



तेजपुरविश्वविद्यालय/ TEZPUR UNIVERSITY

(केंद्रीयविश्वविद्यालय/A Central University)

कुलसचिवकाकार्यालय/OFFICE OF THE REGISTRAR

तेजपुर-784028 :: असम/ TEZPUR-784028 :: ASSAM

**NOTICE INVITING BID**

**TU/GeM/BoQ-Bid (97)/2022-23/ 1690 Date 01-09-22**

Bids in 02 Bid System (Technical and Financial) are invited on GeM from reputed manufacturers/authorized dealers for supply of Stationery and Printing Items for Controller of Examination, Tezpur University.

Please read the Bid document carefully before participating. It shall be deemed that submission of bid by the bidder has been done after their careful study and examination of the Bid terms with full understanding to its implications. Any lack of information shall not in any way relieve the bidder of its responsibility to fulfill its obligations under the Bid.

The University will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, the Purchase Order. Fraudulent Practice means a misrepresentation of facts in order to influence a procurement process and includes collusive practice among bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive Tezpur University of the benefits of free and fair competition. Corrupt Practice means offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of this purchase execution.

For any queries/doubt please contact the Stores & Purchase Section (e-mail: [snp@tezu.ernet.in](mailto:snp@tezu.ernet.in)) or in the email id mentioned in the GeM Bid.

**GENERAL TERMS & CONDITIONS:**

1. **Rates:** Rates quoted should be on **FOR Tezpur University, Napam, Tezpur, Door Delivery Basis**, for indigenous items and **CIP Tezpur University, Napam, Tezpur or Delivered Duty Paid**, for imported item. Failure to comply with this term may lead to rejection of the quotation.
2. **Quotations should be accompanied by** i) An **EMD (in the form of Demand Draft/Banker Cheque) for ` 32,000.00 (Rupees Thirty Two Thousand) only drawn in favor of Registrar, Tezpur University, payable at Tezpur. No request for consideration of earlier deposited EMD will be considered.** ii) **Bidders who are MSME/NSIC registered** needs to furnish a "Bid Security Declaration" (format enclosed at Annexure – II) **in lieu of EMD** accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for a period of Three (03) years from participating in any future bid invited/published by Tezpur University. **Bidders who are MSME/NSIC registered seeking exemption from payment of EMD are to submit valid documents in support of their claim. Bidders seeking exemption are asked to clearly mention the category under which exemption is claimed. The category of exemption under MSME/NSIC will be strictly adhered to.** iii) **The original copies of the EMD/Bid Security Declaration should be deposited/submitted/reach the office of the undersigned before opening of the Bids in an envelope superscribed as "Quotation/Participation Fee and EMD for TU/GEM/BOQ-BID/(97)/2021-22/.....1690.....DT-01-09-22" addressed to the Assistant Registrar-GA, Tezpur University. Failure to do so may result in rejection of the bid.**
3. Bidders/Tenderers are to ensure that they are GST compliant and that their quoted tax structure/rates are as per GST law. The rates should be exclusive of taxes and applicable tax percentage should be clearly indicated. Financial/Price Bid format where taxes cannot

*Pratik*  
AR (GA) i/c



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be mentioned separately, in such cases, the percentage of taxes applicable should be mentioned in the Technical Bid document.

4. **Validity of Quotation:** Quoted rates must be valid for at least **180 days** from the last date of submission of quotation.
5. Applicable levies, surcharge and discounts should be clearly indicated item wise.
6. The rates should be quoted along with supporting documents of specifications and technical features and list of users, wherever applicable.
7. **Literature a must:** All the quotations must be supported by technical leaflet/literature and the specifications mentioned in the quotation must be reflected/ supported by such technical leaflet/ literature. The model and specifications quoted should **invariably be highlighted** in the leaflet/literature for easy reference.
8. **After Sales Service Guidelines:** In case of imported goods, bidders should clearly state the detailed address, contact number and email ids of 'after sales service centre' preferably in Tezpur/Guwahati, India or any place in Assam without which their offers shall be liable for rejection. Service against any complaint must be provided within 24hours.
9. **Dealership Certificate:** Dealers or Agents quoting on behalf of Manufacturer must upload valid dealership certificate.
10. **Quality Certificates:** Valid certificate to prove that the products are genuine and of international standard, as mentioned below, must be uploaded: (a) Manufacturer's certificate; (b) ISO/ISI certificate.
11. **Genuine Pricing:** Vendor is to ensure that quoted price is not more than the price offered to any other customer in India to whom this item has been sold, particularly to Universities/IITs/Institutes and other Government Organization.
12. **Payment:**100% payment after successful delivery, installation and commissioning (if required in the scope of supply) and acceptance by the user.
13. **PENALTY FOR DELAYED DELIVERY:** The date of delivery should be strictly adhered to. In the event of delayed delivery, installation & commissioning, the vendor shall be liable for a penalty deduction as per prevailing rule.
14. The University is exempted from paying Custom and Excise duty.
15. Irresponsive/incomplete quote will be rejected.
16. **Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the tender bids submitted by vendors will not be binding on Tezpur University.
17. **Enquiry during the course of evaluation not allowed:** No enquiry shall be made by the bidder(s) during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative (Tezpur University) can make any enquiry/seek clarification from the bidders. In such a situation, the agency shall extend full co-operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period notice, as such the bidders have to be ready for the same.

**Termination for default:** Default is said to have occurred

- a. If the equipment or any of its component is found having poor workmanship, faulty designs, poor performance and bad quality of materials used.
- b. If the supplier fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by Tezpur University.
- c. If the supplier fails to perform any other obligation(s) under the contract.

