



Krishna Kanta Handiqui State Open University
NH 37, Resham Nagar, Khanapara, Guwahati-781022
Advertisement No: KKHSOU/Advt./2024/07
File No: KKHSOU/Academic Calendar/38/2016/83

Notice inviting Tender

Krishna Kanta Handiqui State Open University, Guwahati invites sealed quotations from registered parties for “Printing of Diary and Calendar, 2025”. They may quote their best rate (inclusive of all taxes) in the specified format given below. The quotation along with the sample copies superscribed with “Printing of Diary & Calendar, 2025” and addressed to “The Registrar, KKHSOU, NH 37, Resham Nagar, Khanapara, Guwahati – 781022” should reach the University office on or before **12-11-2024**. The tender opening date is **14-11-2024**.

Sd/-
Registrar

Date: 29.10.2024

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To
The Registrar
Krishna Kanta Handiqui State Open University
NH 37, Resham Nagar, Khanapara, Guwahati – 781022

Sub: Rates for “Printing of Diary and Calendar, 2025”

Sir,
With reference to above, I would like to offer my best rate for the following item –

Sl. No	Item	Specifications	Quantity	Rate to be Offered (Inclusive all taxes)
1.	Diary	<ul style="list-style-type: none">• Size: 22cm x 14cm• Inside Paper : 75 gsm• Cover : Soft bound• Colour : 8 pages• Name : (University name, year etc with address & logo in Gold Foil)• Binding : Section perfect• Packing : Plastic Jacket	No of copies: 900 nos	
2.	Calendar	<ul style="list-style-type: none">• Size: 56cm x 30cm• Paper: 170 gsm art papers with matt finish preferably wire binding• Colour: All pages (6)• Total Pages: 6	No of copies: 1000 nos	

N.B: Photos for the Calendar will be provided by the University.

Signature:
Name of the vendor:
Address:
Contact No:
E-mail:

Terms and Conditions:-

1. Please mention the enquiry no. & date on the top of the envelope.
2. Please submit copy of your Income Tax Number and copies of PAN with your offer.
3. Copy of firm registration certificate/license of manufacturer/dealership certificate.
4. GST registration certificate.
5. Three years experience in similar nature of work.
6. Income tax return document.
7. Cancellation of Tender – Not withstanding anything specified in this tender document, Purchaser/Institute in its sole discretion, unconditionally and without assigning any reasons, reserves the rights :
 - a) To accept or reject lowest tender or any other tender or all the tenders
 - b) To accept any tender in full or in part
 - c) To reject the tender offer not confirming to the tenders terms
 - d) To give purchase preference to Public Sector Undertakings whenever applicable as per Govt. Policy/Guidelines.
8. The selected party will have to supply the items within 3 weeks from the date of issue of the order.
9. Payment of Tender Fee is Rs. 500.00
10. Payment of EMD (Earnest Money Deposit) is Rs. 1000.00