

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

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ASTEC/ENV/1618/2013/4190

Date: 03.12.2013

**Notice Inviting Quotations**

Sealed quotations along with I.P.O. of Rs.20.00 only (non refundable) 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 National Green Corps Booklet for Eco-Clubs. 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 06<sup>th</sup> January 2014 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 National Green Corps Booklet on Eco-Clubs**

**Size-** 1/8 Demy; **Binding** – Centre Stitching; **Quantity** – 5500 copies; **Paper** – JK

**Item No. 1. Text Pages: DTP, lay-outing & single colour printing of text pages complete**

No. of Pages : 16 (approx.) (rate is to be quoted per forma for DTP, plate making, printing etc.)  
Paper : 80 GSM – Maplithu  
Note : Assamese Hand written text will be supplied (rate to be quoted per page for DTP)

**Item No. 2. Photo Feature Pages: Designing, plate making & multi-colour printing of inside Photo Feature complete**

No. of Pages : 4  
Paper : 130 GSM Art Paper  
Note : Photographs will be supplied from this office in jpg format.

**Item No. 3. Multi Colour Cover Pages: Designing, plate making & printing of multi-colour Cover pages with mat lamination complete**

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 & Stationery 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 NGC Booklet on Eco-Clubs".
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.
    - (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 2013.
    - (d) Authenticated photocopy of PAN, TIN/GRN 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 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 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. Any dispute what so ever, will be confined under the jurisdiction of Gauhati High Court, Guwahati.

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(H.C. Dutta, ACS)  
Director

Copy to:-

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

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(H.C. Dutta, ACS)