

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/2094 (PT-I)/2022/ 629

Date: 03/03/2023

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 by the undersigned from Govt. Registered Printers, registered with the Printing and Stationery Dept. of Govt. of Assam for printing, packing and despatch of "Information Brochure for Children's Science Congress 2023". 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 13/03/2023 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.

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.

Rate should be quoted inclusive of all applicable tax and the same 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 rates on items given below with their breakup as enclosed (Annexure-I).

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, waterproof packets of 50 brochures each and despatch through Courier Service as per breakup of quantity in Annexure-II and addresses as per Annexure-III Size ¼ Crown size, Paper - 120 GSM Maplitho paper.	Assamese	7500
		English	2500
		Bengali	1000
		Bodo	1000
		Total	12000

Terms & conditions:

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

1. "Quotation for Printing of Information Brochure" 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 "The 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 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.
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.

Copy to –

- ✓ 1. ASTEC Notice Board
2. Website of ASTEC, astec.asam.gov.in
3. Dy. FAO, ASTEC

Director, ASTEC


Director, ASTEC

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