

OFFICE OF THE REGISTRAR : BODOLAND UNIVERSITY

Debargaon, P.O. Rangalikhata
Kokrajhar – 783370, BTC, Assam.
bodolanduniv@gmail.com



Tel./Fax No. 03661-277183 (O)
Tel. No.
Mobile No. 7086674616

F. No. BU/ESTT/CONVOCAATION/47/2024

Date –03/02/2025

EXPRESSION OF INTEREST

The Registrar, Bodoland University has invited EOI from the Local Firm/Contractor having Registration Certificate, GST, PAN, of **Convocation Documentation Service** at Bodoland University.

The bidders are advised to visit the website www.buniv.edu.in to download the prescribed forms.

Application with complete details and relevant documents along with a payment receipt for an amount of Rs. 500/- as Tender fee (non-refundable) and EMD of Rs. 1000/- by online mode in the University account no. 31607155480 & IFSC code - SBIN0064383 should be submitted on or before 12.00 noon on 25/01/2025. The EOI would be opened on same date at 3.30 PM.

The university authority reserves the right to reject or accept any one or all proposal without assigning any reasons thereof.

If the Supplier/Firm fails to meet up the standard of the work or not up to the satisfaction of the authority during execution of work, the authority would not be liable to release the payment partially or whole of the work, as desired, whose decision would be the final. The Supplier/Firm is bound to accept the decision without any claim thereof.

With regards

Registrar

Bodoland University

Copy to :-

1. The P.S to the V.C for kind appraisal
2. The Finance Officer i/c, for information.
3. The System Administrator for upload in university website.

Registrar

Bodoland University

OFFICE OF THE REGISTRAR :: BODOLAND UNIVERSITY ::: KOKRAJHAR

No.....

Date -03/02/2025

TENDER SCHEDULE

Sl No	Schedule	Start Date	Start Time	End Date	End Time
1	Publishing Date	03/02/2025	11.00 AM	09/02/2025	
2	Tender Download	03/02/2025	12.30 PM	09/02/2025	12 Noon
3	Bid Clarification date	03/02/2025	10.30 AM	09/02/2025	12 Noon

Note:

1. In the event of any holiday, same time on the next working day shall be taken in to account.

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RESPONSE FORM

The form should be typewritten in uppercase (or written in capital letters) and completed clearly and accurately ensuring that all questions are answered. The numbers below correspond to item numbers on the registration form.

SECTION 1: Contractor details

1. NAME OF Firm:

2. STREET ADDRESS:

3. P.O. BOX and MAILING ADDRESS:

4. TEL NO:

6. E-MAIL ADDRESS:

8. CONTACT NAME AND TITLE:

EVALUATION CRITERIA

CRITERIA FOR SELECTION OF FIRM/CONTRACTOR

Registration information:

Registration Certificate, GST, PAN, Labour Licence, E.O.I. fee deposited receipt.

When a Firm is shortlisted it does not guarantee that a firm will get order.

Bidder should sign all the relevant documents along with EOI documents and should be submitted with the technical bid.

Time of completion of the work is 25 Days.

Interested bidders must have to visit the office and discussed with the undersign about the requirement before participating in the E.O.I. otherwise no appeal would be entertained after the award of the work.

Declaration

1. I declare that all the terms and conditions stated in the Notice Inviting E.O.I. are acceptable to me/us and I/We shall abide by the same in case the contract is awarded to me/us.
2. I/we understand that non-fulfilment and/or partly fulfilment of specification as made is liable for penalty as deemed fit and necessary by the University authority.
3. All the particulars furnished by me/us in the bid are true to the best of my/our knowledge.
4. I/We will also abide by the conditions that should be stipulated during the period of contract.
5. The decision of the authority will be accepted by me/us during and after the bid evaluation process, without any assigning reason thereof.
6. Stipulated time period for completion of the work would be as given in the tender.

Date:-

Signature of the bidder

Place:-

Financial Bid

Sl. No	Particulars	Unit	Quantity	Rate in Rs.	Total in Rs.
1	DSLR CAMERA PHOTOGRAPHY 4 PHOTOGRAPHER (1 DAY)	each	4		
2	VIDEO CAMERA PHOTOGRAPHY 4 VIDEOGRAPHER (1 DAY)	each	4		
3	DRONE PHOTOGRAPHY 1 DRONE PROFESSIONAL	each	1		
4	VIDEO EDITING	each	1		
5	PHOTO ALBUM (100 Page) MULTICOLORED AND PLASTIC COATED WITHIN 15 DAYS	each	2		
6	INSTANT ALBUM (20 PAGE) 5 NOS. WITHIN 2 HOURS	each	5		

Signature of the bidder