

অসম বিজ্ঞান প্রযুক্তিবিদ্যা আৰু পৰিবেশ পৰিষদ (বিজ্ঞান, প্রযুক্তি আৰু জলবায়ু পৰিৱৰ্তন বিভাগ, অসম চৰকাৰ)

ASSAM SCIENCE TECHNOLOGY AND ENVIRONMENT COUNCIL (Science, Technology and Climate Change Department, Govt. of Assam)

BIGYAN BHAWAN
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Assam, India



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ASTEC/ENV/2151/2023/1849

Date: 07.08.2024

Extended - Notice Inviting Quotations

In continuation of our earlier NIQ No. ASTEC/ENV/2151/2023/1940 dated 24/07/2024, 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 2 (two) Books, viz (i) A Handbook on Career in Climate Change, and (ii) A Handbook on Green Audit for Educational Institutions: Methodology, Guidelines and Framework. The Bidders should have at least three years' experience, financially sound, having sufficient manpower and machine facility. Interested eligible Bidders may obtain further information from this office on or before 12/08/2024 4:00 PM.

Those who already qualified in our earlier tender/quotation need not submit again. Moreover, those who have been already disqualified need not submit again their bid documents in this tender.

The quotation should reach the undersigned by 02:00 PM on 14/08/2024 and would be opened at 02:30 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.

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 with their breakup as enclosed in our prescribed format at Annexure-I.1.

Detailed Specifications:

1. Nature of Work : Printing of the book "A Handbook on Career in Climate Change".

General Specification

| | |
|---------------------------------|----------------------------------------------------------|
| Quantity of Books | : 1000 Nos |
| Printing | : Offset Multicolour |
| Text Size | : Metric Crown Quarto (¼ Crown Size) (18.9 cm x 24.6 cm) |
| Multi-coloured Text Pages Print | : 28 |
| Paper for Text Pages | : 170 GSM (Art paper J K Brand) |
| Multi-coloured Cover Print | : 4 |

| | |
|-----------------------|---------------------------------|
| Paper for Cover Pages | : 250 GSM (Art paper J K Brand) |
| Cover Lamination | : Glossy (1000 Nos) |
| Binding | : Perfect Binding (1000 Nos) |

2. Nature of Work : Printing of the book “A Handbook on Green Audit for Educational Institution: Methodology, Guidelines and Framework”.

General Specification

| | |
|---------------------------------|----------------------------------------------------------|
| Quantity of Books | : 1000 Nos |
| Printing | : Offset Multicolour |
| Text Size | : Metric Crown Quarto (¼ Crown Size) (18.9 cm x 24.6 cm) |
| Multi-coloured Text Pages Print | : 60 |
| Paper for Text Pages | : 170 GSM (Art paper J K Brand) |
| Multi-coloured Cover Print | : 4 |
| Paper for Cover Pages | : 250 GSM (Art paper J K Brand) |
| Cover Lamination | : Glossy (1000 Nos) |
| Binding | : Perfect Binding (1000 Nos) |

Estimated Value

Rs. 1,50,000.00 (Rupees One Lakh Fifty Thousand Only)

Terms & Conditions

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

1. Those who already qualified in our earlier tender/quotation vide NIQ No. ASTEC/ENV/2151/2023/1940 dated 24/07/2024 need not submit again. Moreover, those who have been already disqualified need not submit again their bid documents in this tender.
2. The quotation is to be submitted in sealed envelope superscribed clearly with **“Quotation for Printing of Handbooks for Climate Cell”** on the top.
3. Name of the Bidder/Firm, Address and Contact No. of the Bidder/Firm superscribed clearly on the envelope
4. 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.

N.B. Bidders who have furnished all documents as specified in the Techno-Commercial Bid and are found to be accepted shall be considered opening of Financial Bid. The envelope containing Financial



Bid will be opened only for those bidders who would duly qualify in the Technical Bid as per condition of NIQ.

