



### **TENDER NOTICE**

Chief Executive Officer, Assam State Disaster Management Authority (ASDMA) invites sealed quotation from Registered Govt. Approved Printers affixing Rs. 8.25 court fee stamp for printing of various publications, IEC Materials, Stationery Items etc.

Detail tender notice shall be available from the office of **Chief Executive Officer, Assam State Disaster Management Authority Ancillary Block, Opp SBI, Secretariat Branch Assam State Secretariat Dispur, Guwahati: 781006**

Complete tender notice is also available on ASDMA's website, address given below: [www.asdma.gov.in](http://www.asdma.gov.in), [www.sdmassam.nic.in](http://www.sdmassam.nic.in)

Date of commencement of issue of Request for Proposal	13 <sup>th</sup> June 2014
Last date & Time for submission of Request for Proposal	3 <sup>rd</sup> July 2014 at 4:00 PM

Sd/-  
Chief Executive Officer  
Assam State Disaster Management Authority  
Assam Secretariat  
Dispur



## QUOTATION

No. ASDMA/13/2014/11

Dated: 29<sup>TH</sup> April, 2014

Assam State Disaster Management Authority plans to print various publications, IEC Materials, Stationery Items etc. throughout the year from time to time. Therefore, quotation is invited from Registered Govt. Approved Printers affixing Rs. 8.25 court fee stamp for printing of Various publications, IEC Materials, Stationery Items etc. as per specifications and criteria mentioned below-

### Specifications:-

Sl. No.	LOT	ITEMS	SPECIFICATION
1	Lot I	<b>Publication Type 1: (E.g. ASDMA Newsletter )</b>	<ul style="list-style-type: none"> <li>• 29.3 cm X 18.1 cm</li> <li>• Paper for Text: 130 GSM</li> <li>• Paper for Cover:170 GSM</li> <li>• Matte Finish paper</li> <li>• Multicolour printing</li> <li>• Binding</li> <li>• 52 pages</li> </ul>
2	Lot I	<b>Publication Type 2: ( E.g. Annual Report &amp; SiEMEx 2013 Report)</b>	<ul style="list-style-type: none"> <li>• 29.3 cm X 18.1 cm</li> <li>• Paper for Text: 170 GSM</li> <li>• Paper for Cover: 220 GSM</li> <li>• Matter finish paper</li> <li>• Multi-colour printing</li> <li>• Perfect Binding</li> <li>• 100 pages</li> </ul>
3	Lot I	<b>Publication Type 3: ( E.g. IDDR Report &amp; Great Assam School Shake Out Report)</b>	<ul style="list-style-type: none"> <li>• 22.5 cm X 22.5 cm</li> <li>• Paper for Text: 220 GSM</li> <li>• Paper for Cover: 300 GSM</li> <li>• Matter finish paper</li> <li>• Multi-colour printing</li> <li>• Perfect Binding</li> <li>• 44 pages</li> </ul>
4	Lot I	<b>Publication Type 4: ( E.g. Booklet on Safety Messages for children)</b>	<ul style="list-style-type: none"> <li>• 29.3 cm X 18.1 cm</li> <li>• Paper for Text: 170 GSM</li> <li>• Paper for Cover:170 GSM</li> <li>• Matte Finish paper</li> <li>• Multicolour printing</li> <li>• Binding</li> <li>• 52 pages</li> </ul>

5	Lot I	<b>Publication Type 5: ( E.g. Handbook on safety Message (Assamese and English Version), Apartment Society Sensitization Programme)</b>	<ul style="list-style-type: none"> <li>• 29.3 cm X 18.1 cm</li> <li>• Paper for Text: 130 GSM</li> <li>• Paper for Cover:170 GSM</li> <li>• Matte Finish paper</li> <li>• Multicolour printing</li> <li>• Binding</li> <li>• 52 pages</li> </ul>
6	Lot I	<b>Publication Type 6: Brochures</b>	<ul style="list-style-type: none"> <li>• 29.3 cm X 18.1 cm</li> <li>• Paper for Pages: 220 GSM</li> <li>• Matte Finish</li> <li>• Multicolour printing</li> <li>• Binding</li> <li>• 8 pages</li> </ul>
7	Lot II	<b>IEC Material Type 1: Leaflets</b>	<ul style="list-style-type: none"> <li>• 8.5'X 8.75'</li> <li>• Paper: 170 GSM</li> <li>• Matte Finish</li> <li>• Multicolour printing</li> <li>• Two fold folder</li> </ul>
8	Lot II	<b>IEC Material Type 2: Earthquake Pocket Guide</b>	<ul style="list-style-type: none"> <li>• 8.5'X 8.75'</li> <li>• Paper: 170 GSM</li> <li>• Matte Finish</li> <li>• Multicolour printing</li> <li>• Four fold folder</li> </ul>
9	Lot II	<b>IEC Material Type 3: Posters</b>	<ul style="list-style-type: none"> <li>• Size: 58cm X 45 cm</li> <li>• 100 GSM</li> <li>• Multi-colour Printing,</li> </ul>
10	Lot II	<b>IEC Material Type 4: Single page Handbills</b>	<ul style="list-style-type: none"> <li>• Size: 14cm X 22 cm</li> <li>• 18.6 Kg white paper</li> <li>• Multicolour printing</li> </ul>
11	Lot II	<b>IEC Material Type 5: School Routine</b>	<ul style="list-style-type: none"> <li>• 18.2 cm X 10.6 cm</li> <li>• 210 GSM matt finish both sides</li> </ul>
12	Lot II	<b>IEC Material Type 6: Book marks</b>	<ul style="list-style-type: none"> <li>• 5 cm X 20 cm</li> <li>• 300 GSM matt finish both sides</li> </ul>
13	Lot III	<b>Stationery Item Type 1: Hard File Folder (Training):</b>	<ul style="list-style-type: none"> <li>• Multicolour, Size: 23cmX33cm,</li> <li>• 2mm solid board to be pasted with 210 GSM Art Board (Matte Finish lamination) on both sides of the folders.</li> <li>• Two numbers of pockets on 300 GSM Art Board with Matte Lamination to be pasted in the inner side of the Folder</li> </ul>
14	Lot III	<b>Stationery Item Type 2: Folder (Meeting):</b>	<ul style="list-style-type: none"> <li>• Multicolour,</li> <li>• Size: 22cmX30cm;</li> <li>• Paper: 300 GSM Art Board with Matte Lamination.</li> <li>• Two numbers of pockets on</li> </ul>

