

B. Jayan Bhawan
Near IDBI Bldg, G.S. Road
Guwahati - 781 005
Assam, India. www.astec.gov.in



Telephone : 0361- 2464621
0361 - 2464619
Fax : 0361 - 2464617
E-mail : astec@rediffmail.com

ASTEC/ESTT/2071/Calendar/2021-22/2575

Date: 02-11-2024

Notice Inviting Quotation

Sealed quotations in favour of the 'Director, Assam Science Technology & Environment Council, Guwahati' are invited by the undersigned from Guwahati based reputed Printing Press registered under Printing and Stationery Department, Govt. of Assam for the designing, layout, printing and supply work of the **Annual Calendar 2025 of ASTE Council**. The offer should contain detail features and break-up of rates of the items. The quotation should reach the undersigned by 2:00 PM on or before 22nd November 2024 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 firm must offer rates with detailed breakup. NIQ may also be downloaded from website: www.astec.assam.gov.in

Specification of Job : Printing & Supply of ASTEC Annual Calendar 2025

Size- Demy Size; **Binding** – Wire binding

Page – 12 (printed on both side)

Quantity – 250 (Two Hundred and Fifty) copies; **Paper** – 220 GSM Art Paper

Multicoloured Annual Calendar design, layout, printing with both English and Assamese months with some almanac details (like waxing and waning of moon information) along with list of Government of Assam holidays, restricted holidays, half holidays, important days for individual months (January to December 2025) with photographs.

Terms & Conditions :

1. Quotations of Printing Press registered under the Category 'A' of Printing & Stationery Department, Govt. of Assam will be considered.
2. PAN as well as GST numbers are to be clearly mentioned.
3. Quotation in the sealed envelope should be superscripted with "**Quotation for ASTEC Annual Calendar 2025**"
4. Sealed Quotation should be submitted separately in two bids –
 - (i) **Technical Bid** : Following documents are to be inserted into Technical Bid:-
 - (a) IPO of Rs.20.00 only or Court Fees of Rs. 8.25 only.
 - (b) Samples of the paper mentioned.
 - (c) Two sample copies of such work already printed by the firm in the last 4 years.
 - (d) Authenticated photocopy of PAN and GST Number.
 - (e) Valid photocopy of the registration certificate of the Printing & Stationery Department, Govt. of Assam
 - (ii) **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.
5. 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.
6. Rate should be valid for 1 (one) year.
7. A Provisional Work Order will be issued with details of holidays etc., along with photographs. The firm has to submit 2 (two) consecutive proofs within 15 days from the date of receipt of the Provisional Work Order. The Final Work Order will be issued after necessary checking of proof.
8. The printing and supply work must be completed within 30 days from the date of receipt of the Provisional Work Order.
9. Payment will be made after getting satisfactory report from the concerned officer/s.
10. The Director, ASTEC reserves the right to accept or reject any offer which would be advantageous to the Council.
11. Any dispute what so ever, will be confined under the jurisdiction of Gauhati High Court, Guwahati.

(Dr. Jaideep Baruah)
Director

Copy to:-

1. ASTEC Notice Board
2. State Procurement Portal
3. Website: www.astec.assam.gov.in
4. Dy. FAO
5. Office Copy

(Dr. Jaideep Baruah)
Director