



**OFFICE OF THE CONTROLLER OF EXAMINATIONS
MAJULI UNIVERSITY OF CULTURE**

Garamur, Majuli- 785104

No. MUC/Exam-printing & requirement/02/2023/40

Dated Majuli the 21st Day of June, 2024

EOI NOTICE

Majuli University of Culture invites Expression of Interest (EOI) affixing court fee stamp of Rs. 8.25 (Rupees eight and twenty-five paisa) only from **registered printing press/firm/supplier** in order to empanel for Printing and Supply of Different Materials (like Answer Book, Additional Sheet, Examination Form, Mark Folio, Top Sheet, Attendance Sheet, Registration/Migration Book and other confidential & stationery items) to the Examination Branch, Majuli University of Culture.

Name of Work	Empanelment of printing press/firm/supplier for Printing and Supply of Different Materials (like Answer Book, Additional Sheet, Examination Form, Mark Folio, Top Sheet, Attendance Sheet, Registration/Migration Book and other confidential & stationery items) to the Examination Branch, Majuli University of Culture.
Completion Period	Items to be supplied as and when required by the University.
Last Date and Time of receipt of EOI	Up to 1200 hrs. of 22/07/2024 at the Chamber of the Controller of Examinations, Majuli University of Culture, Chitadarchuk, Garamur, Majuli, Assam, PIN 785104.
Date and Time of opening of EOI	At 1300 hrs. on 22/07/2024 at the Chamber of the Controller of Examinations, Majuli University of Culture, Majuli.

1. The EOI should be addressed to **“The Controller of Examinations, Majuli University of Culture, Chitadarchuk, Garamur, Majuli, Assam, PIN 785104.”**
2. In the event of any kind of holiday, the EOI shall be opened on the next working day.
3. Firm/Supplier should not be black-listed by the Govt. of Assam, Govt. of India or any other PSU/Educational Institutions/Universities etc.
4. The **Printing Press/Firm/Supplier** shall have experience in dealing with the similar kind of supply at central govt./ state govt. / institute of national importance / educational/research institutes in the last three years. A copy should be enclosed of the purchase orders received from any of these institutes during the last three years.
5. No correspondence shall be entertained in respect of rejection of EOI.
6. The EOI should be accompanied by a non-refundable fee as a Demand Draft of Rs. **1000/- (Rupees One Thousand) only** in favour of Registrar, Majuli University of Culture, payable at Majuli.
7. Firm/Supplier shall submit (a) Pan Card, (b) GST Registration Certificate, (c) Up to date Income Tax return Certificate, (d) Up to date GST return Certificate, (e) Trade Licence along with the EOI document.
8. The tenure of the EOI will be valid for a period of 03 (three) years (may be



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extended) from the date of empanelment.

9. The University reserves the right to accept/reject any/all EOI document(s) without assigning any reason thereof.

21/06/2024
21/06/2024
Controller of Examinations
Majuli University of Culture
Majuli, Assam

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Copy to:

1. The Hon'ble Vice-Chancellor, Majuli University of Culture for favour of kind information.
2. The Registrar, Majuli University of Culture for favour of kind information.
3. The F&AO, Majuli University of Culture for favour of kind information.
4. Website In-charge with a request to upload the EOI in the University website for information of all concerned.
5. Office File for record.

21/06/2024
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Majuli University of Culture
Majuli, Assam



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EXPRESSION OF INTEREST DOCUMENTS
The following format may be used to provide requisite details

Name of Work: **Empanelment of printing press/firm/supplier for Printing and Supply of Different Materials (like Answer Book, Additional Sheet, Examination Form, Mark Foil, Top Sheet, Attendance Sheet, Registration/Migration Book and other confidential & stationery items) to the Examination Branch, Majuli University of Culture.**

Issued To:

M/S.....

 Phone/Mobile No.....

Signature of the issuing authority

Brief Description of the press/firm/supplier:

1. Name of the printing press/firm/supplier :
2. Name of the owner/ partner/ director :
3. Full particulars of the office :
 - (a) Address :
 - (b) Telephone No. :
 - (c) Whatsapp No. :
 - (d) Fax No. :
 - (e) E-mail ID :
4. Full particulars of the banker of the firm :
 - (a) Name of the Bank and Branch :
 - (b) Account type :
 - (c) Account number :
 - (d) IFSC :



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- Registration Details :
5. (Self-attested copies of all
Certificates/Licences/Permits/Registrations
etc. should be enclosed)
6. Details of Demand Draft deposited: :
- (a) Amount :
- (b) DD No. and Date :
- (c) Drawn on Bank :
- (d) Valid Up to :
7. Additional information, if any :

Date:
person

Signature of the authorized

Place:

Full Name:
(Company's Seal)



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DECLARATION

I
son/daughter of.....Proprietor/
Partner/ Director/ Authorised Signatory ofam
competent to sign this Declaration and execute this expression of interest.

I have carefully read and understood all the terms and conditions of the EOI and hereby convey my acceptance of the same.

The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated documents would lead to rejection of my EOI at any stage besides liabilities towards prosecution under appropriate law.

Date: Signature of the authorized
person

Place: Full Name:
(Company's Seal)

N.B.: The above declaration duly signed and sealed by the authorized signatory of the company should be enclosed with EOI.