

GOVT. OF ASSAM
OFFICE OF THE FISHERY INFORMATION OFFICER
ASSAM, GUWAHATI-16

Notice Inviting Quotation

Sealed quotations with Court fees of Rs. 8.25 only are invited by the undersigned from Govt. Registered Printers who has up-to-date valid registration from the Printing and Stationery Dept. of Govt. of Assam for printing of leaflets/Booklets, etc. under the Fishery Information Division, Directorate of Fisheries, Assam, Meen Bhawan, Birubari, Guwahati-16.

The Bidders should have sufficient experience in printing of leaflets/Booklets, etc.. The quotation should reach the undersigned by **2.00 PM** on **29-12-2018** and would be opened at **2.30 PM** on the same day. In case the day happens to be a holiday, the same would be opened on the following working day at the same time. Rate should be quoted inclusive of all applicable taxes showing the tax component separately. Interested parties are to quote rates on each item under each package as per column given below. Details of quantity required against each printable item along with their specifications are stated below.

Sl. No	IEC & Publicity material	Quantity (in Nos)	Package	Specification
I	Leaflet (Assamese)	15000	Package-A (Leaflets)	Three folded half-crown size multicolour leaflet with 210 gsm glossy art paper including layout design, composing, photo incorporation, etc.
	Leaflet (Bengali)	5000		
	Leaflet (English)	3000		
II	Booklets (Bengali) on composite fish culture	1000	Package-B (Booklets)	Demi one eight size multi-colour booklets, inside page 210 gsm glossy art paper cover page 250 gsm Glossy art paper including layout design, composing, photo incorporation etc. having pages approximate 50 pages with + 10 pages
	Annual Administrative Report	300		
	District profiles report	300		
III	Pamphlet (Assamese)	6000	Package-C (Pamphlets)	For Pamphlets: Demi one eight size multi-colour printing in both side of 170gsm best quality glossy paper (5.5 inch x 8.5 inch) including composing, developing and photo incorporation, etc. For Standard Fishery Application Form: 75 gsm Legal Size /FS Size (13.5inch X 8.3 inch) both side printing.
	Pamphlets (Bengali)	2500		
	Pamphlet (English)	2500		
	Standard Fishery Application Form (Both sides)	12250		

NB:

- Quantity of material may increase or decrease or may be altered within the items as per approved rate vis-a-vis fund provision and subjected to Govt Sanction. The scheme is not yet sanctioned by the competent authority. in the event of non-sanction of the scheme, the bids may be cancelled and no claim whatsoever on this shall be entertained.
- Details of terms and conditions including amendment/addendum to the NIQ and further notifications, if any, shall appear at the office of the undersigned during office hours and will be available in the Departmental website <https://fisheriesdirector.assam.gov.in>

Details of Terms & conditions:

The Tender should be submitted in a sealed envelope with the following details:

1. 'Quotation for **“Printing of leaflets under package-A”/ “Printing of Booklets under package-B”**, **“Printing of Pamphlets under package-C”** as applicable superscribed clearly on the top.
2. Name of the Bidder/Firm, Address and Contact No. of the Bidder/Firm superscribed clearly on the envelope
3. Self-attested Copy of valid up-to-date Certificate of PNS No. from the Department of Printing and Stationery as supporting evidence of Class-A & Class-B Registration must be furnished.
4. PAN No. is to be mentioned clearly with self-attested supporting evidence.
5. GRN Registration No. is to be mentioned clearly with self-attested supporting evidence.
6. A sample copy of similar work, which was executed by the bidder, has to be enclosed with copies of work orders or certification of work done.
7. Samples of papers to be used mentioning clearly the brand and GSM as per package wise specification of the Department. If two or more samples are submitted for an individual item, the quotation for rates should clearly indicate the rate for each sample.
8. Rates of each package should be quoted separately in Rupees inclusive of all taxes i.e. T.D.S. & GST, etc. including transportation and other applicable charges (if any). Applicable tax will be deducted at source for which necessary Tax Deduction Certificate will be issued to the supplier as and when asked for.
9. The Rates should be valid for at least 12 months.
10. Intending tenderers/bidders are to quote their rates for each package separately. Incomplete tender will be rejected.
11. The printing job is to be completed and the printed material is to be delivered to the office of the undersigned as directed within stipulated period as per the work order to be issued by the undersigned.
12. No extra payment for carrying or delivering of materials will be allowed.
13. In the event of defective execution of work leading to rejection of work the firm will re-print the same and carry out corrections and improvements as may be advised and no extra cost/charges shall be entertained against such work.
14. Tender of any bidder not accompanied with above document shall be summarily rejected.

15. After completion of the work, the softcopy of the composed matter in Page-maker/Corel Draw/Adobe Photoshop as applicable and Printable Document Format (PDF) is to be submitted along with the Bill.
16. Under no circumstances, escalation of price will be entertained.
17. The undersigned reserves the right to accept any offer that would be advantageous to the Council or right to cancel any or all quotations without assigning any reason thereof.
18. Any dispute what so ever, will be confined under the jurisdiction of Gauhati High Court, Guwahati.

Ramesh Ch. Dey
Fishery Information Officer 14/12/18
Assam, Guwahati-16