

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



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

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ASTEC/Env/1965/2019/51/1217

Date: 21/03/2020

Notice Inviting Quotations

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 Activity Guide Book for National Children's Science Congress 2020 & 2021 in English (10,000 copies) and Hindi (5,000 copies), Programme Guidelines (15,000 copies in English), Brochure (15,000 copies in English), Poster (15,000 copies in English). 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.

The quotation should reach the undersigned by 2.00 PM on 07/04/2020 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 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-II with their breakup as enclosed in our prescribed format at Annexure-II.1 to Annexure II.5.

Sl. No.	Works to be executed (Separate rates are to be quoted against each work)	Estimated Quantity
1.	Printing of Activity Guide Book of NCSC 2020 & 2021 in English including plate making etc. as required complete Size ¼ Crown. Text pages, single colour, approximately 200 pages in 70 GSM Maplitho JK and Cover, 4 colour, in 250 GSM Art Paper with Mat Lamination & Perfect Binding. These are then to be packed in a packet containing not more than 50 books per packet as per list enclosed in Annexure-I with plastic cover etc. strong enough for postage and delivery. Rates as per Annexure II.1.	10,000 copies

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2.	Printing of Activity Guide Book of NCSC 2020 & 2021 in Hindi including plate making etc. as required complete Size ¼ Crown. Text pages, single colour, approximately 200 pages in 70 GSM Maplitho JK and Cover, 4 colour, in 250 GSM Art Paper with Mat Lamination & Perfect Binding . These are then to be packed in a packet containing not more than 50 books per packet as per list enclosed in Annexure-I with plastic cover etc. strong enough for postage and delivery. Rates as per Annexure II.2.	5,000 copies
3.	Printing of Programme Guideline including plate making etc. as required complete Size 1/8 Demy. Text pages, single colour, approximately 56 pages in 70 GSM Maplitho JK and Cover, 4 colour, in 250 GSM Art Paper with Mat Lamination & Perfect Binding. These are then to be packed in a packet containing not more than 100 books per packet as per list enclosed in Annexure-I with plastic cover etc. strong enough for postage and delivery. Rates as per Annexure II.3.	15,000 copies
4.	Printing of 1/2 Demy size Brochure folded in 3-Fold of NCSC 2020 & 2021, 15000 copies, 4 colour Back to Back Printing in 220 GSM Art Paper including plate making etc. as required complete. These Brochures are then to be packed in a packet containing not more than 100 nos. as per list enclosed in Annexure-I with plastic cover etc. strong enough for postage and delivery. Rates as per Annexure II.4.	15,000 copies
5.	Printing of 1/2 Demy size Poster of NCSC 2020 & 2021, 15000 copies, 4 colour, in 130 GSM Art Paper including plate making etc. as required complete. These Posters are then to be packed in a packet containing not more than 100 nos. as per list enclosed in Annexure-I with plastic cover etc. strong enough for postage and delivery. Rates as per Annexure II.5.	15,000 copies

Terms & conditions:

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

1. "Quotation for Printing AGB, Brochure etc. for NCSC-2020 & 2021" 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 two parts/bids, viz. **Techno-commercial Bid** and **Financial Bid**. Each bid should be sealed in separate envelope 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 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.
 - d) GST Registration No. is to be mentioned clearly with self attested supporting evidence.
 - e) The work involves Single Colour printing as well as Multi Colour printing.
 - f) At least three copies of works of similar nature done in the last three years along with their Work orders as evidence are to be attached.

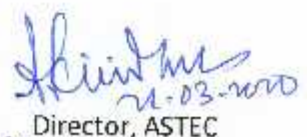
N.B. The envelope containing Financial bid will be opened only for those Bidders who would duly qualify in the Technical Bid as per condition of NIQ.

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- ii) **Financial Bid** with Name of the Bidder/Firm, Address, Contact No. superscribed clearly on the envelope and should contain the following:
- a) 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-II with breakup as per Annexure II-1 to Annexure II-5. Applicable tax will be deducted at source for which necessary Tax Deduction Certificate will be issued to the supplier as and when asked for.
 - b) The Rates should be valid for at least 12 months.
 - c) 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.
 - d) The desired make of the paper is JK Paper.
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. All bid documents should be properly stapled or stitched and submission in loose form must be strictly avoided.
 7. The final amount for payment will be calculated on the actual number of pages and the total quantity printed.
 8. No extra payment for carrying or delivering of materials will be allowed.
 9. 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.
 10. Quotation of any bidder not accompanied with above document shall be summarily rejected.
 11. After completion of the work 3 (three) copies of Bill along with copies of challan is to be submitted.
 12. Under no circumstances, escalation of price will be entertained.
 13. 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.
 14. Any dispute what so ever, will be confined under the jurisdiction of Gauhati High Court, Guwahati.
 15. Work-order against the work will be issued subject to sanction received from the sanctioning authority of the work i.e. Dept. of Science and Technology, Govt. of India and payments will be issued on receipt of fund.
 16. **Security Deposit:** Selected Bidder has to deposit a sum of 10% (Ten percent) of the total value of the allotted work as Security Deposit by way of Demand Draft in favour of Director, ASTEC, payable at Guwahati within 7 days from the date of issue of work order failing which the work order will be cancelled without any further notice thereof. The same will be refunded without any interest thereon soon after completion of the work.

Director, ASTEC

- Copy to –
1. ASTEC Notice Board
 - ✓ 2. Website of ASTEC, astec.assam.gov.in
 3. Dy. FAO, ASTEC
 4. Office Copy


21-03-2020
Director, ASTEC