*Pradip*  
AR(GP)JK



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18. Selection criteria:

i. Evaluation Criteria:

To ensure that each bidder has the necessary qualifications and resources to full fill its obligations under the contract, the following criteria shall be evaluated. The Eligibility, Financial, Experience & Support criteria should be passed before the technical criteria. Technical criteria will be evaluated and ranked by the award of ACCEPT and/or REJECT. Only the ACCEPTED vendors will be considered for price bid. In case a joint venture makes a bid, any one of the members of the joint venture need to be qualified for each of the criteria mentioned below.

ii. Eligibility Criteria:

- a. The bidder or the OEM should not be blacklisted by Tezpur University or any other Educational /R&D/ PSU/ Govt organizations. A certificate or undertaking to this effect must be submitted.

iii. Technical Criteria

Technical bids will be evaluated and ranked by the award Accepted & Rejected. The price bids of Accepted vendors would then be considered by the concerned Purchase Committee of the institute

**Delivery Period**

19. The delivery should be completed with **45 Days** of the award of BID without any deviation.

Assistant Registrar-GA, i/c  
Tezpur University



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**Technical Specifications cum Compliance Report**  
**(To be submitted on Company's/Firm's Letterhead Signed and Sealed)**

**Item: Stationary & Printing Items**

Parameter	Description
Answer Booklet	12 pages, 21.3 kg, ¼ demai size with printing on first page perforation and serial numbering
Additional Sheet	4 pages 21.3 kg, 1/4demy size with printing on first page and serial numbering
Envelop Big	For keeping answer book Inside laminated/ untearable, (12x 16-inch size)
Envelop A4 Size	Inside laminated/ untearable, (9 x12 inch size)
Grade Card	One side printing with university logo (coloured), A4 size, 100 GSM bond Paper
Transcript Format	Both Side printing with university logo (coloured), A4 size, 100 GSM Bond Paper)
File Cover	File cover with printing on cover page size: 15-inch X 10-inch, cloth pasted inside
File Board	As per sample, cloth pasted best quality, size -15- inch x 10 inch
Student ID card with Cover	ID card format with Good Quality plastic cover with printing (as per sample) with serial numbering.
Anti-Ragging Booklet	8 x 5.5 –inch size / 18 pages / Cover glossy
A4 Paper	75 GSM copier paper for Xerox and printing

*Paola*  
AA (GAD)K



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तेजपुर-784028 :: असम/ TEZPUR-784028 :: ASSAM

Annexure-I

Item: Answer Booklet



TU No. AB 469001

TEZPUR UNIVERSITY
Mid-Semester / Semester End Examination 20.....
Semester : Spring / Autumn

Signature of Invigilator
Date :

School ..... Department .....
Programme ..... Enrolment No. ....
Course Code ..... Course Title .....

Table with 10 columns: Question No., a, b, c, d, e, f, g, h, Total. Rows 1-20 and a Total row.

INSTRUCTIONS

- 1. Write on both sides of each leaf of paper.
2. Tampering with answer book is strictly forbidden.
3. Date and signature of the invigilator in the additional leaf should be ensured.
4. All used and unused additional sheets are to be stitched to the answer book at the time of its submission.
5. Taking away of question paper outside the examination hall before submitting the answer script is strictly prohibited.
6. Ensure submission of the answer script to the invigilator before finally leaving the examination hall.
7. Leaving the examination hall within an hour of commencement of examination is not allowed.
8. Discipline and integrity consistent with the rules and regulations of the university should be maintained during the examination.

Signature of Examiner

Handwritten signature: P. R. (GA)/c




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Annexure-I

Item: Additional Sheet

TU No. As.....12001.....



Enrolment No.....Course Code.....Signature of Invigilator/ Instructor

Course title.....Date : \_\_\_\_\_

*Pralla*  
AR(44)K



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Annexure-I

Item: Envelop Big

CONFIDENTIAL

## TEZPUR UNIVERSITY

School : Engg. / Scs. / Mgt. Sc. / H&SS  
Department : Phy / Chem. Sc. / Math. Sc. / MBBT / EFL / Cul. Studies / Sociology / MCJ/  
Energy / Env. Sc. / Busi. Admn. / CSE / ECE / ME / FET / CE / Hindi /  
Education / Commerce / Social work  
Programme : M. Tech. / MCA / B. Tech. / M. Sc. / Integrated M. Sc. / Integrated  
B.Sc.B.Ed. / M.A. / Integrated M.A. / Integrated B.A.B.Ed. / Integrated  
M. Com. / MBA / Social work / Diploma / Certificate  
Semester No : I / II / III / IV / V / VI / VII / VIII / IX / X  
Examination : Mid-term / Semester End (Spring/Autumn)

Course Code and Title :

Date of Examination : Session : Forenoon / Afternoon

No. of copies :

Opened by :

Name and signature with date

NB: To be opened not more than 15 minutes ahead of the commencement of the examination in presence of a person authorized by the CEC.

*Prabha*  
A.P.(GAR)/K



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Annexure-I

Item: Envelop A4 Size

CONFIDENTIAL

## TEZPUR UNIVERSITY

School : Engg. / Scs. / Mgt. Sc. / H&SS  
Department : Phy / Chem. Sc. / Math. Sc. / MBBT / EFL / Cul. Studies / Sociology / MCJ/  
Energy / Env. Sc. / Busi. Admn. / CSE / ECE / ME / FET / CE / Hindi /  
Education / Commerce / Social work  
Programme : M. Tech. / MCA / B. Tech. / M. Sc. / Integrated M. Sc. / Integrated  
B.Sc.B.Ed. / M.A. / Integrated M.A. / Integrated B.A.B.Ed. / Integrated  
M. Com. / MBA / Social work / Diploma / Certificate  
Semester No : I / II / III / IV / V / VI / VII / VIII / IX / X  
Examination : Mid-term / Semester End (Spring/Autumn)

Course Code and Title :

Date of Examination :

No. of copies :

Session : Forenoon / Afternoon

Opened by :

Name and signature with date

NB: To be opened not more than 15 minutes ahead of the commencement of the examination in presence of a person authorized by the CEC.

