

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/2137/2022/ 1967

Date: 25.07.2024

Notice Inviting Quotations

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 in two-bid systems (Techno-commercial & Financial) by the undersigned from Govt. Registered Printers with Class 'A' registration from the Printing and Stationery Dept. of Govt. of Assam for printing of a Book "Handbook for Environmentally Relevant Procedures and Guidelines for Upstream E & P Operations". The Bidders should have at least three years' experience in printing related works. Interested eligible Bidders may obtain further information from this office on or before 06/08/2024 4:00 PM.

The quotation should reach the undersigned by 2.00 PM on 09/08/2024 and would be opened on 13/08/2024 at 2.30 PM. In case the day happens to be a holiday, the same would be opened on the following working day at the same time.

Director ASTEC reserves the right to accept any offer that would be advantageous to the office and not binding to accept the lowest rate or reject all offers without assigning any reason thereof.

The bidder must submit their quotation in two bids systems, i.e. Technical Bid and Financial bid. All relevant documents, including evidences should be inserted into Technical Bid. Financial Bid will be opened for those who would duly qualify in the Technical Bid. Only rates against the work as per the breakup enclosed will be inserted into financial bid as per our prescribed format.

Rate should be quoted inclusive of all applicable taxes, Transportation etc. Taxes as applicable will be deducted at source for which necessary Tax Deduction Certificate will be issued to the supplier as and when asked for. Interested parties are to quote separate rates against each work given below as enclosed in our prescribed format at Annexure-I.

Detailed Specifications:

1. Nature of Work : "Handbook for Environmentally Relevant Procedures and Guidelines for Upstream E & P Operations".

General Specification

Quantity of Books	: 200 Nos
Printing	: Offset Multicolour
Text Size	: A4 Size (21 cm x 29.7 cm)
Multi-coloured Text Pages Print	: 204
Paper for Text Pages	: 130 GSM (Art paper J K Brand)
Multi-coloured Cover Print	: 4 (2 pages for pasting & 2 pages for jacket)
Paper for Cover Pages	: 170 GSM (Art paper J K Brand)
Cover Lamination	: Matte Lamination spot UV cover (200 Nos)
Binding	: Hard Binding (200Nos)

Estimated Value

Rs. 3,20,000.00 (Rupees Three Lakh Twenty Thousand Only)

Terms & Conditions

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

1. The quotation is to be submitted in sealed envelope superscribed clearly with **“Handbook for Environmentally Relevant Procedures and Guidelines for Upstream E & P Operations”** on the top.
2. Name of the Bidder/Firm, Address and Contact No. of the Bidder/Firm superscribed clearly on the envelope.
3. The envelope should contain the two parts/bids, viz. Techno-commercial Bid and Financial Bid. Each bid should be sealed in separate envelopes with the following documents:
 - i) **“Techno – Commercial Bid”** with Name of the Bidder/Firm, Address and Contact No. superscribed clearly on the envelope. The following documents are to be inserted into the Techno-Commercial Bid:
 - a) 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.
 - b) Self-attested Copy of valid Certificate with PNS No. from the Department of Printing and Stationery, Govt. of Assam, as supporting evidence of Class - A Registration.
 - c) PAN No. is to be mentioned clearly with self-attested supporting evidence (PAN Card).
 - d) GST Registration No. is to be mentioned clearly with self-attested supporting evidence.
 - e) At least two copies of works of similar nature done in the last three years along with their Work Orders as evidence are to be attached.
 - f) Samples of papers to be attached mentioning clearly the brand and GSM.
 - ii) **“Financial Bid”** with Name of the Bidder/Firm, Address, Contact No. superscribed clearly on the envelope and should contain the following:
 - a) Rates against each work quoted separately in Rupees inclusive of all taxes i.e. T.D.S., GST, etc. including transportation and other applicable charges (if any) as per our prescribed format as in Annexure-I. 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 so that the rates can be recalculated in the event of increase or decrease of number of copies or pages as and when executed.
 - d) All the pages of the document have to be duly signed with seal at the bottom of the page.
 - e) 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.
4. All bid documents should be properly stapled or stitched and submission in loose form must be strictly avoided.
5. No extra payment for carrying or delivering of materials will be allowed.
6. Quotation of any bidder not accompanied with above document shall be summarily rejected.
7. The Director ASTEC reserves the right to accept any offer that would be advantageous to the office and not binding to accept the lowest rate or reject all offers without assigning any reason thereof.


8. The printing job is to be completed and supplied within 15 days from the date of receipt of the final design manuscript/soft copy of the matter along with the work order.
9. In the event of defective/inferior quality of 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.
10. After completion of the work 3 (three) copies of Bill along with copies of challan is to be submitted.
11. Under no circumstances, escalation of price will be entertained.
12. 100 % payments will be made after delivering the printed material in good and satisfactory quality.
13. Any dispute what so ever, will be confined under the jurisdiction of Gauhati High Court, Guwahati.

(Jaideep Baruah)
Director
ASTE Council

Date: 25.07.2024

ASTEC/ENV/2137/2022/

Copy to: -
1. ASTE Council Notice Board
✓ 2. Website of ASTE Council
3. Dy. F&AO, ASTE Council
4. Office copy


(Jaideep Baruah)
Director
ASTE Council



PRICE SCHEDULE
(In the letter head of the Bidder)

1. Printing of the book "Handbook for Environmentally Relevant Procedures and Guidelines for Upstream E & P Operations", A4 Size (21 cm x 29.7 cm) - 200 copies (Hard binding with Matte Lamination spot UV cover Jacket)

Sl. No.	Particulars	Quoted Rate (In Rs.)	Total amount (In Rs.) (For 200 Copies)
1	Processing and Plate Making (208 pages including Cover)		
Text Print (204 Text Pages)			
2	Multicolored Text Print cost (Per Text Page)		
3	Paper Cost 130 GSM (JK Brand) (Per Text Page)		
Cover Page Print (4 Cover Pages)			
4	Multicolored Cover Print cost (Per Text Page)		
5	Paper Cost 170 GSM (JK Brand) (Per Text Page)		
6	Hard binding with Matte Lamination spot UV cover Jacket		
7	Total		
8	Total GST (Amount; %)		
9	Grand Total (Inclusive of GST, transportation, etc.)		