



## TENDER NOTICE

No. ASDMA.106/2017/19

Dated: 6<sup>th</sup> March 2018

Assam State Disaster Management Authority invites quotation from Registered Govt. Approved Printing Presses affixing Rs. 8.25 court fee stamp for Printing of Leaflets with the following specifications & quantity.

- Size: 15 cm X 25 cm,
- Multi-coloured,
- 120 GSM

Sl.no	Leaflets on themes	Total Quantity
1	Flood preparedness messages before Flood	62000
2	Flood Safety messages during Flood	62000
3	Storm Preparedness Messages before Storm	66000
4	Storm safety Messages during Storm	66000
5	Lightening safety Messages	66000
6	Emergency Kit	66000
7	Landslide in the Hill Districts	6000
	<b>TOTAL QUANTITY</b>	<b>3,94,000</b>

### Terms of Reference

1. The envelope containing quotation should be super scribed "**Quotation for Printing of Leaflets for ASDMA**". The bid must be submitted in two separate sealed envelopes. One for Eligibility Criteria and another one for Financial bids
2. Financial bids of only those Tenderers will be opened whose tender qualifies for the Eligibility Criteria as specified below
  - a. Rs. 8.25 court fee stamp to be affixed along with the quotation
  - b. Certified copy of Government Certificate for Approved printers to be submitted
  - c. PAN card issued by Income Tax Department to be submitted.
  - d. Up-to-date GST registration certificate & GST Number must be submitted.
  - e. One Sample piece of Leaflet printed by the Printer must be submitted. Failure to submit printed sample will be rejected
3. For the Financial Bid the following points must be followed
  - a. The rate of per unit of the item must be quoted.
  - b. The rate for total number to be printed must also be quoted
  - c. The Rates quoted must be inclusive of all applicable taxes
  - d. The rates are to be quoted in figures as well as in words.

- e. The rates are to be quoted F.O.R. destination inclusive of packing forwarding, freight, insurance, if any, to all the 33 district head-quarters of Assam must be mentioned separately.
4. The Tender Evaluation Committee is not bound to accept the lowest rate. Any correction/alteration/modification must be initiated by the tenderer
5. The undersigned reserves the right to reject a part or the whole of quotation without assigning any reason thereof.

All queries should be clarified from the ASDMA office during office hours. The quotations must be submitted on or before **13<sup>th</sup> March 2018 at 12 noon** . The quotation shall be opened on the same day after closing and tenderer if any may remain present

*sd/-*  
Rajesh Prasad, IAS  
Chief Executive Officer  
Assam State Disaster Management Authority  
Assam Sachivalaya, Dispur

**No. ASDMA.106/2017/19-A**

**Dated: 6<sup>th</sup> March 2018**

Copy to:-

1. Deputy Commissioner, Kamrup Metro with a request to cause display in D. C.'s office Notice Board
2. Director, Printing and Stationeries, Assam, Bamunimaidam for information and necessary action
3. Administrative Officer, Assam Administrative Staff College, for display in their Notice Board.
4. System Expert, ASDMA for uploading it in the ASDMA official website
5. ASDMA Notice Board.

*sd/-*  
Rajesh Prasad, IAS  
Chief Executive Officer