

অসম বিজ্ঞান প্রযুক্তিবিদ্যা আৰু পৰিৱেশ পৰিষদ

(বিজ্ঞান, প্রযুক্তি আৰু জলবায়ু পৰিৱৰ্তন বিভাগ, অসম চৰকাৰ)

ASSAM SCIENCE TECHNOLOGY AND ENVIRONMENT COUNCIL

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

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ASTEC/ENV/EACP/Yatra Brochure/2023/2195/3307

Date: 29.11.2023

SHORT TENDER NOTICE

Sealed quotation along with I.P.O. of Rs.20/- only (nonrefundable) or Court Fee of Rs.8.25/- or DD of Rs.20/- in favour of Director, ASTEC, Guwahati are invited by the undersigned from Guwahati based registered Printing Press for printing of **Brochure and Certificate on North East Yatra 2023**. The offer should contain breakup as per items specified. The quotation should reach the undersigned by 2:00 PM on or before 6th December 2023 and would be opened on the same day at 2:30 PM. Interested bidders may offer their rates as per item wise for both the works. (Rates should be quoted inclusive of all applicable taxes and transportation).

1. Printing of Brochure

- | | | |
|-----------------------------------|---|------------------------|
| a. Mode of Printing | : | Offset (Multicoloured) |
| b. Size | : | 1/8 Double Crown |
| c. Pages | : | 16 pages |
| d. Paper | : | 210 gsm Double Crown |
| e. Cover | : | Laminated/ Glossy |
| f. Binding | : | Centre Stitching |
| g. Quantity | : | 500 copies |
| h. Page Setting and Layout Design | : | |

2. Certificate

- | | | |
|-----------------------|---|-----------------|
| a. Size | : | A4 size |
| b. Paper | : | 300 gsm Paper |
| c. Print | : | Offset/ Digital |
| d. Quantity | : | 250 nos. |
| e. Setting and layout | : | |

Terms and Conditions:

- The entire above mentioned articles (i.e. 1 and 2) are to be quoted item wise with proper breakup, otherwise quotation will be rejected if quoted for only one article.
- PAN as well as GST numbers are to be clearly mentioned.
- Quotation in the sealed envelope should be superscripted with “**Quotation for Brochure and Certificate on North East Yatra 2023**”
- Sealed Quotation should be submitted separately in two bids (i.e. Technical Bid and Financial Bid)
 - Technical Bid** : Following documents are to be inserted into Technical Bid:-
 - IPO of Rs.20.00 only or Court Fees of Rs. 8.25 or DD of Rs.20/- only.
 - Samples of the papers mentioned in Item Nos. 1 and 2.
 - Two sample copies of such work already printed by the firm in the year 2022 and 2023.
 - Authenticated photocopy of PAN and GST Number.
 - Financial Bid** : Financial Bid is to be submitted in our prescribed format separately and the same will be considered / opened of those firms/ parties who would duly qualify in the Technical Bid.
- Rates should be quoted inclusive of all applicable taxes; transportation etc and applicable tax will be deducted at source against which necessary Tax Deduction Certificate will be issued as and when required.
- Rate should be valid for 1 (one) year.
- A Provisional Work Order will be issued with a hard copy and a soft copy of the written matter and photographs. The firm has to submit 2 (two) consecutive proofs within 3 days from the date of receipt of the Provisional Work Order. The Final Work Order will be issued after necessary checking of proof.
- The printing and supply work must be completed within 4 days from the date of receipt of the Provisional Work Order.
- Payment will be made after getting satisfactory report from the concerned officer/s.
- The Director, ASTEC reserves the right to accept or reject any offer which would be advantageous to the Council.
- Any dispute what so ever, will be confined under the jurisdiction of Gauhati High Court, Guwahati.

Director
ASTE Council

Copy to :-

- Uploader, Assam State Procurement Portal – for n/a
- Dy. FAO, ASTEC for information
- Office Copy for record

Director
ASTE Council

**Price Schedule (inclusive of all applicable taxes)
(In the letter head of the Bidder)**

	Description	Quantity	Rate	Amount
Printing of Brochure (1/8 Double Crown Size)				
Total Number of copies = 500 copies				
	Colour Page Print			
A	Page Setting and Layout	16 pages		
B	Process and Plate Making			
C	Paper 210 GSM 16 pages			
D	4 colour (multicolour) in offset			
E	Mat Lamination on cover			
F	Centre Stitching			
G	Packing in packets of 50 per packet and delivery			
	Sub Total			
	GST			
	Total			
Printing of Certificate (A4 size)				
Total number of copies = 250 nos.				
A	Paper 300 GSM			
B	Page Setting and Layout			
C	4 colour in Offset/ Digital			
D	Packing in packets of 50 per packet and delivery			
	Sub Total			
	GST			
	Total			

Seal and Signature of the Bidder