*Palika*  
AR (GHD)/K





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कुलसचिवकाकार्यालय/OFFICE OF THE REGISTRAR

तेजपुर-784028 :: असम/ TEZPUR-784028 :: ASSAM

Annexure-I

Item: Grade Card (Front)

तेजपुर विश्वविद्यालय  
(केंद्रीय विश्वविद्यालय)

कुलाध्यक्ष का सर्वोत्तम विश्वविद्यालय पुरस्कार, 2016  
एनआईआरएफ़ भारत रैंकिंग 2016: नं. 05  
'नाक' द्वारा 'ए' ग्रेड प्राप्त  
नपााम, तेजपुर, असम - 784028 (भारत)  
वेबसाइट - www.tezu.ernet.in



TEZPUR UNIVERSITY

(A Central University)

Visitor's Best University Award, 2016  
NIRF India Rankings 2016: No. 05  
NAAC Accredited with "A" Grade

Napaam, Tezpur, Assam - 784028 (India)  
website - www.tezu.ernet.in

No. A-1/2022/

3001

द्वारा सत्यापित / Verified by

दिनांक / Date :

परीक्षा नियंत्रक / Controller of Examinations

ग्रेडिंग प्रणाली के लिए कृपया पृष्ठ के दूसरी ओर देखें / Please see overleaf for Grading System

*Prabha*  
AR (GA)/K



तेजपुरविश्वविद्यालय/ TEZPUR UNIVERSITY  
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तेजपुर-784028 :: असम/ TEZPUR-784028 :: ASSAM

Annexure-I

Item: Grade Card (Back)

GRADING SYSTEM

Letter Grade	Grade Points	Description of Performance	
O	10	Outstanding	$SGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$
A+	9	Excellent	
A	8	Very Good	$CGPA = \frac{\sum_{i=1}^N C_i G_i}{\sum_{i=1}^N C_i}$
B+	7	Good	
B	6	Above Average	Where, n = Total number of credit courses registered and passed in the semester G <sub>i</sub> = Grade point secured in the i <sup>th</sup> course C <sub>i</sub> = Credit value of the i <sup>th</sup> course N = Total number of credit courses registered and completed with pass grade over the semesters from the 1 <sup>st</sup> semester.
C	5	Average	
P	4	Pass	Equivalent Percentage : 10 x CGPA
F	0	Fail	
I		Incomplete	
S		Satisfactory	
U		Unsatisfactory	
W		Course withdrawn/Shortage of attendance	
X		Extended Project	

*Pallo*  
AP(GPA)/K



तेजपुरविश्वविद्यालय/ TEZPUR UNIVERSITY

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कुलसचिवकार्यालय/OFFICE OF THE REGISTRAR

तेजपुर-784028 :: असम/ TEZPUR-784028 :: ASSAM

Annexure-I

Item: Transcript Format (Front)

तेजपुर विश्वविद्यालय

(केंद्रीय विश्वविद्यालय)

कुलाध्यक्ष का सर्वोत्तम विश्वविद्यालय पुरस्कार, 2016

एनआईआरएफ भारत रैंकिंग 2016: नं. 05

'नाक' द्वारा 'ए' ग्रेड प्राप्त

तेजपुर, असम - 784 028 (भारत)

वेबसाइट - www.tezu.ernet.in



TEZPUR UNIVERSITY

(A Central University)

Visitor's Best University Award, 2016

NIRF India Rankings 2016: No. 05

NAAC Accredited with 'A' Grade

Tezpur, Assam - 784 028 (India)

website - www.tezu.ernet.in

No. T-1/2020/

1708

द्वारा सत्यापित / Verified by

दिनांक / Date:

परीक्षा नियंत्रक/ Controller of Examinations

ग्रेडिंग प्रणाली के लिए कृपया पृष्ठ के दूसरी ओर देखें / Please see overleaf for Grading System

*Prabir*  
A R (G.A.)/K



तेजपुरविश्वविद्यालय/ TEZPUR UNIVERSITY

(केंद्रीयविश्वविद्यालय/A Central University)

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तेजपुर-784028 :: असम/ TEZPUR-784028 :: ASSAM

Annexure-I

Item: Transcript Format (Back)

GRADING SYSTEM

Letter Grade	Grade Points	Description of Performance
O	10	Outstanding
A+	9	Excellent
A	8	Very Good
B+	7	Good
B	6	Above Average
C	5	Average
P	4	Pass
F	0	Fail
I		Incomplete
S		Satisfactory
U		Unsatisfactory
W		Course withdrawn / Shortage of attendance
X		Extended Project

$$SGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$
$$CGPA = \frac{\sum_{i=1}^N C_i G_i}{\sum_{i=1}^N C_i}$$

Where,  
n = Total number of courses registered and passed in the semester  
G<sub>i</sub> = Grade point secured in the i<sup>th</sup> course  
C<sub>i</sub> = Credit value of the i<sup>th</sup> course  
N = Total number of credit courses registered and completed with pass grade over the semesters from the 1<sup>st</sup> semester.

Equivalent Percentage : 10 x CGPA

*Pranab*  
AR (GPA) / C



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तेजपुर-784028 :: असम/ TEZPUR-784028 :: ASSAM

Annexure-I

Item: File Cover



**तेजपुर विश्वविद्यालय**  
**TEZPUR UNIVERSITY**

मिसिल संख्या ते. वि. \_\_\_\_\_ 20

FILE No. TU \_\_\_\_\_ 20

पूर्व का संदर्भ PREVIOUS REFERENCE	बाद का संदर्भ LATER REFERENCE

विषय  
SUBJECT

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Pratik*  
AP(GA)/K



तेजपुरविश्वविद्यालय/ TEZPUR UNIVERSITY  
(केंद्रीयविश्वविद्यालय/A Central University)  
कुलसचिवकार्यालय/OFFICE OF THE REGISTRAR  
तेजपुर-784028 :: असम/ TEZPUR-784028 :: ASSAM

