



VIDYASAGAR UNIVERSITY

Midnapore- 721102

Tender Notification: VU/R/T/1394/2026 dated 01.09.2026

Sealed Tenders are invited from bonafide agencies for editing, typesetting, compilation, formatting, designing etc. and allied works for the preparation of Annual Report 2025-26 of Vidyasagar University. The details are as follows:

A. Scope of work:

The Annual report 2025-26 of this University will be of approximately 700-750 pages. The soft copy of the information to be printed in the Annual Report 2025-26 will be provided to the selected agency. The agency has to do the editing, typesetting, compiling, formatting, designing etc. including allied works for the preparation of Annual Report 2025-26 (including photo pages and cover pages). The selected agency should provide to the University the ready-to-print (including editable format) soft copy of the complete Annual Report 2025-26.

B. General Terms and Conditions:

1. The agency must have the experience of at least two years in the same kind of work i.e. editing, typesetting, compilation, formatting, designing etc.
2. The contract will be for 01 year and it may be reviewed and renewed thereafter.
3. All sorts of problems about the above stated editing, typesetting, compiling, formatting, designing etc. including allied works for the preparation of Annual Report 2025-26 (including photo pages and cover pages) as may arise from time to time is to be discussed with the appropriate authority of Vidyasagar University.
4. The whole work must be completed within 30 days from the date of supplying the soft copy of the information.
5. Corrections, if any, even in the final draft, must be done as per University's requirement.
6. The order will be terminated for any sorts of malpractices detected at any point of time.
7. The agency must have valid PAN card and GST Registration certificate.
8. The agency must have valid Income Tax Return, GST Return and Professional Tax Return certificates.
9. The vendors who have been delisted or debarred by any Government Department are not be eligible in any way. An undertaking in this regard is to be given by the vendor stating thereby that the Firm has not been debarred or penalized for any reason out of work by any Government Department.
10. Subletting of the work is strictly prohibited.

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11. Past performance of the Vendor will be judged. (Please attach the supporting documents).
12. Rate is to be inclusive of all charges and taxes (rate per page for text and image)
13. The tender should be submitted in sealed cover to the office of the Registrar by 10.09.2026 (upto 3:00 p.m.).
14. The University reserves the right to accept or reject any tender without assigning any reason whatsoever.
15. All legal disputes shall be subjected to the jurisdiction of the district of Paschim Medinipur.
16. The sealed envelope containing the Tender papers should be super scribed with "Tender for editing, typesetting, compilation, formatting, designing etc. and allied works for the preparation of Annual Report 2025-26 of Vidyasagar University".

Date: 01.09.2026


(Dr J. K. Nandi)
Registrar
Registrar
VIDYASAGAR UNIVERSITY
Medinipur-721102, W.B.

Please publish it on the Vidyasagar University website and University Notice Board.

Copy for information to:

1. The Finance Officer
2. The Senior Information Scientist for publishing on the website
3. The Deputy Registrar (Academic)
4. Supdt. Office of the Registrar
5. Relevant file