

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

**ASSAM SCIENCE TECHNOLOGY AND ENVIRONMENT COUNCIL**

(Department of Science & Technology, Govt. of Assam)

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No. ASTEC/ENV/1951/2019/ 1753

Date: 22.07.2020

**NOTICE INVITING QUOTATIONS**

Sealed quotations along with I.P.O. of Rs.20.00 (non refundable) or Court Fees of Rs. 8.25 only in favour of 'Director, ASTE Council, Guwahati' are invited from reputed Printing Press/ Firm registered under Printing and Stationery Department, Govt. of Assam for the Printing & Supply of 1000 Copies of Souvenir of Guwahati Planetarium. The offer should contain detail features and break-up of rates of the items. The quotation should reach to the undersigned by 2:00 PM on or before 03.08.2020 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 next working day at the same time. Interested Press/ Firm may offer rates on the items given below.

**Name of the Job:** Printing & Supply of Souvenir of Guwahati Planetarium

**Size** : 1/4 Demy  
**Binding** : Perfect binding  
**Quantity** : 1000 copies  
**Paper** : JK

**Item No. 1. Cover Pages (Multicolour with mat lamination/Spot UV)**

No of page : 4  
Paper : 250 GSM art Board  
Printing work : Typesetting, photo editing page lay-outing & designing, multicolour printing of 4 pages  
Lamination work: Best quality lamination of 1<sup>st</sup> & 4<sup>th</sup> cover page.

**Item No. 2. Text Pages**

No of page : 96  
Paper : 130 GSM Glossy art Paper  
Printing work : Typesetting, photo editing, page lay-outing & designing, multicolour printing

**Terms & Conditions:**

1. Quotations of Printing Press/ firm registered under the Category "A" of Printing & Stationery Department, Govt. of Assam will be considered only.
2. Quotation in the sealed envelope should be superscripted with "Quotation for Printing & Supply of Souvenir of Guwahati Planetarium"
3. Sealed Quotation should be submitted in two-bids
  - (i) **Technical Bid(TB):** Following documents/ items must be inserted into Technical Bid:
    - (a) IPO of Rs.20.00 only or Court Fees of Rs. 8.25 only
    - (b) One sample each of the papers of A4 size mentioned in Item No. 1 & 2
    - (c) Two sample copies of such work already printed by the firm in the year 2019-20.
    - (d) Authenticated photocopy of PAN and GST Number.
    - (e) Valid photocopy of the registration certificate of the Printing & Stationery Dept, Govt. of Assam.
    - (f) Copy of work done (atleast two) during the year 2019& 2020 to be furnished (i.e. work order/ work complete letter)

(ii) **Financial Bid(FB)**: Single Financial Bid is to be inserted in the Financial Bid as per our prescribed format and the FB will be considered & opened of those Press/ Firms who would duly qualify in the Technical Bid.

4. Rates should be quoted inclusive of all applicable tax including GST & delivery charge. Applicable taxes will be deducted at source against which necessary Tax Deduction Certificate will be issued if required.
5. Rate should be quoted as per following format for 1000 copies.

SI No.	Name of Item	Rate in Rs.	Total amount in Rs.
1	Item No. 1: Multicolour Cover Page printing (Mat lamination/Spot UV): 4 pages X 1000 Nos		
2	Item No. 2: Multicolour Text Page printing: 96 pages X 1000 Nos		
3	Perfect binding: 1000 copies		
Total cost 1000 copies including delivery			
GST			
<b>Grand Total</b>			
*Rate for additional text pages (as per Item No. 2) per forma Rs.			

6. All works related to typesetting, photo editing, page lay-outing, designing, etc. must be done in consultation with the concerned Officer of the Souvenir.
7. The printing and supply work must be completed within 30 days from the date of receipt of the Work Order.
8. Payment will be made after receipt of full quantity of the Souvenir and getting satisfactory report from the concerned Officer / Director, Guwahati Planetarium.
9. Rate shall be valid for 1 (one) year only.
10. F.O.C. is only at Guwahati Planetarium near Gauhati High Court, P.O. Uzan Bazar, Guwahati – 781001.
11. The Director, ASTEC reserves the right to reject low quality materials and he has the right to accept or reject any offer which would be advantageous to the Council.
12. Any dispute what so ever, shall be confined under the jurisdiction of Gauhati High Court, Guwahati only.

(Dr. Arup Kr Misra)  
Director, ASTE Council

Copy to:

1. ASTEC Notice Board *astec*
2. Website: [www.astec.gov.in](http://www.astec.gov.in) *@*
3. Dy. FAO *^*
4. Office Copy

*Arup Kr Misra*  
22.07.2020  
(Dr. Arup Kr Misra)  
Director, ASTE Council

*Webmaster*  
*M. upload.*  
*22/7/2020*