



### TENDER NOTICE

The Chief Executive Officer, 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. Tender Notice will be available at the ASDMA's official website [www.asdma.gov.in](http://www.asdma.gov.in),

Date of commencement of issue of Tender Notice	15 <sup>th</sup> September 2018
Last date & Time for submission of Tender Notice	1 <sup>st</sup> October 2018

Sd/-  
(Rajesh Prasad, IAS)  
Chief Executive Officer  
Assam State Disaster Management Authority  
Janata Bhawan, Dispur



No. ASDMA/106/2017/133

Dated: 14<sup>th</sup> September 2018

Assam State Disaster Management Authority invites quotation from Registered Govt. Approved Printing Presses affixing Rs. 8.25 court fee stamp for selecting Printers for various Printing works with the following specifications.

**Specifications:-**

SL.NO	ITEM	SPECIFICATION	QUANTITY	
1	<b>ASDMA Newsletters</b>	Size: 29.3cm X 18.1 cm; 100 pages (approx.); Text paper: 100 GSM and Cover Page 130 GSM, Matte Finish; Multicolour printing, binding	1500 Copies in English	1500 Copies in Assamese
2	<b>Annual Report</b>	Size: 29.3cm X 18.1 cm; 100 pages (approx.); Text paper: 100 GSM and Cover Page 130 GSM, Matte Finish; Multicolour printing, binding	1500 Copies in English	1500 Copies in Assamese
3	<b>GP EMEx Report</b>	Size: 29.3cm X 18.1 cm; 100 pages (approx.); Text paper: 100 GSM and Cover Page 130 GSM, Matte Finish; Multicolour printing, binding	1000 copies in English	Nil
4	<b>Brochures</b>	29.3 cm X 18.1 cm ; Paper for Pages: 220 GSM; Matte Finish Multicolour printing, Binding, 8 pages (approx.)	500 copies in English	500 Copies in Assamese
5	<b>Flood Hazard Atlas</b>	Size: A3 size, Paper: Cover Page 210 GSM , Text paper: 120 GSM, Matte Finish, Multicolour printing, 220 pages (Approx)	1000 copies in English	Nil
6	<b>Hard File Folder</b>	Multicolour, Size: 23cmX33cm, 2mm solid board to be pasted with 210 GSM Art Board (Matte Finish lamination) on both sides of the folders. Two numbers of pockets on 300 GSM Art Board with Matte Lamination to be pasted in the inner side of the Folder	1000 copies in English	Nil
7	<b>Report on Model Flood Resilient Villages</b>	Size: 29.3cm X 18.1 cm; 100 pages (approx.); Text paper: 100 GSM and Cover Page 130 GSM, Matte Finish; Multicolour printing, binding	1000 copies in English	Nil
8	<b>Assam DM Policy</b>	22.5 cm X 22.5 cm; Paper for Text: 220 GSM; Paper for Cover: 300 GSM; Matter finish paper;	500 copies in	500 Copies in

		Multi-colour printing; Perfect Binding; 44 pages (approx.)	English	Assamese
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### Terms of Reference

1. The envelope containing quotation should be super scribed "**Quotation for Printing Works for ASDMA**". The bid must be submitted in two separate sealed envelopes. One for Eligibility Criteria and another one for Financial bids
2. Financial bids of only those Tenderers will be opened whose tender qualifies for the Eligibility Criteria as specified below
  - a. Rs. 8.25 court fee stamp to be affixed along with the quotation
  - b. Certified copy of Government Certificate for Approved printers to be submitted
  - c. PAN card issued by Income Tax Department to be submitted.
  - d. Up-to-date GST registration certificate & GST Number must be submitted.
  - e. Sample of each of the items must be submitted. Failure to submit printed sample against each of the items as per specifications mentioned above, will be rejected
3. For the Financial Bid the following points must be followed
  - a. The rate of per copy of the items must be quoted.
  - b. The rate for number to be printed must also be quoted
  - c. The rate for Per page for items mentioned in serial no 1,2,3,4,5,7 and 8 must be quoted separately
  - d. The Rates quoted must be inclusive of GST Charges and other applicable taxes
  - e. The rates are to be quoted in figures as well as in words.
4. The rates accepted by ASDMA will remain valid for two years from the date of signing of the agreement.
5. The Tender Evaluation Committee is not bound to accept the lowest rate.
6. Any correction/alteration/modification must be initiated by the tenderer
7. The undersigned reserves the right to reject a part or the whole of quotation without assigning any reason thereof.

All queries should be clarified from the ASDMA office during office hours. The quotations must be submitted on or before **1<sup>st</sup> October 2018**. The quotation shall be opened on the same day after closing and tenderer if any may remain present.



(Meenakshi Das Nath)  
State Project Coordinator  
Assam State Disaster Management Authority  
Assam Sachivalaya, Dispur  
Dated: 14<sup>th</sup> September 2018

No. ASDMA/106/2017/133 –A

Copy to:-

1. System Expert, ASDMA for uploading it in the ASDMA official website
2. ASDMA Notice Board.
3. Publication of Tender notice on Daily News Paper (Pratidin, The Assam Tribune)



(Meenakshi Das Nath)  
State Project Coordinator  
Assam State Disaster Management Authority