

ASSAM SCIENCE TECHNOLOGY AND ENVIRONMENT COUNCIL

(Department of Science and Technology, Govt. of Assam)

Bigyan Bhawan
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No.: ASTEC/Env/1198(Part-I)/2002/4454

Date: 11/12/2012

Notice Inviting Quotation

Sealed quotations alongwith I.P.O of Rs. 10/- (Rupees ten) only (non refundable) in favour of the Director, ASTEC, Guwahati are invited by the undersigned from Printers with Class – 'A', registration from the Printing and Stationery Dept. of Govt. of Assam for printing of 500 copies each of 8 quarterly volumes of "ENVIS Newsletter" containing 8 pages. Out of the 8 pages, 4 pages are multi coloured and 4 pages single coloured.

The offer should contain rates with complete breakup of cost for printing and stitching work of the newsletter as mentioned below alongwith sample papers clearly mentioning the brands and other details. The print-ready format of the matter would be provided by this Council in softcopy. The quotation should reach the undersigned by 2.00 PM on 18/12/2012 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. Rate should be quoted inclusive of all applicable taxes showing the tax component. Interested parties are to quote rates on items as per column given below.

Specification:

	Items	Estimated Quantity
1	a) Size 20cm x 27 cm (1/4 Demy) b) Paper 120 GSM imported art paper c) Single colour printing 4 pages d) Multi colour printing 4 pages	8 quarterly volumes, 500 copies each

Terms & conditions:

- 1) The quotation is to be submitted in sealed envelope superscribed with "**Quotation for Printing ENVIS Newsletter**" and should contain the technical bid and financial bid in two separate, sealed envelopes.
- 2) **Technical Bid:**
The quotation is to be submitted in sealed envelope superscribed with "**Quotation for Printing ENVIS Newsletter – Technical Bid**" on the top and should contain the following documents
 - a) I.P.O of Rs. 10/- (Rupees ten) only (non refundable) in favour of the Director, ASTEC, Guwahati.
 - b) Copy of 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 supporting evidence.
 - d) GRN/VAT Registration No. is to be mentioned clearly with supporting evidence.
 - e) One copy of similar publication by the printer including work-order for the same.
 - 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 separately. Rates are to be mentioned in the Financial Bids only
- 3) Financial bids will be opened only if the party qualifies in the technical bid.
- 4) **Financial Bid**
The Financial Bid is to be submitted in a separate sealed envelope superscribed with "**Quotation for Printing ENVIS Newsletter – Financial Bid**" on the top and should contain the following
 - a) Rates should be quoted in rupees inclusive of all taxes i.e. T.D.S. & VAT, etc. 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 2 years.**
 - c) If two or more sample papers are submitted for an individual item, the rates against each item should clearly indicate reference to the samples.
- 5) The printing job is to be completed and supplied within 15 days from the date of receipt of the manuscript/soft copy of the matter.
- 6) The Director reserves the right to accept any offer that would be advantageous to the Council or right to cancel any or all quotations without assigning any reason thereof.
- 7) Any dispute what so ever, will be confined under the jurisdiction of Gauhati High Court, Guwahati.

Sd/-
(H.C. Dutta)
Director

Copy to –

1. ASTEC Notice Board & Website of ASTEC, www.astec.gov.in
2. Dy. FAO, ASTEC

Sd/-
(H.C. Dutta)
Director