

ASSAM SCIENCE TECHNOLOGY AND ENVIRONMENT COUNCIL

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

Bigyan Bhawan
Near IDBI Bldg, G.S. Road
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No.: ASTEC/Env/1697(Part-I)/2015/971

Date: 14-05-2015

Notice Inviting Quotation

Sealed quotations with I.P.O. of Rs. 20/- (Rupees Twenty) only (non refundable) in favour of the Director, ASTEC, Guwahati are invited in two-bid system (Techno- commercial & Financial) by the undersigned from Govt. Registered Printers with Class-'A', registration from the Printing and Stationery Dept. of Govt. of Assam having sufficient experience, financially sound with sufficient manpower and machine facility, for different printing works during the year 2015-2016 on turn-key-basis for National Children's Science Congress-2015. However separate work order shall be issued against each item as listed below by the undersigned assigning the job requirement, quantity and other details as may be applicable. The quotation should reach the undersigned by 2.00 PM on 09-06-2015 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 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	Estimated value
A)	Printing of compilation of abstracts of projects of State Level NCSC 2014 including type-setting, composing, plate making etc. as required complete total 500 Copies Size ¼ Demy, Text pages approximately 200 pages in single colour and cover in 4 colour.	₹ 63,714.00
B)	Printing of Activity Guide in Assamese including type-setting, composing, plate making etc. as required complete total 1,500 copies Size ¼ Demy Text pages approximately 200 pages in single colour and cover in 4 colour.	₹ 64,061.00
C)	Printing of 8 pages Information Brochures in 4 (four) languages viz. Assamese, English, Bengalee and Bodo in single colour but each language shall have a separate colour including type-setting, composing, plate making etc. as required complete Total 10,500 Copies Size ¼ Crown	₹ 35,124.00
D)	Printing of booklet 'How to do Projects' in 4 (four) languages viz. Assamese, English, Bengalee and Bodo including type-setting, composing, plate making etc. as required complete Total 6,000 Copies Size 1/8 Demy Text pages 24 pages in single colour and cover in single colour but each language shall have a separate colour for text and paper.	₹ 59,115.00
E)	Printing of Poster NCSC – 2015 including type-setting, composing, plate making etc. as required complete, Total 5500 copies Size A4 copier in 4 colour.	₹ 21,893.00
F)	Printing of different types of Certificates for State Level NCSC – 2015 including type-setting, composing, plate making etc. as required complete approximately 2200 copies Size A4 copier in 4 colour.	₹ 19,975.00
G)	Printing of Souvenir - Amar Bigyan for State Level NCSC-2015 including type-setting, composing, plate making etc. as required complete total 600 copies Size ¼ Demy Text pages approximately 150 pages in single colour and cover in 4 colour.	₹ 60,848.00
		₹ 3,24,730.00

Rupees Three Lakh Twenty Four Thousand Seven Hundred Thirty only

Earnest Money and Security Deposit: ₹ 7,000.00 (Rupees Seven Thousand Only)

Terms & conditions:

- 1) Tender should be submitted in two parts/bids, viz. **Techno-commercial Bid** and **Financial Bid**. Each bid should be sealed in separate envelope clearly mentioning as:
 - a) “Techno – Commercial Bid” and Name of the Bidder/Firm with address and
 - b) “Financial Bid” and Name of the Bidder/Firm with address. The envelope containing Financial bid will be opened only for those contractors who would duly qualify in the Technical Bid as per condition of NIQ.
 - c) Both the envelope shall then be inserted in a bigger envelope duly super-scribed with “**Quotation for Printing NCSC Materials**” alongwith the name and address of the Bidder/Firm.
- 2) The **Technical commercial Bid** should contain the following documents:
 - a) I.P.O of Rs. 20/- (Rupees Twenty) only (non refundable) in favour of the Director, ASTEC, Guwahati.
 - b) Earnest Money Deposit (EMD): The Quotation must be accompanied with earnest money to be deposited in the form of Bank Draft from any Nationalised or Scheduled Bank of India in favour of “Director, ASTE Council” payable at Guwahati. The earnest money of the unsuccessful bidders will be released after finalisation of the tenders on receipt of claims from the concerned bidder regarding the same. The EMD of the successful bidder will be released along with release of the payment against the last and final workorder. The EMD is liable to be forfeited in case of non-execution of contract/ work order.
 - c) Self attested Copy of Certificate of PNS No. from the Department of Printing and Stationery as supporting evidence of Class – A Registration.
 - d) PAN No. is to be mentioned clearly with self attested supporting evidence.
 - e) GRN/VAT Registration No. is to be mentioned clearly with self attested supporting evidence.
 - f) The work involves Single Colour printing as well as printing in Multi Colour printing. Sample copies of similar publication in support of the quality of printing by the printer with details and addresses of the Department/Offices for whom the printing work was executed or being executed to be enclosed with tender documents alongwith copies of work orders or certification of work done. The value of which should be more or equal to the aforesaid work.
 - g) 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.
 - h) Details of Machine & manpower available may also be attached in a separate sheet with tender.
- 3) The **Financial Bid** should contain the following documents:
 - a) Rates of each item should be quoted separately for each item 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 12 months.
 - c) The offer should contain rates with complete breakup of cost for the work such that the rates can be recalculated in the event of increase or decrease of the pages as and when executed.
 - d) 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 it.
- 4) Intending tenderers/bidders must quote their rates in the prescribed format/document only. All the pages of the document have to be duly signed with seal at the bottom of the page.
- 5) 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.

