



**UNIVERSITY OF NORTH BENGAL**  
Accredited by NAAC with Grade A  
**OFFICE OF THE REGISTRAR**

ENLIGHTENMENT TO PERFECTION

**TENDER**

Sealed quotations are invited for supply of Papers. For Details visit NBU Website [www.nbu.ac.in](http://www.nbu.ac.in)

Advt. No. 153/ R-2017 Dated: 19.12.2017

Registrar (officiating)

Sealed Tender is invited from the bonafide manufacturers / suppliers of Papers and Boards etc at the University Press for supply of 900 reams of Demy (size 56 X 45.5 cm) cream wove 60 gsm (7.6 kg) paper.

The tender shall be in two bid system. The envelope "A" will be technical bid while the envelope "B" will be commercial (price-bid). For proper identification both the envelopes "A" & "B" should be clearly be marked on top of the envelope as mentioned envelope "A" – technical bid & envelope "B" price bid. Both the envelopes should be kept in a third sealed envelope.

Memo No.:

Interested parties may collect the tender form available at the University Press during office hours from 20/12/2017 to 5/1/2018. The filled up form shall be submitted to the Superintendent (Acting), University Press within 1:00 pm of 5/1/2018 and will be opened on 5/1/2018 at 2.30 pm. Cost of form is Rs. 200.00.

Tender Form and Terms & Conditions may also be downloaded from NBU Portal [www.nbu.ac.in](http://www.nbu.ac.in)

**UNIVERSITY OF NORTH BENGAL**  
**UNIVERSITY PRESS**

P.O. North Bengal University, Dist. Darjeeling,  
PIN-734 013, West Bengal  
Phone No.: 0353 – 2776 384

**Tender Form A – Technical bid**

Tender Form for supply of 900 reams of Demy (56 X 45.5 cm) size Cream Wove 60 gsm paper

**Last date of submission is on 5/1/2018 upto 1.00 pm**

1 Name of the Supplier: \_\_\_\_\_

2 Status of the Supplier (please tick): Manufacturer  Distributor  Dealer

3 Address of Showroom / factory: \_\_\_\_\_  
\_\_\_\_\_

Contact Person and his/her No. and email: \_\_\_\_\_

4 Details of Cost of Form and Security Money Payment

a.) Cost of Form (Rs. 200.00) Paid through Cash Challan/ D.D. No.....  
dt..... Bank .....

b.) Security Money (Rs. 5000.00) Paid through Cash Challan/ D.D. No.....  
dt.....Bank .....

5 Technical Detail: Demy (56 X 45.5 cm) size Creamwove 60 gsm paper

i) Size.....per ream of 500 sheets of .....weight.....mill

ii)Size.....per ream of 500 sheets of .....weight.....mill

iii)Size.....per ream of 500 sheets of .....weight.....mill

6. Trade License No.: \_\_\_\_\_ (latest copy to be enclosed)

7. PAN No.: \_\_\_\_\_ (copy to be enclosed)

8. GST Registration No.: \_\_\_\_\_ (copy to be enclosed)

9. P.T. Registration No.: \_\_\_\_\_ (latest copy of PT clearance certificate to be enclosed)

10. Average Annual Turnover for last 3 years (min. Rs. 10 lakhs): \_\_\_\_\_ (Audited copy of the annual accounts of last 3 years to be enclosed, however incase of turnover less than Rs. 40 lakhs p.a. the submission of audited accounts is not compulsory but the accounts shall be certified by a Chartered Accountant)

11. Previous experience / credentials \_\_\_\_\_  
(Copy of order should be attached) \_\_\_\_\_

We declare that the above information is correct. The rate quoted for the above paper items are in conformity with the specification IS:1848/2007. We do hereby bind ourselves to submit quotation as and when asked by the University. We further declare that we shall abide by the Terms & Conditions of the Supply and those to be laid down by the University time to time for the supply of Papers and Boards.

**Date**

**Place**

**Signature with Seal**

**UNIVERSITY PRESS**  
**UNIVERSITY OF NORTH BENGAL**

Rajarammohunpur, P.O. North Bengal University, Dist. Darjeeling, PIN-734 013, West Bengal  
Phone No.: 0353 – 2776 384

**Tender Form B – Price-bid**

Tender Form for supply of 900 reams of Demy (56 X 45.5 cm) size Creamwove 60 gsm paper

**Last date of submission is on 5/1/2018 upto 11.00 am**

1 Name of the Supplier: \_\_\_\_\_

2 Address of Showroom / factory: \_\_\_\_\_  
\_\_\_\_\_

Contact Person and his/her No. :  
\_\_\_\_\_

3. Whether any branch exist in Siliguri, if so, please state the address \_\_\_\_\_  
\_\_\_\_\_

4 Rate Detail: D/Demy (56 X 45.5 cm) size Creamwove 60 gsm paper

Sl. No.	MILL	BASE PRICE ( Per Ream of 500 sheets)	GST Percentage	GST Amount	Total Amount including all taxes and charges

We declare that the above information is correct. We do hereby bind ourselves to submit quotation as and when asked by the University. We further declare that we shall abide by the Terms & Conditions of the Supply and those to be laid down by the University time to time for the supply of Papers and Boards.

