

GOVERNMENT OF ASSAM
DIRECTORATE OF TRAINING
ASSAM ADMINISTRATIVE STAFF COLLEGE
JAWAHARNAGAR;KHANAPARA;GUWAHATI – 781 022

SHORT NOTICE INVITING QUOTATION

No.AASC(T/C)231/2015/42

Dated Guwahati the 8th of July, 2016

Sealed quotations affixed with non-refundable court fee stamp of **Rs.8.25/- (Rupees Eight and twenty five paisa only)** only are invited from reputed printing firms for the following printing requirements in this Directorate by **July 22, 2016**.

<u>S</u> <u>I</u>	<u>Particulars</u>	<u>Qua</u> <u>ntity</u>
1	Handbook on Implementation Guideline in multi-colour (130 pages, multi-colour cover with matte lamination, perfect binding and 170 GSM)	350
2	Handbook of 90 pages (black and white with spiral binding)	

The quotations would be opened on the same day i.e. **July 22, 2016 at 3 pm**. In case that day happens to be a holiday, the quotations will be opened on the next working day. The interested firms may collect the quotation documents from the Administrative Officer, Assam Administrative Staff College during the office hours on payment of Rs. 500/- (Rupees Five Hundred only in cash) which would be non-refundable.

The quotation documents may also be downloaded from the website, www.aasc.gov.in. However, the payment of Rs 500/- will have to be made in any case.

The Director of Training, Assam Administrative Staff College reserves the right to accept or reject any or all quotations without assigning any reasons thereof.

Director of Training
Assam Administrative Staff College
Guwahati – 781 022

TENDER DOCUMENT

FOR PRINTING REQUIREMENTS

AT

**ASSAM ADMINISTRATIVE STAFF
COLLEGE
JAWAHARNAGAR, KHANAPARA
GUWAHATI, ASSAM
781022**

Web Site: www.aasc.gov.in

TERMS AND CONDITIONS

1. Quotationer should enclose self-attested copy of the Registration Certificate/Trade License
2. Quotationer should have PAN and registration under VAT. A copy of certificate of PAN and registration under VAT should be enclosed.
3. Quotationer should submit copy of the up-to-date service tax clearance.
4. Quotationer should have done similar jobs during last 2 years in Govt./Semi Govt. institutions/Govt. of India undertakings/autonomous body and should furnish copies of such work orders executed during the last two years.
5. Item-wise rates should be quoted in words as well as figures. Quoted rates should be inclusive of all charges, including admissible taxes and should be valid for a period of 1 (one) year.
6. The quoted rates should be inclusive of all charges.
7. The firm should have an annual turnover of Rs. 5.00 lakh or more during the last 3 years.
8. During final printing colour proof / sample print should be shown and got approved as per directions of the officer giving the work order.
9. Delivery of the printed matter is the responsibility of the printer / supplier.
10. In case the material is not delivered in time or quality of the job is unsatisfactory, AASC may impose suitable penalty to such an extent as deemed fit. Assam Administrative Staff College can also reject the supply out right if the quality of the work is not satisfactory
11. Assam Administrative Staff College will not make any advance payment to the printing firm. The firm will have to carry out the entire job on its own and the amount will be paid only after satisfactory completion of the job and submission of bill in that regard.
12. The quotation should be accompanied by earnest money of Rs.5,000/-(Rupees Five thousand only) in the form of demand draft in favour of “Director, Assam Administrative Staff College Society”. Quotations without earnest money shall be rejected.
13. AASC will not supply any materials like paper, ink etc. to the firm for printing the handbook. All such cost shall be borne by the firm itself.

The Director has the right to accept / reject any one or all quotations without assigning any reason thereof.

Director of Training
Assam Administrative Staff College
Jawaharnagar, Khanapara, Guwahati – 781 022

Part –I

Technical Bid

(The documents has to be arranged serially as per the order mentioned below)

- i. Name of the organization
- ii. Address
- iii. Telephone nos
- iv. Registration Certificate of the firm/ Trade License
- v. PAN (Photocopy of PAN)/ VAT registration details
- vi. Service Tax /VAT clearance certificate (Photocopy of the Upto date VAT clearance certificate)
- vii. Work order copies of the similar printing works executed during the last two years.
- viii. Proof of annual turnover of minimum Rs. 5 lakh during last 3 years i.e. 2013-14, 2014-15 and
2015-16
- ix. Details of Security deposit (EMD) of Rs.5,000/- submitted by the organization

DECLARATION

I / we hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of my /our knowledge. I / we understand that in case of any deviation in the above statement at any state, our Firm/Agency will be blacklisted and will not have any dealing with your organization in future.

(Signature and seal of the authorized signatory)

Part II
**Financial
Bid**

<u>S</u> <u>I</u>	<u>Particulars</u>	<u>Quantity</u>	<u>Rate (Rs.)</u> <u>per unit</u>	<u>Total (Rs.)</u> <u>Inclusive of all taxes</u>
1	Handbook on Implementation Guideline in multi-colour (130 pages, multi-colour cover with matte lamination, perfect binding and 170 GSM)	350		
2	Handbook of 90 pages (black and white with spiral binding)			