- 6) Separate Work orders shall be issued from time to time against the relevant part of the work as listed above. However, for the items in SI (A), (F) and (G) there may be additional pages in 4 colour if the work demands, which will be mentioned in the work-order issued against these works.
- 7) 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.
- 8) No extra payment for carrying of materials will be allowed.
- 9) In the event of defective execution of work leading to rejection of work the firm will print the same and carry out corrections and improvements as may be advised and no extra cost/charges shall be admitted for such work
- 10) Tender of any bidder not accompanied with above document shall be summarily rejected.
- 11) 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.
- 12) 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.
- 13) Any dispute what so ever, will be confined under the jurisdiction of Gauhati High Court, Guwahati.

Sd/-
Director, ASTEC

Copy to –

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

Sd/-
Director, ASTEC

SUMMARY STATEMENT OF PRINTING WORKS FOR NCSC - 2015

	Description	Amount (both in figures and in words)
A)	Printing of compilation of abstracts of projects of State Level NCSC 2014 including type-setting, composing, plate making etc. as required complete total 500 Copies Size ¼ Demy, Text pages approximately 200 pages in single colour and cover in 4 colour.	
B)	Printing of Activity Guide in Assamese including type-setting, composing, plate making etc. as required complete total 1,500 copies Size ¼ Demy Text pages approximately 200 pages in single colour and cover in 4 colour.	
C)	Printing of 8 page Information Brochures in 4 (four) languages viz. Assamese, English, Bengalee and Bodo in single colour but each language shall have a separate colour including type-setting, composing, plate making etc. as required complete Total 10,500 Copies Size ¼ Crown	
D)	Printing of booklet 'How to do Projects' in 4 (four) languages viz. Assamese, English, Bengalee and Bodo including type-setting, composing, plate making etc. as required complete Total 6,000 Copies Size 1/8 Demy Text pages 24 pages in single colour and cover in single colour but the cover for each language shall have a separate colour for text and paper.	
E)	Printing of Poster NCSC – 2015 including type-setting, composing, plate making etc. as required complete in 130 GSM Art Paper, Total 5500 copies Size A4 copier in 4 colour.	
F)	Printing of different types of Certificates for State Level NCSC – 2015 including type-setting, composing, plate making etc. as required complete approximately 2200 copies in 300 GSM Art Paper Size A4 copier in 4 colour.	
G)	Printing of Souvenir - Amar Bigyan for State Level NCSC-2015 including type-setting, composing, plate making etc. as required complete total 600 copies Size ¼ Demy. Colour - Text pages approximately 150 pages in single colour and cover in 4 colour.	
	Grand Total	

A) Printing of compilation of abstracts of projects of State Level NCSC 2014 including type-setting, composing, plate making etc. as required complete total 500 Copies Size ¼ Demy, Text pages approximately 200 pages in single colour and cover in 4 colour.

	<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Rate</u>	<u>Amount</u>
A) Text Print					
1.	Page Setting, Layout	200	pages		
2.	Process and Plate Making (4 page Demy plate)	50	Plates		
3.	Print per plate per thousand	50	Plates		
4.	Cost of text paper, JK Brand (80 GSM) 16 KG Double Demy paper	13	Reams		
(B) Cover					
1.	Designing, setting and layout	1	Matter		
2.	Plate and Multi colour print per format	1	Format		
3.	Cover page (250 GSM D/Demy)	150	sheets		
(C) Others					
1.	Mat lamination per cover	500	copies		
2.	Perfect Binding Each Book	500	copies		
3.	Packing in bundles of 15	34	packets		
Grand Total (A)+(B)+(C)					

B) Printing of Activity Guide in Assamese including type-setting, composing, plate making etc. as required complete total 1,500 copies Size ¼ Demy Text pages approximately 200 pages in single colour and cover in 4 colour.