Annexure-I

Item: File Board



*Prabha*  
AR (GAD) X



तेजपुरविश्वविद्यालय/ TEZPUR UNIVERSITY

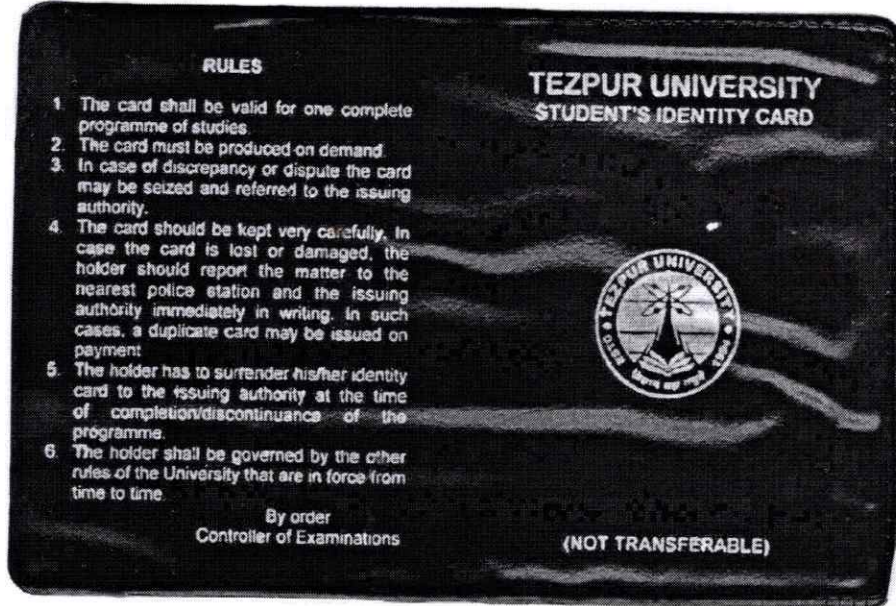
(केंद्रीयविश्वविद्यालय/A Central University)

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Annexure-I

Item: Student ID card with Cover



- RULES**
1. The card shall be valid for one complete programme of studies.
  2. The card must be produced on demand.
  3. In case of discrepancy or dispute the card may be seized and referred to the issuing authority.
  4. The card should be kept very carefully. In case the card is lost or damaged, the holder should report the matter to the nearest police station and the issuing authority immediately in writing. In such cases, a duplicate card may be issued on payment.
  5. The holder has to surrender his/her identity card to the issuing authority at the time of completion/discontinuance of the programme.
  6. The holder shall be governed by the other rules of the University that are in force from time to time.

TEZPUR UNIVERSITY  
STUDENT'S IDENTITY CARD



By order  
Controller of Examinations

(NOT TRANSFERABLE)

TEZPUR UNIVERSITY

Napaam, Tezpur - 784001, Assam

No. C-7532

(Signature of holder)	Recent stamp size photograph duly signed by the holder
-----------------------	--

Holder's Name .....

Programme .....

Roll No ..... Date of Birth.....

Guardian's Name .....

Home Address .....

Pin

Validity

Valid up to .....

Revalidated up to .....

Revalidated up to .....

Date of Issue Controller of Examinations

(Seal)

*Palita*  
AR (GAD)/16



तेजपुरविश्वविद्यालय/ TEZPUR UNIVERSITY

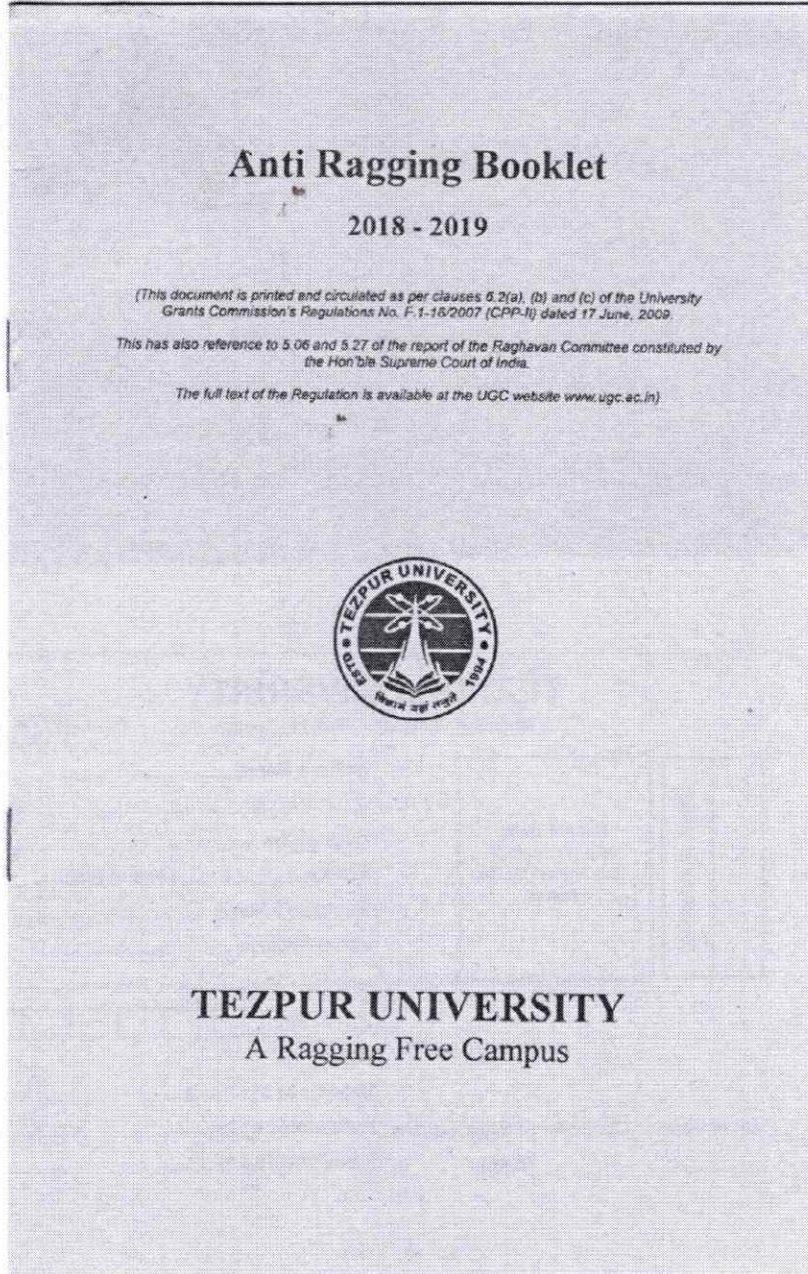
(केंद्रीयविश्वविद्यालय/A Central University)

