

Assam Science Technology and Environment Council
(Department of Science and Technology, Government of Assam)

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No: ASTEC/ENV/1852/2018/19/1056

Date:19/03/2018

Notice Inviting Quotations

Sealed quotations along with non-refundable IPO of Rs. 20/- or Court fees of Rs. 8.25 only or D.D. of Rs. 20/- in favour of "Director, ASTEC" payable at Guwahati are invited in two-bid systems (Techno-commercial & Financial) by the undersigned from Govt. Registered Printers with Class-'A', registration from the Printing and Stationery Dept. of Govt. of Assam for printing of "Activity Guide Book for NCSC 2018 and 2019, in English - 10,000 copies and Hindi - 5,000 copies and National Programme Guidelines 15,000 copies in English. The Bidders should have sufficient experience, financially sound, having sufficient manpower and machine facility.

The quotation should reach the undersigned by 2.00 PM on 05-04-2018 and would be opened at 2.30 PM on the same day. In case the day happens to be a holiday, the same would be opened on the following working day at the same time.

Director ASTEC reserves the right to accept any offer that would be advantageous to the office and not binding to accept the lowest rate or reject all offers without assigning any reason thereof.

The bidder must submit their quotation in two bids systems, i.e. Technical Bid and Financial bid. All relevant documents, including evidences should be inserted into Technical Bid. Financial Bid will be opened for those who would duly qualify in the Technical Bid. Only rates against the work as per the breakup enclosed will be inserted into financial bid as per our prescribed format in Annexure-II.

Rate should be quoted inclusive of all applicable taxes, duties, transportation etc. and applicable taxes will be deducted at source for which necessary Tax Deduction Certificate will be issued to the supplier as and when asked for. Interested parties are to quote rates on items given below with their breakup as enclosed.

	<i>Items to be executed</i>	<i>Total Quantity</i>
A)	Printing of Activity Guide Book of NCSC 2018 & 2019 in English including composing, plate making etc. as required complete total Size ¼ Demy. Text pages approximately 200 pages in single colour and cover in 4 colour. These packets are then to be packed in a packet as per list enclosed in Annexure-I containing not more than 50 books with plastic cover etc. strong enough for postage and delivery.	10,000 copies
B)	Printing of Activity Guide Book of NCSC 2018 & 2019 in Hindi including composing, plate making etc. as required complete total Size ¼ Demy. Text pages approximately 200 pages in single colour and cover in 4 colour. The Books are to be packed in packets of 10 numbers. These packets are then to be packed in a final packet as per list enclosed in Annexure-I containing not more than 50 books with plastic cover etc. strong enough for postage and delivery.	5,000 copies

C)	Printing of Programme Guidelines including composing, plate making etc. as required complete total Size $\frac{1}{8}$ Demy. Text pages approximately 56 pages in single colour and cover in 4 colour. The Books are to be packed in packets of 20 numbers. These packets are then to be packed in a final packet as per list enclosed in Annexure-I containing not more than 100 books with plastic cover etc. strong enough for postage and delivery.	15,000 copies
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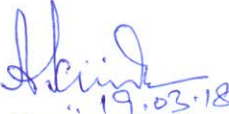
Terms & conditions:

The Tender should be submitted in a sealed envelope with the following details:

1. "Quotation for Printing AGB for NCSC 2018 and 2019 and National Programme Guidelines for NCSC" superscribed clearly on the top.
2. Name of the Bidder/Firm, Address and Contact No. of the Bidder/Firm superscribed clearly on the envelope
3. The envelope should contain the two parts/bids, viz. **Techno-commercial Bid** and **Financial Bid**. Each bid should be sealed in separate envelope with the following documents.
 - i) "**Techno – Commercial Bid**" with Name of the Bidder/Firm, Address and Contact No. superscribed clearly on the envelope. The following documents are to be inserted into the Techno-Commercial Bid:
 - a) IPO of Rs. 20/- or Court fees of Rs. 8.25 only or D.D. of Rs. 20/- in favour of "Director, ASTEC" payable at Guwahati.
 - b) Self attested Copy of valid Certificate of PNS No. from the Department of Printing and Stationery as supporting evidence of Class – A Registration.
 - c) PAN No. is to be mentioned clearly with self attested supporting evidence.
 - d) GST Registration No. is to be mentioned clearly with self attested supporting evidence.
 - e) The work involves Single Colour printing as well as Multi Colour printing. A sample copy of similar work, which was executed by the bidder, has to be enclosed with copies of work orders or certification of work done.
 - f) Samples of papers to be used mentioning clearly the brand and GSM. If two or more samples are submitted for an individual item, the quotation for rates should clearly indicate the rate for each sample.

N.B. The envelope containing Financial bid will be opened only for those Bidders who would duly qualify in the Technical Bid as per condition of NIQ.
 - ii) "**Financial Bid**" with Name of the Bidder/Firm, Address, Contact No. superscribed clearly on the envelope and should contain the following:
 - a) Rates of each item quoted separately for each item in Rupees inclusive of all taxes i.e. T.D.S. & GST, etc. including transportation and other applicable charges (if any). Applicable tax will be deducted at source for which necessary Tax Deduction Certificate will be issued to the supplier as and when asked for.
 - b) The Rates should be valid for at least 12 months.
 - c) The offer should contain rates with complete breakup of cost for the work so that the rates can be recalculated in the event of increase or decrease of number of copies or pages as and when executed.

- d) The desired make of the paper is JK Paper, however, rates for paper of different make may be also submitted along with the rates for JK paper. The samples of both types of paper are also to be enclosed along with Bid documents.
4. Intending tenderers/bidders must quote their rates in our prescribed format/document only (Annexure-II). All the pages of the document have to be duly signed with seal at the bottom of the page.
 5. Intending tenderers/bidders are to quote their rates for all works. Quoting rates for part of the work will not be accepted and considered as incomplete. Incomplete tender will be rejected.
 6. The final amount will be calculated on the actual number of pages as printed.
 7. The printing job is to be completed and the printed material is to be delivered to this office within One month from the issue of the work order.
 8. No extra payment for carrying or delivering of materials will be allowed.
 9. In the event of defective execution of work leading to rejection of work the firm will re-print the same and carry out corrections and improvements as may be advised and no extra cost/charges shall be entertained against such work.
 10. Tender of any bidder not accompanied with above document shall be summarily rejected.
 11. After completion of the work, the softcopy of the composed matter in Pagemaker/Corel Draw/Adobe Photoshop as applicable and Printable Document Format (PDF) is to be submitted along with the Bill.
 12. Under no circumstances, escalation of price will be entertained.
 13. The Director ASTEC reserves the right to accept any offer that would be advantageous to the office and not binding to accept the lowest rate or reject all offers without assigning any reason thereof.
 14. Any dispute what so ever, will be confined under the jurisdiction of Gauhati High Court, Guwahati.
 15. Payment will be made subject to receipt of fund from Dept. of Science and Technology, Govt. of India.
 16. Selected Bidder has to deposit a sum of Rs. 17,000/- (Rupees Seventeen Thousand) by way of Demand Draft in favour of Director, ASTEC, payable at Guwahati as Security Deposit. The same will be refunded without any interest thereon soon after completion of the work.


19.03.18
Director, ASTEC

Copy to –

1. Director/Scientist-F, NCSTC, DST, GOI, Technology Bhawan, New Mehrauli Road, New Delhi-110016
2. ASTEC Notice Board
2. Website of ASTEC, www.astec.gov.in
3. Dy. FAO, ASTEC
4. Office Copy

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Director, ASTEC

