

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

No:AFI/GHY.54/2019-20/342

Dated: Guwahati the 19th December'2019

BID DOCUMENT FOR PRINTING OF BOOKLETS, LEAFLETS ETC.

Sealed quotations affixing with Court fees of Rs. 8.25/- (Rupees eight and twenty five paise) only along with EMD as valid demand draft from any nationalized bank payable at Guwahati in favour of 'Fishery Information Officer, Assam, Guwahati-16' @ 2% (1% for SC, ST & OBC) of the total estimated value are invited by the undersigned from reputed Printers who has up-to-date valid registration from the authority concern of Govt. of Assam for printing of Leaflets, Booklets, etc. under office of the Fishery Information Officer, Assam, Meen Bhawan, Gopinath Nagar, Guwahati-16.

Bid Document is to be purchased from office of the undersigned during office hours for a non-refundable fee in the form of Demand Draft from any Nationalized Bank/Scheduled Bank payable at Guwahati in favour of "**Fishery Information Officer, Assam, Guwahati-16**" at the cost of Rs. 200/- (Rupees two hundred only).

The Bidders should have sufficient experience in printing of leaflets/Booklets, etc. The quotation should reach the undersigned by 2:00 PM on 03/01/2020 and would be opened at 3:00 PM on the same day. In case the day happens to be a holiday or any unavoidable circumstance arises, the next opening date & time will be notified in the Notice Board of this office. Rate should be quoted inclusive of all applicable taxes showing the tax component separately. Interested parties are to quote rates on each item as per column given below. Details of quantity required against each printable item with specifications are stated below.

Sl. No.	Items/ Particulars	Quantity (Copies)	Specification
1	Booklet on Composite Fish Culture in Assamese	3000	Demi one eight size multi-colour printing with inside pages in 170 gsm and cover page 250 gsm Glossy art paper including layout designing, composing, photo-incorporation, binding etc. (Total page approximate 50 pages with ± 10 pages)
2	Booklet on Fish Disease in Assamese	3000	
3	Booklet on Annual Report 2019-20 in English	300	Demi one four size multi-colour printing with inside pages in 170 gsm and cover page 250 gsm Glossy art paper including layout designing, composing, photo-incorporation, binding etc. (Total page approximate 50 pages with ± 10 pages)
4	Leaflet in Assamese	5250	Three folded half-crown size multicolour leaflet with 210 gsm glossy art paper including layout design, composing, photo incorporation, etc.
5	Leaflet in Bengali	1000	

N.B.

- Quantity of material may be increased or decreased or may be altered within the items as per approved rate vis-a-vis fund provision and subjected to Govt Sanction.
- Details of terms & condition including amendment/addendum to the NIQ and further notifications, if any, shall appear at the *office of the Fishery Information Officer, Assam, Meen Bhawan (3rd Floor), Gopinath Nagar, Guwahati-16* and will be available in the Departmental website, i.e. <https://fisheriesdirector.assam.gov.in>

Details of Terms & conditions:

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

1. Quotation must be affixed with Court Fees of Rs. 8.25 only along with EMD as mentioned above.
2. Quotation must be submitted for all the above mentioned five items. Offered rate of the items together (including tax) shall be considered for evaluation and not in single item.
3. **“Quotation for Printing of leaflets, Booklets under office of the Fishery Information Officer, Assam”** must be super scribed clearly on the top of the envelope.
4. Name, Address and Contact No. of the Bidder/Firm to be super scribed clearly on the envelope.
5. Self-attested Copy of valid up-to-date Registration Certificate with Registration No. from the competent authority as supporting evidence must be furnished.
6. PAN & GST Registration No. is to be mentioned clearly with self-attested supporting evidence.
7. A sample copy of similar work, which was executed by the bidder with work order/certification of work done, must be enclosed as evidence of experience.
8. Samples of papers to be used for the job must be provided mentioning clearly the brand and GSM as per above mentioned item wise specification.
9. Rates of each item should be quoted separately in Rupees inclusive of all taxes i.e. T.D.S. & GST, etc. including transportation. Applicable tax will be deducted at source for which necessary Tax Deduction Certificate will be issued to the supplier as and when asked for.
10. Multiple quoted rates for a single item will not be valid. Incomplete tender will be rejected.
11. The Rates should be valid for at least 12 months.
12. The printing job is to be completed and the printed material is to be delivered to this office as directed within stipulated period as per the work order to be issued by the undersigned.

- 13.No extra payment for carrying or delivering of materials will be allowed.
14. Copy of PAN Card; up to date IT clearance certificate (self attested copies).
- 15.A copy of the BID document duly signed by the authorized person in all pages with seal. This shall be treated as acceptance of all terms & conditions by the bidder and as a part of the agreement for fulfillment of the contract.
- 16.The bidders are required to produce the original documents for verification by the Bid Evaluation Committee on the day of opening of bid, if asked for.
17. In case of same rate quoted by more than one bidder, experience in similar activity shall be taken into consideration for evaluation subjected to fulfillment of all terms & conditions.
18. For evaluation / selection of bidders, decision of the tender committee shall be final. The undersigned reserves the right to reject incomplete tender. Conditional tenders will not be accepted. Bids not confirming to any provisions may be treated as non responsive and rejected.
- 19.In the event of defective execution of work leading to rejection of work, the firm will have to 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.
- 20.Tender of any bidder not accompanied with above document shall be summarily rejected.
- 21.Draft copies of printing materials must be finalized after proof reading.
- 22.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.
- 23.Under no circumstance, escalation of price will be entertained.
- 24.The undersigned reserves all the rights to accept any offer that would be advantageous to the Council and right to cancel any or all quotations without assigning any reason thereof.
- 25.Any dispute what so ever, will be confined under the jurisdiction of Gauhati High Court, Guwahati.
- 26.Payment terms: 100% on completion of entire allotted works. Payment will be made only after accord of FOC/approval of fund released by the competent Government authority. After successful completion of works, bidder shall submit bills/vouchers in triplicate along with original copies within 7 days of completion.

Sd/-
Fishery Information Officer
Assam, Guwahati