

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

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No. ASTEC/Env/1864(Part-I)/2018/4/2112

Date: 23-05-2018

Notice Inviting Quotation

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 by the undersigned from Govt. Registered Printers with Class-'A', registration from the Printing and Stationery Dept. of Govt. of Assam for printing of Information Brochure and Booklets for National Children's Science Congress. 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 31-05-2018 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. 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.

Items to be executed

Sl	Description	Estimated quantity	
A)	Printing of 16 page Information Brochures in 4 (four) languages viz. Assamese, English, Bengali and Bodo in single colour but each language shall have a separate colour including type-setting, composing, plate making etc. as required complete and packing in durable packets of 50 brochures each. Size ¼ Crown size, Paper - 120 GSM Maplitho paper.	Assamese	8000
		English	2500
		Bengali	1500
		Bodo	1000
		Total	13000
B)	Printing of booklet 'How to do Projects' in 4 (four) languages viz. Assamese, English, Bengali and Bodo including type-setting, composing, plate making etc. as required complete and packing in durable packets of 25 booklets each. Size 1/8 Demy. Text pages 24 pages in single colour (Black) 70 GSM Maplitho paper. Cover in single colour but the cover for each language shall have a separate colour. Paper Century Board or equivalent.	Assamese	6000
		English	2000
		Bengali	1000
		Bodo	500
		Total	9500

Terms & conditions:

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

1. "Quotation for Printing NCSC Materials" 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. 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.
4. Self attested Copy of valid Certificate of PNS No. from the Department of Printing and Stationery as supporting evidence of Class – A Registration.
5. PAN No. is to be mentioned clearly with self attested supporting evidence.
6. GRN Registration No. is to be mentioned clearly with self attested supporting evidence.

(Handwritten signature)

7. 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.
8. 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.
9. 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.
10. 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.
11. The Rates should be valid for at least 12 months.
12. 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.
13. The printing job is to be completed and the printed material is to be delivered to this office as directed within stipulated period as per the work order.
14. No extra payment for carrying or delivering of materials will be allowed.
15. 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
16. Tender of any bidder not accompanied with above document shall be summarily rejected.
17. 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.
18. Under no circumstances, escalation of price will be entertained.
19. The Director, ASTEC, 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.
20. Any dispute what so ever, will be confined under the jurisdiction of Gauhati High Court, Guwahati.

Director, ASTEC

Copy to –

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


Director, ASTEC