			300 GSM Art Board with Matte Lamination to be pasted in the inner side of the Folder.
15	Lot III	<b>Stationery Item Type 3: Writing Pad (Training)</b>	<ul style="list-style-type: none"> <li>• Size 1<sup>1/5</sup> Demi size (18cmX24cm);</li> <li>• Cover: 170 GSM Art paper with matte lamination;</li> <li>• paper for text: 90 GSM Bilt/J.K. Maplitho;50 leaves</li> </ul>
16	Lot III	<b>Stationery Item Type 4: Writing Pad (Meeting):</b>	<ul style="list-style-type: none"> <li>• Size 1<sup>1/5</sup> Demi size (18cmX24cm);</li> <li>• Cover: 170 GSM Art paper with matte lamination;</li> <li>• paper for text: Executive bond;15 leaves</li> </ul>
17	Lot III	<b>Stationery Item Type 5: 2 Different types of Pen ):</b>	<p>A) Simple Ball Point Pen, Blue/Black Ink with ASDMA Branding</p> <p>B) Executive Pen With ASDMA Branding</p>
18	Lot III	<b>Stationery Item Type 6: Letter Heads:</b>	<ul style="list-style-type: none"> <li>• A4 Size, Legal Size</li> <li>• Multi coloured</li> <li>• Executive Bond paper</li> </ul>
19	Lot III	<b>Stationery Item Type 5: 3 Different types of Envelopes</b>	<p>A) Size: 11" X 5", white, multi-colour printing</p> <p>B) Size: 10" X 12" white, multi coloured printing, cloth pasted in the inner side</p> <p>C) Size: 10" X 12" white, multi coloured printing, lamination/plastic quoted in the inner side</p>
20	Lot IV	<b>Others Type 1: Table Calendar</b>	<ul style="list-style-type: none"> <li>• Size: 23 cm X 20 cm(approx)</li> <li>• 26 pages (approx)</li> <li>• 250 GSM Art Board (Matte Finish)</li> <li>• Multicolour printing,</li> <li>• Wireo binding (White and Black)</li> <li>• and F.O.R destination</li> </ul>
21	Lot IV	<b>Others Type 2: Wall Calendar 2014</b>	<ul style="list-style-type: none"> <li>• Size: 20 cm X 30 cm(approx)</li> <li>• 4 pages (approx) and 1 Cover Page</li> <li>• 170 GSM Art Board (Matte Finish)</li> <li>• Multicolour printing,</li> <li>• Wireo binding (White and Black)</li> <li>• and F.O.R destination</li> </ul>

### Terms of Reference

1. Bidders must quote the rates of the all items in Lot. Partial Quote will be rejected. Bidder may quote for one or more Lots
2. The rate of per unit of the items must be quoted
3. The Rates must be inclusive of VAT Charges and other applicable taxes and must be mentioned separately
4. For the Items in Publication, the rate of per page must be mentioned separately along with the per unit cost
5. One Sample of each of the item must be sent along with the rates
6. The Tender Evaluation Committee is not bound to accept the lowest rate
7. The rates shall be valid for two year minimum from the date of opening of the quotation.
8. The materials should be supplied within 10 days from the date of work order for each item. In case of urgency, ASDMA may ask the Agency/ Firm to supply even within 3-5 days
9. The rates are to be quoted in figures as well as in words.
10. Certified copy of Government Certificate for Approved printers, PAN card issued by Income Tax Department/up-to-date VAT registration in Assam and Service Tax Registration Certificate must be submitted with the quotation.
11. The undersigned reserves the right to reject a part or the whole of quotation without assigning any reason thereof.
12. The Successful Firm/Agency will sign the Contract Agreement with ASDMA.
13. **The envelope containing quotation should be super scribed "Quotation for Printing works for ASDMA".**

The quotations must be submitted on or before 3<sup>rd</sup> July 2014 at 4:00 PM. The Authority is not bound to accept the lowest quoted rate.

Sd/-

(Ajay Tewari, IAS)

Chief Executive Officer

Assam State Disaster Management Authority

Ancillary Block, Assam Secretariat, Dispur

Ph No.: 91-361-2237221, Fax: +91-361-2237010

Email:asdmaghy@gmail.com,

Website: www.asdma.gov.in

No. ASDMA/13/2014/1- A

Dated: 29<sup>TH</sup> April, 2014

Copy to:-

1. Deputy Commissioner, Kamrup Metro for pasting it in the notice boards
2. ASDMA notice board.
3. Assam Administrative Staff College Notice Board.
4. System Expert, ASDMA to upload it in the ASDMA official Website

Sd/-

(Nandita Hazarika)

Deputy Secretary, Revenue and DM and

State Project Officer

Assam State Disaster Management Authority

Assam Secretariat, Dispur