कुलसचिवकाकार्यालय/OFFICE OF THE REGISTRAR

तेजपुर-784028 :: असम/ TEZPUR-784028 :: ASSAM

Annexure-I

Item: Anti-Ragging Booklet



*Prabir*  
A R (GA)/12





तेजपुरविश्वविद्यालय/ TEZPUR UNIVERSITY

(केंद्रीयविश्वविद्यालय/A Central University)

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Annexure-I

Item: Anti-Ragging Booklet

### Preface

This booklet primarily contains the abstract from the UGC's Regulations issued vide No. F1-16/2007(CPP-II) dated 17 June, 2009.

The names and contact information of Anti Ragging Squad are also provided for the assistance of the new comers if required. Besides the contacts, information of some statutory officers are also provided in this booklet.

*Prabha*  
AR (GA)/16



Item: Anti-Ragging Booklet

1. Abstract from the UGC Regulation

1.1. Education, specially higher education, should open new vistas of learning and knowledge. Equal opportunities and high regard for human rights are two fundamental pillars of effective learning and practical knowledge. We, at Tezpur University are committed towards building a society that is just, equal and free from any prejudice.

1.2 We jealously guard the privileges of students and protect basic human rights and liberties of all, specially of the newcomers to the University. We all welcome the new-comers with a open and warm heart and endeavour to make their entry into this sacred temple of learning as smooth as possible.

1.2.1 Therefore we are pledge to have a Ragging Free University. *Ragging is totally prohibited in the University and anyone found guilty of ragging and/or abetting it, whether actively or passively, or being a part of conspiracy to promote ragging, is liable to be punished strictly in accordance to the rules laid down by the University, University Grants Commission and in accordance to the provisions of the Assam Prohibition of Ragging Act, 1999.*

1.3. Ragging, as defined by the Honourable Supreme Court of India in its landmark judgement in 2001, is defined as,

*"Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student."*

In UGC Regulations in Curbing the menace of Ragging in Higher Educational Institutions, 2009 ragging is defined as

"Any act of physical or mental abuse (including bullying and

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exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background."

- 1.3.1 Ragging, which is also known as *hazing* or *fagging* in the western world is a punishable offence according to The Assam Prohibition of Ragging Act, 1999. The Assam legislation which is treated as the Law of the Land for this purpose defines ragging as,

*"Either display of noisy or disorderly conduct or doing of any act which causes or is likely to cause social, physical or psychological harm or raise apprehension or fear or shame or embarrassment to any student in any educational institution and includes teasing, abusing of, playing practical jokes on or causing hurt to, such students; or asking the student to do any act or perform something which such student will not, in the ordinary course, willingly do."*

- 1.3.1A The University Grants Commission in its document "UGC Regulations on Curbing The Menace of Ragging in Higher Educational Institutions, 2009" has defined ragging as one or more of the following acts.

- any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher on any other student;
- indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- any act by a senior student that prevents, disrupts or

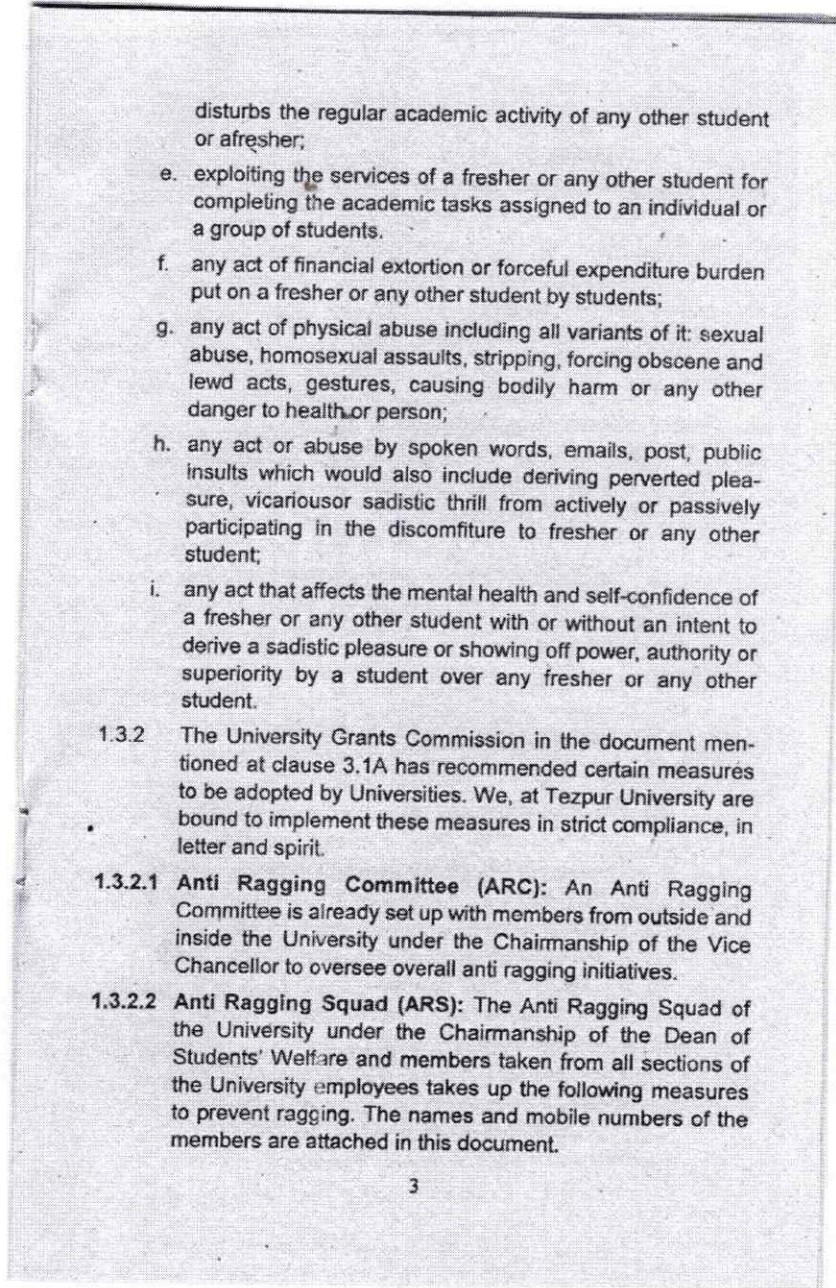
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- a. Vigilance at all hours including at odd hours, all around the Campus, particularly in the hostels.
- b. Arrangement and conduct of joint sensitisation programmes to counsel new-comers and old students.
- c. Arrangement of and presence in "ice breaking" sessions among the new and old students in the hostels and elsewhere (*detail schedule of these sessions will be made available in the notice boards of the departments and hostels on the first day of the new academic session*).
- d. Occasional dining with the boarders in the hostels to instil confidence among the new-comers.
- e. Monitor and direct the working of Hostel Level Anti Ragging Cells which consist of student volunteers from all categories within the particular hostel.
- f. Conduct anonymous random surveys among freshers to check whether the Campus is indeed free from ragging.
- g. Any other activity the Anti Ragging Committee might delegate to the Squad.

