

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)

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ASTEC/ENV/2106/2022/2239

Date: 19.06.2023

NOTICE INVITING QUOTATION

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 registered Printing Press for printing of **Brochure and Encomium for Parivesh Mitra 2023**. The offer should contain breakup as per items specified. The quotation should reach the undersigned by 2:00 PM on or before 7th July 2023 and would be opened on the same day at 2:30 PM. Interested bidder may offer rates as per item wise in both the sections. (Rates should be quoted inclusive of all applicable taxes).

1. Printing of Brochure

- | | | |
|-----------------------------------|---|--------------------------|
| a. Mode of Printing | : | Offset (Multicoloured) |
| b. Size | : | 1/8 Double Crown |
| c. Pages | : | 12 pages |
| d. Paper | : | 210 gsm Double Crown |
| e. Cover | : | Laminated/ Glossy |
| f. Binding | : | Centre Stitching |
| g. Quantity | : | 200 (two hundred) copies |
| h. Page Setting and Layout Design | : | |

2. Encomium

- | | | |
|-----------------------|---|--|
| a. Size | : | 20 X 26 inches |
| b. Binding | : | Best Quality Double Frame Binding with glass |
| c. Print | : | Screen Printing |
| d. Quantity | : | 5 (five) nos. |
| e. Setting and layout | : | |

Terms and Conditions:

- The entire above mentioned articles are to be quoted item wise with proper breakup, otherwise quotation will be rejected.
- Quotations of Printing Press registered under the Category 'A' of Printing & Stationery Department, Govt. of Assam will be considered.
- PAN as well as GST numbers are to be clearly mentioned.
- Quotation in the sealed envelope should be superscripted with "Quotation for Brochure/ Encomium for Parivesh Mitra 2023"
- Sealed Quotation should be submitted separately in two bids –
 - 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, 2 & 3.
 - Two sample copies of such work already printed by the firm in the year 2021 and 2022.
 - Authenticated photocopy of PAN and GST Number.
 - Valid photocopy of the registration certificate of the Printing & Stationery Department, Govt. of Assam
 - Financial Bid** : Financial Bid is to be submitted in 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 10 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 15 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 **ASTE WEBSITE**

Director
ASTE Council