



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

Assam Science Technology and Environment Council
(Department of Science and Technology, Government of Assam)

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No.: ASTEC/Env/1972/2020/9/ 735

Date: 04/02/2020

Short Tender Notice

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 with Class-'A', registration from the Printing and Stationery Dept. of Govt. of Assam for printing of **500 copies of 16 page Brochure for National Science Day-2020**. 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 15-02-2020 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 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 rates against the work as per the breakup in our prescribed format enclosed. Rate should be quoted inclusive of all applicable taxes and would 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.

	<i>Items to be executed</i>	<i>Quantity</i>
A)	Printing of Multi colour Brochure for National Science Day-2020 including type-setting, composing, plate making etc. as required complete total 500 copies Size ¼ Crown. 16 pages The item is to be delivered to this office.	500 copies

Terms & conditions:

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

1. "Quotation for Printing of Brochure for National Science Day-2020" 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. The envelope should contain the following documents.
 - 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 of PNS No. from the Department of Printing and Stationery as supporting evidence of Class – A Registration.
 - c) PAN No. is to be mentioned clearly with self attested supporting evidence.

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- d) GST Registration No. is to be mentioned clearly with self attested supporting evidence.
 - e) 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.
 - f) 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.
 - g) 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.
 - h) The Rates should be valid for at least 12 months.
 - i) 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.
4. Intending tenderers/bidders must quote their rates in our prescribed format/document only. All the pages of the document have to be duly signed with seal at the bottom of the page.
 5. 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.
 6. The final amount will be calculated on the actual number of pages as printed.
 7. The printing job is to be completed and delivered to this office within 10days from the issue of the work order.
 8. No extra payment for carrying or delivering of materials will be allowed.
 9. 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.
 10. 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.
 11. Under no circumstances, escalation of price will be entertained.
 12. 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.
 13. Any dispute what so ever, will be confined under the jurisdiction of Gauhati High Court, Guwahati.

Director, ASTEC

Copy to –

1. ASTEC Notice Board
- ✓ 2. Website of ASTEC, <https://astec.assam.gov.in/>
3. Dy. FAO, ASTEC
4. Office Copy

[Handwritten Signature]
04.02.2020
Director, ASTEC

[Handwritten Initials]

*Webmaster
M. upload.
AS
04/2/2020*

Price Schedule
(In the letter head of the Bidder)

Printing of 500 copies of 16 page Brochure for National Science Day-2020

	Description	Quantity	Unit	Rate	Amount
1	Page Setting, Layout	16	Page		
2	Process, Plate Making and Printing in multicolour offset (Double Crown Plate)	2	Plates		
3	Inside 170 GSM - 16 PAGES	1000	Sheets		
4	Mat lamination per cover	500	copies		
5	Centre Stitching	500	copies		
	Total				
	Add GST				
	GRAND TOTAL				

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