**1.3.2.3 Hostel Level Anti Ragging Cell (HLARC):** These Cells are already active in all Hostels of the University with the Warden as the Chairperson and student volunteers as its members. The names and telephone numbers of all the members are notified prominently in different places of the hostel premises. Hostel level cells are responsible for carrying out the directives from the Anti Ragging Committee or Anti Ragging Squad. The Cells will plan and organise "ice breaking" sessions and explore the talents among the new-comers, and guide each of the freshers in understanding the rules and traditions of the hostel and that of the University. They are responsible at the grassroot level to prevent and report any incidents of ragging.

**1.3.2.4 Departmental Anti Ragging Cell (DARC):** In each Department of the University an Anti Ragging Cell is in place. The Cell is responsible for prevention of occurrence of ragging specially within the Departmental area. However, they will also assist the Anti Ragging Committee and Squad to

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formulate and implement measures to curb the menace.

1.3.3 Full publicity to be given to the provisions of punishment to be inflicted on the students found guilty of ragging through open circular, suitable posters in Academic Buildings, Hostels, Canteen and other such places where maximum exposure can be generated.

1.3.4 Irrespective of these formal groups all members of the community will remain vigilant and any incident of ragging will immediately be notified to the Squad or to the Anti Ragging Committee.

1.3.5 The Vice Chancellor/Dean of Students' Welfare will address the students on the first day of the session or in the evening before, which will be followed by address of the Head of concerned Department to instil confidence among the freshers against ragging. Concerned course teachers are also to address the students in class room regarding this.

1.4. **Rights and Duties of New-comers and their guardians :**  
A fresher should consider the University community as his/her family and should maintain cordial relationship with other members of the community particularly with the senior students. He/she, like any other student, enjoys all rights and privileges that are available to any free citizen of this country. It is the duty of the students, therefore, NOT to obey any orders or requests from anyone in the hostel (apart from the administrators) or within or outside the Campus if he/she feels embarrassed or undignified by complying with such requests. It is the responsibility of the fresher or any other person(s) who is/are aware about such request or order to bring it to the immediate notice of the Dean of Students' Welfare or any member of the ARC, ARS or Cells mentioned above. It should be noted that failing to do so is an offence as per University rules and thus liable to be punished. **The confidentiality of such student(s)/guardian(s) will be strictly maintained.** The guardian should cooperate with the University Authority to seek redressal of the grievances of the freshers, if any.

1.4.1. Honourable Supreme Court also suggested (on the recom-

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mentation of Raghavan Committee) that every single incident of ragging where the victim or his parent/guardian or the Head of the Institute is not satisfied with the Institute's arrangement for action, an FIR must be filed by the institutional authority with the local police. As soon as the FIR is lodged the offence will be treated as per provisions of the Law of the Land (i.e., Assam Prohibition of Ragging Act, 1999)

**1.5. Rights and Duties of the Old (Senior) Students:** As the new-comers are, in most of the cases, first timers in Tezpur University, it is the duty of the seniors to guide the freshers properly so that they feel at home. The seniors should remember the days when they left their parents, the security of home and set foot in this hitherto unknown Campus. It is the modesty, helpfulness, love and cooperation of the seniors that will contribute towards making the new comers good and responsible members of the University community. It is also the responsibility of the old students to explore the talents in the freshers in the "ice breaking sessions" in hostels. However, they should note that this can be done only in the presence of the members of the ARC, or ARS or their representatives.

**1.5.1** Seniors should take active and whole hearted part in making sure that no ragging takes place anywhere on the Campus and should report any such incidents immediately. It is the commitment of the University authority to keep the identity of such students in strict confidence. It is noteworthy that people involved directly or indirectly in ragging including the onlookers are liable to be punished under the University rules.

**1.6. Punishment:**

**1.6.1** A student found guilty of ragging under the provision of *Regulations on Maintenance of Students' Discipline* of Tezpur University is punishable by suspension/rustication from University.

