



## SHORT TENDER NOTICE

No. ASDMA/60/2016/1

Dated: 25<sup>TH</sup> April 2016

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

### Specifications:-

SL.NO	ITEM	SPECIFICATION	NUMBER TO BE PRINTED
1	Posters	Size: 58cm X 45 cm; 100 GSM; Multi-colour Printing,	10,000 copies
2	Leaflets	Size: 8.5'X 8.75', Paper: 170 GSM, Matte Finish, Multicolour printing, Two fold folder	15,000 copies
3	Earthquake Pocket Guide	Size: 8.5'X 8.75', Paper: 170 GSM, Matte Finish, Multicolour printing, Four fold folder	10,000 copies
4	Hard File Folder (Training)	Multicolour, Size: 23cmX33cm, 2mm solid board to be pasted with 210 GSM Art Board (Matte Finish lamination) on both sides of the folders. Two numbers of pockets on 300 GSM Art Board with Matte Lamination to be pasted in the inner side of the Folder	3000 copies
5	Light - Folder (Meeting)	Multicolour, Size: 22cmX30cm; Paper: 300 GSM Art Board with Matte Lamination. Two numbers of pockets on 300 GSM Art Board with Matte Lamination to be pasted in the inner side of the Folder.	3000 copies
6	Writing Pad	Size 1 <sup>1</sup> / <sub>5</sub> Demi size (18cmX24cm); Cover: 170 GSM Art paper with matte lamination; paper for text: Executive bond;15 leaves	3000 copies
7	Pens with ASDMA branding	Simple Ball Point Pen, Blue/Black Ink with ASDMA branding	5000 copies
8	Bookmark	5 cm X 20 cm , Paper: 300 GSM, matt finish both sides, printing on both sides	10000 copies
9	School Routine	18.2 cm X 10.6 cm , paper : 210 GSM, matt finish, printing on both sides	10000 copies

### General Instructions & Process

1. The envelope containing quotation should be super scribed "Quotation for Printing Works 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 VAT registration in Assam must be submitted.
  - e. Sample of each of the items must be submitted. Failure to submit printed sample against each of the items as per specifications mentioned above, will be rejected
3. For the Financial Bid the following points must be followed
  - a. The rate of per copy of the items must be quoted.
  - b. The rate for number to be printed must also be quoted
  - c. The Rates quoted must be inclusive of VAT Charges and other 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 27 district head-quarters of Assam.
4. The rates accepted by ASDMA will remain valid for two year from the date of signing of the agreement.
5. The Tender Evaluation Committee is not bound to accept the lowest rate. Any correction/alteration/modification must be initiated by the tenderer
6. 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 **6<sup>th</sup> May 2016 at 3:00 PM**. The quotation shall be opened on the same day after closing and tenderer if any may remain present



Chief Executive Officer  
Assam State Disaster Management Authority  
Assam Sachivalaya, Dispur

No. ASDMA/60/2016/1-A

Dated: 25<sup>TH</sup> April 2016

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.



Chief Executive Officer  
Assam State Disaster Management Authority  
Assam Sachivalaya, Dispur

