



SHORT TENDER NOTICE

No.RGR/ASDMA/10/2016/8

Dated: 19TH August 2016

Assam State Disaster Management Authority invites quotation from Registered Govt. Approved Printing Presses affixing Rs. 8.25 court fee stamp for Printing works of the Atlas on Open Space of Guwahati city".

Specifications:-

SL.NO	ITEM	SPECIFICATION	NUMBER TO BE PRINTED
1	Atlas (A3 size)	Size: 42cm X 29.6 cm; 170 GSM; Multi-colour Printing in Glossy Paper Front Cover Page & Back Page Size: 2 mm solid Board to be pasted with 210 GSM Art Board with lamination and bounded with spiral binding	500 copies

General Instructions & Process

1. The envelope containing quotation should be super scribed "**Quotation for Printing of the Atlas on Open Spaces of Guwahati city**". 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 VAT registration in Assam must be submitted.
3. For the Financial Bid it should contain the
 - a. Total Cost for printing 500 nos. of Atlas (inclusive of all taxes)
4. The Tender Evaluation Committee is not bound to accept the lowest rate. Any correction/alteration/modification must be initiated by the tenderer
5. The undersigned reserves the right to reject a part or the whole of quotation without assigning any reason thereof.

The last date for submission of quotation is **26th August, 2016**. The quotation shall be opened on the same day after closing and tenderer if any may remain present.

Nandita Hazarika

(Nandita Hazarika)

Joint Secretary & SPO

Assam State Disaster Management Authority

No.RGR/ASDMA/10/2016/8-A

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Copy to:-

1. Deputy Commissioner, Kamrup Metro with a request to display in D. C.'s office Notice Board
2. Director, Printing and Stationeries, Assam, Bamunimaidam for information and necessary action
3. Administrative Officer, Assam Administrative Staff College, for display in their Notice Board.
4. System Expert, ASDMA for uploading it in the ASDMA official website
5. ASDMA Notice Board.

Nandita Hazarika

(Nandita Hazarika)

Joint Secretary & SPO

Assam State Disaster Management Authority