RABINDRA BHARATI UNIVERSITY

56A, B. T. ROAD, KOLKATA-700050

Ref No: RB/PUB/ 712 /2026 Date: 13.11.2026

Tender Notice

Sealed quotations are invited from the experienced printers for printing of following Item:

2. A Booklet "Their Honour Our Pride" **250 Nos**
(8.5 inch x 9 inch, CTP OFFSET four colour matt laminated cover, 170 gsm pages with black and white photo and text, including eight pages four colour photos)

All bidders will have to abide by the terms & conditions stated below:

The Final Printed matter must be delivered within 25th November 2026.

The last date for submission of the quotation at the publication section of the University is 20/11/2026 within 3 p.m.

Sd/-

Registrar (Acting)

Terms & Conditions

1. The bidder must have the experience of at least 7 years for the work of similar type mentioned in the tender notice and necessary documents must be submitted for the same.
2. Rate should be quoted in Indian Rupee exclusive of GST.
3. **The Rate should be quoted in the form of cover page rate (including inside front and inside back cover) and per forma Rate (6 pages)**
4. **Delivery and Job Schedule**:
   a) **The selected printer will be required to compose the complete manuscript/matter, DTP, Designing and Printing of the whole material**
   b) **The selected printer will be required to submit the Final Printed matter within 25th November 2026.**
5. The selected printer will be required to deliver the editable soft copy of the printed item before submission of the bills.
6. **Earnest Money Deposit (EMD):**
   a. The Bidders shall furnish Earnest Money Deposit (EMD) of Rs.2,000/- in the form of Bank Demand Draft / Pay order, from a scheduled bank, drawn in favour of RABINDRA BHARATI UNIVERSITY and payable at Kolkata.
   b. No interest shall be claimed on EMD.
   c. Tenders submitted without or with inadequate EMD shall be rejected.
   d. The EMD will be kept for successful bidder and will be refunded after completion of the assigned work.

Forfeiture of EMD: The EMD will be forfeited if the bidder

a. Withdraws the bid during the period of bid validity.
b. Does not accept the instruction of the University for correction of errors.
c. If the successful Bidder fails to sign the Contract within the time stipulated by the University.
d. Adopts unfair practices by the bidders to influence the outcome of the bid process.
e. Any other condition regarding forfeiture of EMD mentioned in this Tender Notice.

7. **Security Deposit**:
   10% of the Work Order value shall be kept as Security Deposit and shall be released on subsequent submission of original tax invoice in triplicate and after deduction of any penalty, L.D., taxes and any other deductible amounts as per prevailing government and/or university rules.
8. Parties are requested to mention on the sealed envelope: "Quotation for "Work mentioned in the Tender notice"".
9. Incomplete quotation shall summarily be rejected.
10. Sub-contracting in any form will not be entertained by the University.
11. All the disputes arising out of the order shall be subject to the jurisdiction of Kolkata only.
12. For any further details / inspection / query, please contact at Publication Department of the University.
13. University reserves the right to terminate the tender at any point of time without assigning any reasons.

14. **Disqualification:** Rabindra Bharati University reserves the right to reject bids in the following cases:
    a. The Bids which are received after due date and time.
    b. Bids not accompanied by all requisite documents along with the Tender Fees and Earnest Money Deposit (EMD), if any, by Demand Draft / Pay Order.
    c. If the Bid Documents are not signed by the authorized signatory of the bidder on each page and submitted.
    d. Information submitted by the Bidder is found to be misrepresented, incorrect or false.
    e. Bids not substantially responsive and not submitted in accordance with the required formats.
    f. If the bidder increases the quoted prices during the validity of the bid or its extended period, if any.
    g. If the bidder submits the bid specifying its own terms and conditions.
    h. Bidder fails to deposit the EMD or fails to enter into a contract within the stipulated period from the date of notice of award of contract or within such extended period, as may be specified by Rabindra Bharati University.