



# Assam Rajiv Gandhi University of Cooperative Management

(A Govt. of Assam University)

Recognised by UGC and member of Association of Indian Universities

Basic Tinali, Gadadhar Nagar, Joysagar, Sivasagar

Email: [info.argucom@gmail.com](mailto:info.argucom@gmail.com)



RUCM/Admn/EOI\_PartyEmpanelment/2022/149/4

Date: 15/03/2022

## Expression of Interest (EOI) for Empanelment of Printing Agencies

Assam Rajiv Gandhi University of Cooperative Management (ARGUCOM), Sivasagar invites sealed "Expression of Interest" from reputed Firms/ Companies with sound financial and technical capability for carrying out Printing jobs of the university as per terms and conditions mentioned below

The interested Firms/ Companies are requested to submit necessary documents on or before 15:00 hours on 05/04/2023 in the office of the ARGUCOM at Basic Tinali, Godadhar Nagar, Joysagar, Sivasagar, Assam-785665 in a sealed envelope as per instructions provide below


### Terms and Conditions of Empanelment

- A. The purpose of this tender is to shortlist and empanel Printers who can carry out High Quality Offset printing jobs (as well as other printing modes) as and when required. The Printers empanelled through this Tender shall be eligible to quote to undertake various printing jobs as and when required in any administrative and academic works/programs of Assam Rajiv Gandhi University of Cooperative Management, Sivasagar, Assam. **The empanelment would be valid for a period of (3) three years**
- B. Indian Companies/ Firms registered to take up tendered items of work as Printing agencies; having experience in undertaking a wide range of printing works like promotional brochures, leaflets, pamphlets, flex and vinyl poster, standees, desk and wall calendars, diaries, notepads, paper carry bags, paper cartons, annual reports, manual, handbooks, visiting cards, invitation cards, folders, file covers, collateral material etc. for reputed firms and Government/ Semi-Government organizations.
- C. After empanelment, quotations shall be invited from the empanelled printing agencies for the printing requirements arising from time to time. Jobs shall be awarded on lowest offer basis.
- D. EOI offers received after the due date and time shall be liable for rejection
- E. Bill/Invoice shall be raised by the supplier/agency only after the delivery of the items as specified in the work order. In case, the amount/ quantity etc. stated in the invoice found to be inappropriate, University reserves the right to rectify the same and release the payment accordingly. (University may also insist agency to submit a revised invoice.)

*[Signature]*  
15/3/23

F. Pre-Qualification criteria:

- a) Offer shall be accompanied with at least 3 specimen copies of Similar works i.e. designing and printing house for any PSU/ private sector/ MNC/ govt organisation during the past 3 years. The University accept/reject any offer based on quality of past similar work.
  - b) Bidder will have to indicate their office at Sivasagar or adjoining districts.
  - c) It is expected that other than providing creative ideas and layouts for the works, designated staff(s)/ designer(s) possess working knowledge of English/Hindi/Assamese so that he/she is able to notice inadvertent mistakes in spelling and sentences. Final proof reading to be facilitated by the agency.
- G. No advance payment is permissible. Payment will be made on monthly basis on submission of Bill/Invoice along with challan/ job order of the supplied items as per specification and quantities mentioned in the work order.
- H. All payments are subject to deduction of all applicable Government Taxes/ Duties as amended from time to time and certificate to this effect shall be provided to the vendor by this office.
- I. All disputes are subject to exclusive jurisdiction of Competent Court at Sivasagar, Assam only.
- J. Sealed quotations should be marked **“EOI for Empanelment of Printer’s for any administrative and academic works/programs of Assam Rajiv Gandhi University of Cooperative Management, Sivasagar, Assam”**. (Ref. : RUCM/Admn/EOI\_Party Empanelment/2022/149/4 Dated: 15-03-2023); **Name and address of Bidder:**
- K. The University reserves the right to de-empanel the Printing agencies who are non-responsive and abstain from submitting their quotations for three consecutive occasions.
- L. Supporting documents to be submitted with seal and sign:
- i. Valid Trade Licence
  - ii. PAN Card
  - iii. GST Registration Certificate
  - iv. Proof of activities done in last three years as in clause F(a) above.

  
15/3/23  
Registrar (Admn.)  
Assam Rajiv Gandhi University  
of Cooperative Management, Sivasagar  
  
Registrar (Admn.)  
Assam Rajiv Gandhi University of  
Cooperative Management, Sivasagar

## ANNEXURE-I

1.	Name of the Bidder Firm/ Company Address with Contact Number & Email ID:	
2.	Name of Proprietor/ Partner/ Director signing the tender with Contact Number & Email ID	
3.	Name/ Designation/ Address of the Authorized Signatory holding the Power of Attorney (if any)	
4.	PAN No. (Attach Copy)	
5.	GSTIN Reg. No. (Attached Copy)	
7.	Bank Account Details:  Bank Name Account Number Type of Account IFSC Code with Branch Name	
8.	Experience of related works done during the last years. (At least three work order from different parties to be submitted)	

### Verification:

The EOI for empanelment should be signed by the authorized signatory verifying that all the details furnished in the application are true and correct to the best of his/her knowledge and that in case of furnishing any false information or suppression of any material information, the quotation/ contract shall be liable for rejection.

Seal & Sign of Authorized Signatory

  
15/3/23