

GOVERNMENT OF ASSAM
OFFICE OF THE FISHERY INFORMATION OFFICER
ASSAM, GUWAHATI-16

NOTICE INVITING TENDER (NIT)

Sealed Tender affixing with Court fees of Rs. 8.25/- (Rupees eight and twenty five paisa) 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) are invited from reputed Printers having up-to-date valid registration under the Printing & Stationery Deptt. of Govt. of Assam for 'Printing of Flex Banner under office of the Fishery Information Officer, Assam, Meen Bhawan, Gopinath Nagar, Guwahati-16'. The total estimated value is **Rs. 1,98,000/- (Rupees One Lakh Ninety Eight Thousand)** only.

The Bidders should have sufficient experience in printing of Flex Banner for Government organizations.

The quotation should reach the undersigned by 2:00 PM on 27th November, 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. Details of quantity required against the printable item with specifications are stated below.

Sl. No.	Items & Specification	Quantity (Nos)
1	Printing of Multi Colour Flex Banner including designing using best quality general flex of 240 gsm thickness Per Flex Size : 7ft × 5ft = 35 Sq.Ft	i) In Assamese : 265 Nos ii) <u>In Bengali : 35 Nos</u> Total : 300 Nos

N.B.

- Quantity of material may be increased or decreased as per approved rate vis-a-vis fund provision and subjected to Govt. Sanction. The scheme is yet to be 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.
- Interested parties may obtain the tender document from Office of the undersigned during office hours on or before stipulated time.
- 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 as mentioned above.
2. **“Quotation for Printing of Flex Banner under office of the Fishery Information Officer, Assam”** must be super scribed clearly on the top of the envelope.
3. Name, Address and Contact No. of the Bidder/Firm to be super scribed clearly on the envelope.
4. Self-attested Copy of valid up-to-date Registration Certificate with Registration No. from the Printing & Stationery Deptt. of Govt. of Assam as supporting evidence must be furnished.
5. Self attested copies of PAN Card, GST Registration Certificate, up-to-date Income Tax clearance certificate for FY 2018-19 & FY 2019-20 (AY 2019-20 & AY 2020-21) must be furnished.
6. Copies of work order/certification of work done of similar work, which was executed by the bidder, must be enclosed as evidence of experience.
7. Samples of materials to be used for the job must be provided mentioning clearly the brand and GSM as per above mentioned specification.
8. Rates of 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.
9. Multiple quoted rates will not be valid. Incomplete tender will be rejected.
10. The Rates should be valid for 12 months.
11. 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.
12. No extra payment for carrying or delivering of materials will be allowed.
13. 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.

14. 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.
15. 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.
16. 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.
17. 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.
18. Tender of any bidder not accompanied with above document shall be summarily rejected.
19. Before award the work, successful bidders should submit **Performance Security Deposit @ 5 %** of the approved rate as valid demand draft from any nationalized bank payable at Guwahati in favour of 'Fishery Information Officer, Assam, Guwahati-16.
20. Draft copies of printing materials must be finalized after proof reading.
21. 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.
22. Under no circumstance, escalation of price will be entertained.
23. The bidder must be ready to accept required modification on the tentative job requirement as mentioned above depending on the situation and approval of the authority, which however will remain within the specified amount. Any such modifications shall be intimated/ discussed with the bidder in due course of time.
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 whatsoever, 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/-
Director of Fisheries
i/c Fishery Information Officer,
Assam, Guwahati