	<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Rate</u>	<u>Amount</u>
(A) Text Print					
1.	Page Setting, Layout	96	pages		
2.	Process and Plate Making (4 page Demy plate)	24	Plates		
3.	Print per plate per thousand	24	Plates		
4.	Cost of text paper, JK Brand (80 GSM)	18	Reams		
(B) Cover					
1.	Designing, setting and layout	1	Matter		
2.	Plate and Multi colour print per format	1	Format		
3.	Cover page (250 GSM D/Demy)	450	sheets		
(C) Others					
1.	Mat lamination per cover	1500	copies		
2.	Perfect Binding Each Book	1500	copies		
3.	Packing in bundles of 10	150	packets		
Grand Total (A)+(B)+(C)					

C) Printing of 8 page Information Brochures in 4 (four) languages viz. Assamese, English, Bengalee and Bodo in single colour but each language shall have a separate colour including type-setting, composing, plate making etc. as required complete Total 10,500 Copies Size ¼ Crown

- 1) Assamese 5500 copies
- 2) English 3500 copies
- 3) Bengalee 1000 copies
- 4) Bodo 500 copies

Total 10,500 copies

	<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Rate</u>	<u>Amount</u>
A) Text Print					
1.	Page Setting, Layout	= 4 x 8 =32	pages		
2.	Process and Plate Making	= 1 x 4 = 4	Plates		
3.	Print per plate per thousand	= 6 + 4+ 1 + 1=12	Plates		
4.	Cost of text paper, JK Brand (80 GSM)	11	Reams		
5.	Stitching and binding	10500	copies		
6.	Packing - 50 brochure in a packet and delivery	210	packet		
	Total				

D) Printing of booklet 'How to do Projects' in 4 (four) languages viz. Assamese, English, Bengalee and Bodo including type-setting, composing, plate making etc. as required complete Total 6,000 Copies Size 1/8 Demy Text pages 24 pages in single colour and cover in single colour but the cover for each language shall have a separate

1)	Assamese	3000 copies
2)	English	2000 copies
3)	Bengali	500 copies
4)	Bodo	500 copies
	Total	6000 copies

	<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Rate</u>	<u>Amount</u>
	<i>Text Pages</i>				
1.	Page Setting, Layout	=24 x 4 = 96	pages		
2.	Process and Plate Making (4 page Demy plate)	=3 x 4 = 12	Plates		
3.	Print per plate per thousand	=3 x 4 = 12	Plates		
4.	Cost of text paper, JK Brand (80 GSM)	18	Reams		
	<i>Cover Century board or equivalent</i>				
5.	Plate Making	=1 x 4 =4	Plates		
6.	Print	=1 x 4 =4	Plates		
7.	Paper	900	sheets		
	<i>Others</i>				
8.	Centre Stitch	6000	copies		
9.	Packing in packets of 25	240			
	Total				

E) Printing of Poster NCSC – 2015 including type-setting, composing, plate making etc. as required complete in 130 GSM Art Paper, Total 5500 copies Size A4 copier in 4 colour.

	<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Rate</u>	<u>Amount</u>
1.	Page Setting, Layout	1	pages		
2.	Process, Plate Making	1	Plates		
3.	Multicolour Printing per thousand	1	plates		
4.	Cost of 130 GSM Art paper	1250	sheet		
5.	Packing in packets of 100	55	packets		
	Total				

F) Printing of different types of Certificates for State Level NCSC – 2015 including type-setting, composing, plate making etc. as required complete approximately 2200 copies in 300 GSM Art Paper Size A4 copier in 4 colour.

	<u>Description</u>	<u>Unit</u>	<u>Quantity</u>	<u>Rate</u>	<u>Amount</u>
1.	Certificates for Child Scientist and Group members	Copies	1400		
2.	Certificates for District Co-ordinators/District Academic Co-ordinators	Copies	70		
3.	Certificates for Escort Teachers	Copies	70		
4.	Certificates for Guide Teachers	Copies	325		
5.	Certificates for State Child Scientist Award of 2015	Copies	125		
6.	Dr. Abani Ch. Goswami State Child Scientist Award	Copies	6		
7.	Khagendra Nath Brahma State Child Scientist Award	Copies	6		
8.	Certificates for Best Project Guide 2014	Copies	3		
9.	Certificates for volunteers	Copies	100		
10.	Certificates for Evaluators and Resource Persons	Copies	70		
	Total Certificate				

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Seal of Tenderer]

G) Printing of Souvenir - Amar Bigyan for State Level NCSC-2015 including type-setting, composing, plate making etc. as required complete total 600 copies Size ¼ Demy. Colour - Text pages approximately 150 pages in single colour and cover in 4 colour.

Total Number of copies

600

	<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Rate</u>	<u>Amount</u>
A)	Text Print				
1.	Page Setting, Layout	150	pages		
2.	Process and Plate Making (4 page Demy plate)	38	Plates		
3.	Print per plate per thousand	38	Plates		
4.	Cost of text paper, JK Brand (80 GSM)	11	Reams		
B)	Colour Page Print				
1.	Page Setting, Layout	4	pages		
2.	Process, Plate Making and multicolour printing	1	Plates		
4.	Cost of 130 GSM D/Demy paper	100	sheet		
(C)	Cover				
1.	Designing, setting and layout	1	Matter		
2.	Plate and Multi colour print per format	1	Format		
3.	Cover page (250 GSM D/Demy)	180	sheets		

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Seal of Tenderer]

(D)	Others				
1.	Mat lamination per cover	600	copies		
2.	Perfect Binding Each Book	600	copies		
3.	Packing and delivery	L/S			
	Grand Total (A)+(B)+(C)+(D)				

[Signature and
Seal of Tenderer]