**Date**

**Place**

**Signature with Seal**

# UNIVERSITY OF NORTH BENGAL

## SPECIFICATIONS AND TERMS & CONDITIONS

### **Technical Specifications**

“900 reams of Demy (56 cm X 45.5 cm) 7.6 kg. Cream Wove 60 gsm paper”.

Bearing length, Cobb value, Smoothness Max. & WS, Brightness, Opacity Min., Wax pick, Bulk Min., Ash Content (Max.), Tear Factor (MD & CD value) and other technical parameters & specifications and all issues relating to quality of paper of the above mention item must conform to the **BIS Specifications IS: 1848/2007** with latest amendments.

### **TERMS & CONDITIONS**

1. The Bidders shall have to pay Rs. 5000/- (Rupees Five Thousand only) in favour of “University of North Bengal” and payable at “SBI, NBU Campus Branch” as Security Money which will be refunded without interest on satisfactory supply of the article (for successful Bidders) or on demand (for unsuccessful Bidders). If tender form is downloaded from NBU portal, a demand draft of Rs. 200/- be submitted as above. Security Money and Cost of form may also be paid through University Cash Counter and the cash challan copy should be enclosed along with the Tender Form A- Technical Bid.
2. Up to date Professional Tax (PT) clearance certificate shall be attached with the offer.
3. The vendor shall have GST registration and submit a copy of the GST registration.
4. The applicant shall have minimum credential for supply of Paper and Boards worth Rs. 10 lakhs to Govt. / Semi Govt. / Local Self Govt. / Autonomous Institutions. Necessary papers / documents shall be enclosed.
5. Specimen samples shall be submitted along with the Tender paper. No Tender will be entertained without sample.
6. The rates shall be inclusive of all taxes and charges including cartage/transportation/labour charges, staking charges in the Office of the Superintendent, University Press. Rates for the required item should be quoted per Ream and Kg.
7. The rates should strictly be in accordance with the specifications and terms specified herewith. Submission of incomplete tender or of different specifications other than the specifications mentioned in the tender form and without sample shall be ‘rejected’.
8. Successful Bidder shall have to complete the supply within 15 (Fifteen) days from the date of receipt of the Supply Order, failing which the supply order may be treated as cancelled and the security money so deposited shall be forfeited or a penalty @4% per week on the proportionate amount shall be levied in case the supplies are not completed in accordance with the given delivery time schedule.
9. Delivery shall have to be made at the Office of the Superintendent, University Press under proper receipts. Torn and unlabeled reams of papers shall be rejected. The University shall take random

samples from the supplied material. Any difference in the size, colour, brightness, weight, GSM, opacity, breaking length of paper, technical parameters and other specifications shall render the entire order for rejection and supplier shall have to lift it at his own cost on 'as is where is basis'. The party shall be liable to change the inferior and/or damaged supplied material at their cost. The packing of paper shall be done so as to ensure that sheets and its edges are not damaged during handling and transportation and paper remain flat in reams. Folded sheets will not be accepted at any cost.

10. Payments will ordinarily be made after 30 days from the date of delivery of the goods subject to redressed of complaints, if any. No advance payment shall be made. 90% payment shall be released upon satisfactory completion of whole supply as per the work order and remaining 10% payment after completion of other formalities such as testing of paper/quality as per specifications/. In case of default on any terms specified and/or in the event of non-fulfillment of the contract or otherwise, the security money shall be forfeited.
11. The Bidder can submit rate for one or more item of Paper and shall quote the rate of each item both in figure as well as in words.
12. Successful Bidder shall have to abide by the Terms and Conditions laid down above. In case of failure to comply with these terms & conditions the tender paper will be treated as cancelled.
13. The University Authority reserves the right to accept or reject any/all quotations without assigning any reason and shall not be bound to accept the lowest quotation. In the event of any dispute, the decision of the Appropriate Authority of the university shall be final.
14. The Tender paper shall submit within 1.00 pm of 5/1/2018 to the under noted address and the same will be opened on 5/1/2018 at 2:30 p.m. The bidder may remain present on the opening of the tender. If opening of Quotations postpones then all Vendors shall be intimated through office notice/phone/email/SMS the details of revised date of opening of Quotations.

**Communication Address:**

Superintendent (Acting)  
University Press  
University of North Bengal  
Rajarammohunpur  
P.O. North Bengal University  
Dist. Darjeeling, West Bengal  
Pin – 734 013

15. For any clarification the vendors may contact with the Superintendent (Acting), Contact No. 0353-2776384/2776317.

Superintendent (Acting)  
University Press, NBU