- ii) **“Financial Bid”** with Name of the Bidder/Firm, Address, Contact No. superscribed clearly on the envelope and should contain the following:
- 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 with breakup as per Annexure I-1. Applicable tax will be deducted at source for which necessary Tax Deduction Certificate will be issued to the supplier as and when asked for.
 - The Rates should be valid for at least 12 months.
 - 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.
 - All the pages of the document have to be duly signed with seal at the bottom of the page.
 - 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.
- All bid documents should be properly stapled or stitched and submission in loose form must be strictly avoided.
 - No extra payment for carrying or delivering of materials will be allowed.
 - Quotation of any bidder not accompanied with above document shall be summarily rejected.
 - 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.
 - 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.
 - 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.
 - After completion of the work 3 (three) copies of Bill along with copies of challan is to be submitted.
 - Under no circumstances, escalation of price will be entertained.
 - 100 % payments will be made after delivering the printed material in good and satisfactory quality.
 - Any dispute what so ever, will be confined under the jurisdiction of Gauhati High Court, Guwahati.

(Jaideep Baruah)
Director, ASTE Council
Date: 07.08.2024

Memo No. ASTEC/ENV/2151/2023/1249
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

SUMMARY SHEET

(In the letter head of the Bidder)

| Sl. No | Description of Work | Amount in Rupees and in words |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| 1 | Printing of the book "A Handbook on Career in Climate Change" in English with 28 text pages (multicoloured) and 4 cover pages (multicoloured) - Metric Crown Quarto (¼ Crown Size) (18.9 cm x 24.6 cm) - 1000 copies | |
| 2 | Printing of the book "A Handbook on Green Audit for Educational Institutions: Methodology, Guidelines and Framework" in English with 60 text pages (multicoloured) and 4 cover pages (multicoloured) - Metric Crown Quarto (¼ Crown Size) (18.9 cm x 24.6 cm) - 1000 copies | |
| | Total | |



PRICE SCHEDULE

(In the letter head of the Bidder)

1. Printing of the book "A Handbook on Career in Climate Change" in English with 28 text pages (multicoloured) and 4 cover pages (multicoloured) - Metric Crown Quarto (¼ Crown Size) (18.9 cm x 24.6 cm) - 1000 copies

| Sl. No. | Particulars | Quoted Rate (In Rs.) | Total amount in Rs. (For 1000 Copies) |
|----------------------------------|--------------------------------------------------------|----------------------|---------------------------------------|
| 1 | Processing and Plate Making (32 pages including Cover) | | |
| Text Print (28 Text Pages) | | | |
| 2 | Multicolored Text Print cost (Per Text Page) | | |
| 3 | Paper Cost 170 GSM JK Brand (Per Text Page) | | |
| Cover Page Print (4 Cover Pages) | | | |
| 4 | Multicolored Cover Print cost (Per Text Page) | | |
| 5 | Paper Cost 250 GSM JK Brand (Per Text Page) | | |
| 6 | Glossy Lamination (Per Book) | | |
| 7 | Perfect Binding (Per Book) | | |
| 8 | Total | | |
| 9 | Total GST (Amount; %) | | |
| 10 | Grand Total (Inclusive of GST, transportation, etc.) | | |

2. Printing of the book "A Handbook on Green Audit for Educational Institutions: Methodology, Guidelines and Framework" in English with 60 text pages (multicoloured) and 4 cover pages (multicoloured) - Metric Crown Quarto (¼ Crown Size) (18.9 cm x 24.6 cm) - 1000 copies

| Sl. No. | Particulars | Quoted Rate (In Rs.) | Total amount in Rs. (For 1000 Copies) |
|----------------------------------|--------------------------------------------------------|----------------------|---------------------------------------|
| 1 | Processing and Plate Making (64 pages including Cover) | | |
| Text Print (60 Text Pages) | | | |
| 2 | Multicolored Text Print cost (Per Text Page) | | |
| 3 | Paper Cost 170 GSM JK Brand (Per Text Page) | | |
| Cover Page Print (4 Cover Pages) | | | |
| 4 | Multicolored Cover Print cost (Per Text Page) | | |
| 5 | Paper Cost 250 GSM JK Brand (Per Text Page) | | |
| 6 | Glossy Lamination (Per Book) | | |
| 7 | Perfect Binding (Per Book) | | |
| 8 | Total | | |
| 9 | Total GST (Amount; %) | | |
| 10 | Grand Total (Inclusive of GST, transportation, etc.) | | |