

KOKRAJHAR UNIVERSITY, KOKRAJHAR

TENDER DOCUMENT

For

Preparation & Supply of Students Identity Cards

At

Kokrajhar University, Kokrajhar, BTC, Assam



Tender Notice No.: KU/Tender/21/2025/ 268(A)

Date of Issue: 07-10-2025

Last Date of Submission: 13-10-2025

Issued By:
Office of the Registrar
Kokrajhar University
Kokrajhar – 783370
BTR, Assam

KOKRAJHAR UNIVERSITY, KOKRAJHAR

No. KU/TENDER/21/2025/ 268(A)

Dated: 07-10-2025

NOTICE INVITING TENDER (NIT)

Sealed tenders are invited from reputed and experienced suppliers/firms for the **Preparation & Supply of Students Identity Cards at Kokrajhar University, Kokrajhar, BTR, Assam.**

The details of requirements, submission procedures, and terms are given below.

1. Scope of Supply

The selected supplier will be responsible for the supply and delivery of the following items in good condition, meeting the required specifications and within the stipulated time frame:

Sl. No.	Name of clothing items	Quantity	No. of Students or Quantity
1	HS -I	Arts	357
2	HS-I	Science	127
3	HS-II	Arts	328
4	HS-II	Science	116
5	FYUGP-I	Arts	899
6	FYUGP-I	Science	321
7	FYUGP-III	Arts	656
8	FYUGP-III	Science	206
9	FYUGP-V	Arts	642
10	FYUGP-V	Science	167
11	PG-I	Arts	223
12	PG-I	Science	70
13	PG-III	Arts	81
14	PG-III	Science	35
15	ITEP-I	Arts	29

2. Eligibility Criteria

Firms/suppliers intending to participate must fulfill the following criteria:

- Must be a registered firm/company with valid GST registration.
- Must possess a valid PAN card.
- Should have relevant experience in preparation & supply of ID Cards to government institutions/educational establishments.
- Must not have been blacklisted by any government organization or PSU.

KOKRAJHAR UNIVERSITY, KOKRAJHAR

3. Earnest Money Deposit (EMD)

An amount of Rs. 10,000/- (Rupees Ten Thousand only) shall be submitted in the form of a Demand Draft/Pay Order drawn in favour of the **Registrar, Kokrajhar University**, payable at Kokrajhar. The EMD of unsuccessful bidders will be refunded, while that of the successful bidder will be retained till completion of supply.

4. Important Dates

- **Last Date & Time for Submission of Bids:** 13-10-2025 up to 4:00 PM
- **Date & Time of Opening of Bids:** 14-10-2025 at 2:00 PM
- **Venue for Opening of Bids:** Office of the Registrar, Kokrajhar University, Kokrajhar

5. Documents to be Submitted with Technical Bid

Bidders must enclose the following documents in a sealed envelope marked "*Technical Bid*":

- a. Company Profile on Official Letterhead
- b. Copy of PAN Card
- c. Copy of GST Registration Certificate
- d. Copy of Partnership Deed, if applicable
- e. Experience Certificate(s) from reputed institutions
- f. Demand Draft/Pay Order of Rs. 10,000/- (EMD)
- g. Quotation of rates for repair/maintenance of ID Cards (if applicable)

Incomplete or unsigned bids will be summarily rejected.

6. Terms and Conditions

1. **Validity of Offer:** The tender rates should remain valid for a minimum period of 90 days from the date of opening.
2. **Delivery:** The ID Cards must be delivered and installed at Kokrajhar University campus within **15 days** of issuing the supply order.
3. **Warranty:** All items supplied should carry a warranty of at least **one year** against manufacturing defects.
4. **Payment Terms:** Payment will be released only after successful delivery and inspection of the clothing items by the University Purchase Committee.
5. **Taxes and Duties:** All applicable taxes must be clearly mentioned in the quotation. GST registration number must be indicated.
6. **Right of Rejection:** The University reserves the right to accept or reject any or all tenders, wholly or in part, without assigning any reason thereof.
7. **Penalty for Delay:** In case of delay in supply beyond the stipulated period, a penalty of **0.5% of the order value per week** (subject to a maximum of 10%) may be imposed.


KOKRAJHAR UNIVERSITY, KOKRAJHAR

8. **Dispute Resolution:** Any disputes arising out of this tender shall be subject to the jurisdiction of Kokrajhar courts only.

7. Submission of Bids

The bids, complete in all respects and duly signed by the authorized signatory, should be submitted in a sealed envelope super-scribed "Tender for Preparation & Supply of Students ID Cards for – Kokrajhar University" and addressed to:

The Registrar,
Kokrajhar University,
Kokrajhar – 783370, BTC, Assam.


Registrar
Kokrajhar University
Kokrajhar – 783370

Registrar
Kokrajhar University
Kokrajhar