**1.6.2** Under the provisions of the Assam Prohibition of Ragging Act, 1999 ragging is a criminal offence and punishable by a

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fine of Rs. 10000/- and imprisonment upto 6 months.

1.6.2.a Under the provisions, educational Institutions are also liable for disciplinary proceedings if they fail to or neglect in taking action against the erring students.

1.6.2.b Students found to indulge in ragging will be expelled from the University for a period not less than one academic session, while the authority concerned shall have to put out advertisements in local newspapers making the announcement public. The advertisement shall also carry name of the father as well as the permanent address of the student expelled and punished for indulging in ragging.

1.6.3 The offenders will also be punished under the provisions as per the clause 9.1 of the UGC's afore mentioned Regulations.

6.3a Under clause 9.3 (of the said Regulations) the faculty and staff of the University are liable for disciplinary action if they fail to report, take timely action, and/or found guilty of showing apathetic or insensitive attitude towards prevention of ragging.

**1.7. Epilogue:**

As mentioned in the UGC Regulations the aim of this document is to disseminate the idea of prevention of ragging through educational campaign. We sincerely hope that the provisions highlighted here will restrain any misadventure on the part of the senior students, who are indeed path breakers for their juniors.

**Pledge of Students**

All students of Tezpur University are required to submit online Antiragging undertaking as per the UGC format through the website: [www.amanmovement.org](http://www.amanmovement.org) or [www.antiragging.in/Site/Affidevits\\_registration\\_form.aspx](http://www.antiragging.in/Site/Affidevits_registration_form.aspx) after admission/enrolment and submit print out of the undertaking with signature of the students and their parents to the respective departments.

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**TEZPUR UNIVERSITY**  
**ANTI RAGGING SQUAD**  
Date 06/07/2018

As per Clause No.6.3 (c) of UGC Regulation No. F. 1-16/2007(GCP-II) dated 17<sup>th</sup> June, 2009, the Anti Ragging Squad of Tezpur University for the Academic Session 2018-2019 is constituted with the following members.

Sl. No	Name, Department		Mobile Number
01	Prof. D. Deka, DSW	Chairperson	99571-84356
02	Prof. Manabendra Mandal, ADSW	Vice-Chairperson	98641-81445
03	Dr. Juri Gogoi Konwar, ADSW	Vice-Chairperson	94353-80139
04	Prof. Virginius Xaxa, Social Work	Member	94350-12956
05	Prof. P.P. Sahu, ECE	Member	90851-80623
06	Prof. Rupam Katoki, Energy	Member	9435380921
07	Prof. Nilakshi Das, Physics	Member	94350-45698
08	Prof. Ashim Jyoti Thakur, Chem. Sc.	Member	94351-81464
09	Prof. Nityananda Sarma, CSE	Member	94350-84063
10	Dr. Bhim P. Sarma, Math. Sc.	Member	99571-91527
11	Prof. Anand M. Ramteke, MBBT	Member	99546-78888
12	Dr. Ashalata Devi, Environmental Science	Member	94357-49354
13	Prof. Debarshi Prasad Nath, Cul. Studies	Member	94350-82776
14	Dr. Partha Pratim Dutta, Mech. Engg.	Member	96784-01587
15	Dr. Abhijit Bora, MCJ	Member	98640-72390
16	Prof. Chandan Kr. Sharma, Sociology	Member	94351-44482
17	Prof. Utpal Kr. Das, Civil Engg.	Member	98640-60200
18	Prof. S. S. Sarkar, Commerce	Member	94350-81446
19	Prof. Paponi Baruah, Business Administration	Member	94353-80862
20	Prof. Ananta Kumar Nath, Hindi	Member	9435185346
21	Dr. Brijesh Srivastava, FET	Member	94351-81352
22	Dr. Nil Ratan Roy, Education	Member	70762-96461
23	Prof. M. Barbora, EFL	Member	94350-82112
24	Dr. Raj Kumar Duary, Senior Warden, NMH	Member	99576-69564
25	Dr. Durlav Sonowal, Warden, NMH	Member	94353-89018
26	Dr Biplob Mondal, Senior Warden, KMH	Member	88128-32052
27	Dr Jayanta Vishnu Das, Warden, KMH	Member	95085-31777
28	Dr. Hitesh Sharma, Senior Warden, CMH	Member	94013-39443
29	Dr Riku Chutia, Warden, CMH	Member	94357-37721
30	Dr. Nabin Sarmah, Senior Warden, PMH	Member	87530-08813
31	Dr. Dibyakanta Seth, Warden, PMH	Member	95087-15301
32	Dr Sushen Kirtania, Warden, PMH	Member	99546-04524

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Sl. No	Name, Department		Mobile Number
33	Dr. Anushabda, Senior Warden, SCVRMH	Member	88760-49200
34	Dr. Sougata Saha, Warden, SCVRMH	Member	99544-71898
35	Dr. Poonam Mishra, Senior Warden, BWH	Member	94350-35745
36	Ms. Prerana Banik, Warden, BWH	Member	82868-49792
37	Dr. Runumi Das, Senior Warden, SWH	Member	94351-17277
38	Dr. Sashpra Chakrawarty, Warden, SWH	Member	94308-32344
39	Dr. Rupjyoti Gogoi, Senior Warden, PM-CWH	Member	94355-59488
40	Dr. Reshma Tiwari, Warden, PMCWH	Member	98646-61406
41	Mrs Sanghamitra Nath, Senior Warden, PWH	Member	98648-09258
42	Dr. Juri Dutta, Warden PWH	Member	98540-62476
43	Dr. Mandakini Baruah, Senior Warden, KWH	Member	98643-63466
44	Ms. Barnali Chowdhury, Warden, KWH	Member	99571-78125
45	Ms. Veda Yumnam, Senior Warden, DWH	Member	88118-31886
46	Ms. Sradhanjali Pradhan, Warden, DWH	Member	88950-77370
47	Dr. Pralima Pallai, Senior Warden, NWH	Member	87519-20779
48	Ms. Esther Daiman, Warden, NWH	Member	97071-06107
49	Dr. Yeasmin Sultana, Senior Warden, TWH-1	Member	94018-68128
50	Ms. Deepika Hazarika, Warden, TWH-1	Member	94355-21773
51	Dr. Rajib Haloi, Senior Warden, TMH	Member	88765-31540
52	Dr. Rajesh Kalarivayil, Warden, TMH	Member	88001-20984
53	Ms. Madhumita Acharjee, Senior Warden, TWH-2	Member	95310-47064
54	Dr. Moon Moon Devi, Warden, TWH-2	Member	90049-44457
55	Dr. Upakul Sarmah, Asstt. Registrar	Member	99571-84355
56	Mr. P. Borah, Asstt. Registrar	Member	98644-31258
57	Mr. L. Boro, Asstt. Registrar	Member	94355-08739
58	Mr. R. R. Singh, Sports Officer	Member	94357-37161
59	Dr. L. Borai, CoE	Member Secretary	99544-49474

