

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

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ASTEC/PUB/1238 (pt-I)/09/1360

Date: 05.08.2015

Notice Inviting Quotation

Sealed Quotations along with I.P.O. of Rs.20.00 only (non-refundable) or Court Fee of Rs.8.25 only or Demand Draft of Rs.20.00 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 Stationary Department, Govt. of Assam for the printing work of the Annual Report 2013-14 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 31.08.2015 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

Specification of Job : Printing and Supply of ASTEC Annual Report 2013-14

Size : ¼ Demy, **Binding :** Perfect Binding, **Quantity :** 200 copies **Paper :** JK

Item No. 1. Lay-outting & Single colour printing of text pages

No. of Pages : 80 (approx.) (rate is to be quoted per format)

Paper : 80 GSM – Maplithu

Note : MS Word typesetting of the text will be supplied.

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

No. of Pages : 20 (approx.)

Paper : 80 GSM – Maplithu

Note : 20 pages of hard copy of Audited Statement of Accounts will be supplied.

Item No. 3 Designing & multi-colour printing of inside Photo Feature pages

No. of Pages : 8

Paper : 130 GSM Art Paper

Note : Photographs will be supplied form this office in .jpg format

Item No. 4 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 Printing & Stationary Department, Govt. of Assam will be considered.
2. TIN/GRN No. & PAN numbers are to be clearly mentioned.
3. Quotation in the sealed envelope should be superscripted with 'Quotation for ASTEC Annual Report 2013-14'.
4. Sealed Quotation should be submitted separately in two sealed bids :-
 - i. Technical Bid : Following documents are to be inserted into Technical Bid :-
 - a. IPO of Rs.20.00 only or Court Fee of Rs.8.25 only or Demand Draft of Rs.20.00 only.
 - b. Samples of the papers mentioned in Item No. 1, 2, 3, &4.
 - c. Two sample copies of such work already printed by the firm in last year.
 - d. Authenticated photocopy of PAN, TIN/GRN Number.
 - e. Valid photocopy of the Registration Certificate of the Printing & Stationary 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 qualify in the Technical Bid satisfactorily.
5. Rates should be quoted inclusive of all applicable taxes and applicable tax will be deducted at source against which necessary Tax Deduction Certificate will be issued as and when required.
6. 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 (ten) days from the date of receipt of the Provisional Work Order. The Final Work Order will be issued as and when required.
7. The printing and supply work must be completed within 25 days from the date of receipt of the Provisional Work Order.
8. Payment will be made after getting satisfactory report from the concerned officer/s.
9. The Director, ASTEC reserves the right to accept or reject any offer which would be advantageous to the Council.
10. If additional quantities of Annual Report are required within 6 (Six) months, then it should be supplied in the same rate as quoted.
11. Any dispute what so ever, will be confined under the jurisdiction of Gauhati High Court, Guwahati.

(Director)
ASTE Council

Copy to:-

1. ASTEC Notice Board
2. Website: www.astec.gov.in
3. Dy. FAO
4. Office Copy

(Director)
ASTE Council