



**SHORT TENDER NOTICE**

No. ASDMA/13/2014/Pt 1/1

Dated: 10<sup>th</sup> October, 2014

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

**Specifications:-**

SL.NO	ITEM	SPECIFICATION	NUMBER TO BE PRINTED
1	<b>ASDMA Newsletters</b>	Size: 29.3cm X 18.1 cm; 100 pages (approx.); Text paper: 100 GSM and Cover Page 130 GSM, Matte Finish; Multicolour printing, binding	12000 copies *3000 copies per quarter
2	<b>Annual Report</b>	Size: 29.3cm X 18.1 cm; 100 pages (approx.); Text paper: 100 GSM and Cover Page 130 GSM, Matte Finish; Multicolour printing, binding	3000 copies
3	<b>Table Calendar</b>	Size: 23 cm X 20 cm(approx.) 26 pages (approx.); 250 GSM Art Board (Matte Finish)Multicolour printing, Wireo binding (White and Black)	4000 copies
4	<b>Wall Calendar</b>	Size: 20 cm X 30 cm(approx.); 4 pages (approx.) and 1 Cover Page; 170 GSM Art Board (Matte Finish); Multicolour printing; Wireo binding (White and Black)	1500 copies
5	<b>Booklet on IDDR</b>	Size: 22.5cm X 22.5 cm; 30 pages (approx.); Text paper: 100 GSM and Cover Page 130 GSM, Matte Finish; Multicolour printing, lamination binding	2000 copies
6	<b>EMEx 2014 Report</b>	Size: 29.3cm X 18.1 cm; 100 pages (approx.); Text paper: 100 GSM and Cover Page 130 GSM, Matte Finish; Multicolour printing,	3000 copies

		binding	
7	<b>Apartment Society Campaign report</b>	Size: 22.5cm X 22.5 cm; 30 pages (approx.); Text paper: 100 GSM and Cover Page 130 GSM, Matte Finish; Multicolour printing, lamination binding	2000 copies
8	<b>Brochures</b>	29.3 cm X 18.1 cm ; Paper for Pages: 220 GSM; Matte Finish Multicolour printing, Binding, 8 pages	2000 copies
9	<b>Posters</b>	Size: 58cm X 45 cm; 100 GSM; Multi-colour Printing,	10,000 copies
10	<b>Single page Handbills</b>	Size: 14cm X 22 cm; 130 GSM, Gloss finish, Multicolour printing	10,000 copies
11	<b>Leaflets</b>	Size: 8.5'X 8.75', Paper: 170 GSM, Matte Finish, Multicolour printing, Two fold folder	15,000 copies
12	<b>Certificates</b>	11 inch X 8 inch; Paper: 250 GSM; Semi Matte finish paper; Multi-colour printing	600 copies
13	<b>I-card</b>	89mmX 131 mm; Paper: 170 GSM; Multi-colour printing; Same size card holder	600 copies
14	<b>Earthquake Pocket Guide</b>	Size: 8.5'X 8.75', Paper: 170 GSM, Matte Finish, Multicolour printing, Four fold folder	10,000 copies
15	<b>Hard File Folder (Training)</b>	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
16	<b>Light - Folder (Meeting)</b>	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
17	<b>Writing Pad (Training)</b>	Size 1 <sup>1/5</sup> Demi size (18cmX24cm); Cover: 170 GSM Art paper with matte lamination; paper for text: 90 GSM Bilt/J.K. Maplitho;50 leaves	3000 copies

18	<b>Writing Pad (Meeting)</b>	Size 1 <sup>1/5</sup> Demi size (18cmX24cm); Cover: 170 GSM Art paper with matte lamination; paper for text: Executive bond;15 leaves	3000 copies
19	<b>Pens with ASDMA branding</b>	Simple Ball Point Pen, Blue/Black Ink with ASDMA branding	5000 copies
20	<b>Booklet on safety messages "I am Disaster Ready"</b>	29.3 cm X 18.1 cm, Paper for Text: 170 GSM, Paper for Cover:220 GSM, Gloss Finish paper, Multicolour printing Binding, 52 pages	3000 copies
21	<b>Handbook on safety Message (English Version)</b>	29.3cm X 18.1 cm, Paper for Text: 130 GSM , Paper for Cover:170 GSM, Gloss Finish paper , Multicolour printing, Binding, 52 pages	3000 copies
22	<b>Handbook on safety Message (Assamese Version)</b>	29.3cm X 18.1 cm, Paper for Text: 130 GSM , Paper for Cover:170 GSM, Gloss Finish paper , Multicolour printing, Binding, 52 pages	3000 copies

### Terms of Reference

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 rate for Per page for items mentioned in serial no 1,2, 5, 6, 7,8,20,21,22 must be quoted separately
  - d. The Rates quoted must be inclusive of VAT Charges and other applicable taxes
  - e. The rates are to be quoted in figures as well as in words.
  - f. 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 one year from the date of signing of the agreement.

5. The L1 rate against each item will become the ASDMA rate. Only those tenderers shall be considered for empanelment who would agree in writing to work at the ASDMA rates for each category of items and accept all terms and condition
6. The Tender Evaluation Committee is not bound to accept the lowest rate. Any correction/alteration/modification must be initiated by the tenderer
7. 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 **30<sup>th</sup> October, 2014 at 3:00 PM**. The quotation shall be opened on the same day after closing and tenderer if any may remain present

Sd/-  
(A. K. Chetia)  
Deputy Chief Executive Officer  
Assam State Disaster Management Authority  
Assam Sachivalaya, Dispur  
Dated: 10<sup>th</sup> October, 2014

No. ASDMA/13/2014/pt1/1-A

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/-  
(A. K. Chetia)  
Deputy Chief Executive Officer  
Assam State Disaster Management Authority  
Assam Sachivalaya, Dispur