

**ASSAM SCIENCE TECHNOLOGY AND ENVIRONMENT COUNCIL**  
(Science & Technology Department, Government of Assam)

Bigyan Bhawan  
Near IDBI Bldg, G.S. Road  
Guwahati - 781 005  
Assam, India. [www.astec.gov.in](http://www.astec.gov.in)



Telephone : 0361- 2464621  
0361 - 2464619  
Fax : 0361 - 2464617  
E -mail : [astec@rediffmail.com](mailto:astec@rediffmail.com)

ASTE/PUB/1238/Part II/2018/2895

Date: 23.08.2018

**Notice Inviting Quotation**

Sealed quotations along with I.P.O. of Rs.20.00 only (non refundable) or Court Fees of Rs. 8.25 only in favour of the 'Director, Assam Science Technology & Environment Council, Guwahati' are invited by the undersigned from reputed Printing Press registered under Printing and Stationery Department, Govt. of Assam for the printing work of the Annual Report 2016-17 and 2017-18 of ASTE Council. The offer should contain detail features and break-up of rates of the items. The quotation should reach to the undersigned by 2:00 PM on or before 07.09.2018 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 next working day at the same time. Interested firm may offer rates on the items given below. NIQ may also be downloaded from website: [www.astec.gov.in](http://www.astec.gov.in)

**Specification of Job : Printing & Supply of Annual Report 2016-17 & 2017-18**

**Size-** ¼ Demy; **Binding** – Perfect binding; **Quantity** – 200 copies; **Paper** – JK

**Item No. 1. Lay-outting & multi colour printing of text and photo feature pages**

No. of Pages : 72 (approx.) (rate is to be quoted per forma)  
Paper : 130 GSM Art Paper  
Note : MS Word typesetting of the text will be supplied and photographs in .jpg format

**Item No. 2. Scanning, Lay-outting & single colour printing of Audited Statement of Accounts**

No. of Pages : 20 (approx.)  
Paper : 130 GSM Art Paper  
Note : 20 pages of hard copy of Audited Statement of Accounts will be supplied.

**Item No. 3. Designing & printing of multi-colour Cover pages with mat lamination**

No. of Pages : 4 (Front & Back including Inside pages)  
Paper : 250 GSM Art Board

**Terms & Conditions :**

1. Quotations of Printing Press registered under the Category A of Printing & Stationery Department, Govt. of Assam will be considered.
2. PAN as well as GST numbers are to be clearly mentioned.
3. Quotation in the sealed envelope should be superscripted with "Quotation for Annual Report 2016-17 and 2017-18"
4. Sealed Quotation should be submitted separately in two bids –
  - (i) **Technical Bid** : Following documents are to be inserted into Technical Bid:-
    - (a) IPO of Rs.20.00 only or Court Fees of Rs. 8.25 only.
    - (b) Samples of the papers mentioned in Item Nos. 1,2 & 3.
    - (c) Two sample copies of such work already printed by the firm in the year 2017 & 2018.
    - (d) Authenticated photocopy of PAN and GST Number.
    - (e) Valid photocopy of the registration certificate of the Printing & Stationery Department, Govt. of Assam
  - (ii) **Financial Bid** : Financial Bid is to be submitted in prescribed format separately and the same will be considered / opened of those firms/ parties who would duly qualify in the Technical Bid.
5. Rates should be quoted inclusive of all applicable taxes, transportation etc and applicable tax will be deducted at source against which necessary Tax Deduction Certificate will be issued as and when required.
6. Rate should be valid for 1 (one) year.
7. A Provisional Work Order will be issued with a hard copy and a soft copy of the Report. The firm has to submit 2 (two) consecutive proofs within 10 days from the date of receipt of the Provisional Work Order. The Final Work Order will be issued after perusal of proof.
8. The printing and supply work must be completed within 30 days from the date of receipt of the Provisional Work Order.
9. Payment will be made after getting satisfactory report from the concerned officer/s.
10. The Director, ASTEC reserves the right to accept or reject any offer which would be advantageous to the Council.
11. Any dispute what so ever, will be confined under the jurisdiction of Gauhati High Court, Guwahati.
12. Two separate Annual Reports will be printed at a time. So, rate shall be quoted for 1 (one) Annual Report only.

(Dr. Arup Kr Misra)  
Director

Copy to:-

1. ASTEC Notice Board
2. Website: [www.astec.gov.in](http://www.astec.gov.in)
3. Dy. FAO
4. Office Copy

  
(Dr. Arup Kr Misra) 23/08/18