The squad will assist the Anti Ragging Committee in curbing ragging of any form within the University.

The members of the committee will conduct surprise visit in the hostels during different hours of the day. They will also dine sometimes with the residents of the hostels, conduct orientation and ice-breaking sessions in the hostels till the freshmen social is held. The members will also initiate, take active part and monitor the Anti Ragging activities in the concerned academic department. In case any instance of ragging is reported, the squad will conduct immediate enquiry and will report to the Anti Ragging committee for further necessary action.

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Deans of Schools and Heads of the Departments

Department/Office	Extension Nos.	Contact Nos.	e-mail
Prof. C. L. Mahanta Dean, School of Engineering	5702	9435092658	charu@tezu.ernet.in
Prof. Chandana Goswami Dean, School of Management Science	5009	9435180258	cg1@tezu.ernet.in
Prof. P.K. Das Dean, School of HSS	3023	9435062113	prntdas@tezu.ernet.in
Prof. R. C. Deka Dean, School of Sciences	5058	9435380221	remesh@tezu.ernet.in
Prof. Papori Baruah Head, Department of Business Administration	5000	9435380862	papori@tezu.ernet.in
Prof. S.S. Sarkar Head(I/c), Department of Commerce	3021	9435081446	subh@tezu.ernet.in
Prof. Ashim Jyoti Thakur Head, Department of Chemical Sciences	5050	9435181464	hod_chem@tezu.ernet.in
Prof. Utpal Kr. Das Head, Department of Civil Engineering	5950	9435085338	hod_civil@tezu.ernet.in
Prof. Nityananda Sarma, CSE Head, Department of Computer Science & Engineering	5100	9435084063	hod_cse@tezu.ernet.in
Prof. D.P. Nath Head, Department of Cultural Studies	5150	9435082776	dpnath@tezu.ernet.in
Prof. P.P. Sahu Head, Department of Electronics & Communication Engineering	5251	9435180623	pps@tezu.ernet.in
Prof. Rupam Kakati Head, Department of Energy	5300	9435380921	hod_ene@tezu.ernet.in
Prof. M. Borborah Head, Department of English & Foreign Languages	5200	9435082112	hod_ef@tezu.ernet.in
Dr. Ashalata Devi Head, Department of Environmental Science	5600	9435749354	kh_asha@tezu.ernet.in
Dr. Brijesh Srivastava Head, Department of Food Engineering & Technology	5700	9435181352	brijesh@tezu.ernet.in
Dr. A. K. Nath Head, Department of Hindi	5751	9435185346	ananta@tezu.ernet.in
Dr. Abhijit Borah Head, Department of Mass communication & Journalism	5450	03712, 275451 03712, 267254	abhijitb@tezu.ernet.in
Dr. Bhim Sarma Head, Department of Mathematical Sciences	5500	9957191527	hod_ms@tezu.ernet.in
Dr. P.P. Dutta Head, Department of Mechanical Engineering	5850	9678401587	hod_mech@tezu.ernet.in
Prof. Anand Ramteke Head, Department of Molecular Biology & Biotechnology	5400	9454678888	hod_mbbt@tezu.ernet.in
Prof. Nilakshi Das Head, Department of Physics	5550	9435045696	hod_phy@tezu.ernet.in
Prof. Chandan Kr. Sharma Head, Department of Sociology	5800	9435144482	chandank@tezu.ernet.in
Prof. Virginius Xaxa Head, Department of Social Work	5152	03712275831	xaxasws@tezu.ernet.in
Dr. Nil Ratan Roy Head, Department of Education	5651	7076296461	niledn@tezu.ernet.in

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IMPORTANT CONTACTS	
Name & Designation	Phone No.
Prof. D. Deka Dean, Students' Welfare	9957184356
Dr. Biren Das Registrar	9435080951
Dr. L. Boral Controler of Examination	9954449474

Printed at TICOL STYLE TRACK, Tezpur

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Item: A4 Paper

**75 GSM Copier Paper for Xerox and Printing**

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*(To be submitted on Company's/Firm's Letterhead signed and sealed)*

**Bid-Security Declaration Form**

Date: \_\_\_\_\_

Bid No. \_\_\_\_\_

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of three year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

(a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

(b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of: (insert complete name of Bidder) Dated

on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid).



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**Additional Terms and Conditions:**

- 1.Those bidders who have submitted their bids online, must submit the samples of all the items at Tezpur University in a sealed envelope addressed to The Joint Registrar (GA), Tezpur University, Napaam, Sonitpur, Assam-784028. The samples must reach Tezpur University not later than 07 days from the date of closing of the bid.
- 2.The duly constituted Tender Evaluation Committee will check the samples submitted by the bidders and if the Committee is satisfied with the quality of the samples submitted, the Technical Bids will be considered for evaluation.
- 3.The interested parties before submitting the bids may visit the Office of the Controller of Examinations and collect the samples of the items to be supplied to acquaint themselves with the items to be supplied.

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