



### **TENDER NOTICE**

Assam State Disaster Management Authority (ASDMA) invites sealed quotation from Registered Govt. Approved Printers affixing Rs. 8.25 court fee for printing of various items.

Short tender Notice will be available at the office of **Chief Executive Officer, Assam State Disaster Management Authority Ancillary Block, Opp SBI, Secretariat Branch Assam State Secretariat Dispur, Guwahati: 781006** during office hours.

It can also be downloaded from ASDMA's official website [www.asdma.gov.in](http://www.asdma.gov.in),

Date of commencement of issue of Short Tender Notice	26 <sup>th</sup> August 2014
Last date & Time for submission of Request for Proposal	5 <sup>th</sup> September at 3:00 PM

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



### **SHORT TENDER NOTICE**

No. ASDMA/13/2014/pt/1

Dated: 25<sup>TH</sup> August, 2014

Assam State Disaster Management Authority proposes to print the following listed items for the Nagaon Emergency Management Exercise 2014. Therefore, quotation is invited from Registered Govt. Approved Printers affixing Rs. 8.25 court fee stamp for printing of the following listed Items etc. as per specifications-

**Specifications:-**

SL.NO	ITEM	SPECIFICATION	NUMBER TO BE PRINTED
1	<b>Brochures</b>	29.3 cm X 18.1 cm ; Paper for Pages: 220 GSM; Matte Finish Multicolour printing, Binding, 8 pages	3000 copies
2	<b>Posters</b>	Size: 58cm X 45 cm; 100 GSM; Multi-colour Printing,	10000 numbers
3	<b>Single page Handbills</b>	Size: 14cm X 22 cm; 18.6 Kg white paper, Multicolour printing	10000 numbers
4	<b>NEMEx 2014 Report</b>	29.3 cm X 18.1 cm; Paper for Text: 170 GSM; Paper for Cover: 220 GSM; Matte finish paper; Multi-colour printing; Perfect Binding; 100 pages	3000 copies
5	<b>Certificates</b>	11 inch X 8 inch; Paper: 250 GSM; Semi Matte finish paper; Multi-colour printing	600 copies
6	<b>I-card</b>	89mmX 131 mm; Paper: 170 GSM; Multi-colour printing; Same size card holder	600 number

## Terms of Reference

1. The rate of per unit of the items must be quoted.
2. The Rates quoted must be inclusive of VAT Charges and other applicable taxes
3. The rates are to be quoted in figures as well as in words.
4. The rates are to be quoted F.O.R. destination inclusive of packing forwarding, freight, insurance, if any, to the district head-quarters of Nagaon.
5. Paper sample of each of the items must be submitted
6. The rates accepted by ASDMA will remain valid for financial year 2014-15
7. Certified copy of Government Certificate for Approved printers, PAN card issued by Income Tax Department/up-to-date VAT registration in Assam must be submitted with the quotation.
8. The Tender Evaluation Committee is not bound to accept the lowest rate. Any correction/alteration/modification must be initiated by the tenderer
9. The undersigned reserves the right to reject a part or the whole of quotation without assigning any reason thereof.
10. The envelope containing quotation should be super scribed "**Quotation for Printing works for ASDMA**".

All queries should be clarified from the ASDMA office during office hours. The quotations must be submitted on or before 5<sup>th</sup> September 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

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

Dated: 28<sup>TH</sup> August, 2014

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