item	Taxes (if any)	Amount (Rs.)
1	Identity Card	8.5 cms X 5.5 cms size of strain free non breakable glossy PVC card laminated on both the sides having rounded corners with back ground colours as per sample:		
2	Identity Card holder	Good quality PVC made having blue colour		
3	Identity Card holder lace	Navy blue colour with Kazi Nazrul University Embossing of suitable length		
4	Printing of Identity Card	Legible printing, visible from distance in the prescribed format as supplied		
5	Collection of information	Office of Registrar		