

GOVERNMENT OF ASSAM  
DIRECTORATE OF TRAINING  
**ASSAM ADMINISTRATIVE STAFF COLLEGE**  
JAWAHARNAGAR;KHANAPARA;GUWAHATI – 781 022

**RE-TENDER NOTICE**

No.AASC(FV)116/2016/23

Dated Guwahati the 5<sup>th</sup> of September, 2017

Sealed quotations affixed with non-refundable court fee stamp of **Rs.8.25/- (Rupees Eight and twenty five paise only)** only are invited from reputed flex/vinyl printers/suppliers operating in Guwahati city for backdrop printing requirements in this Directorate by **September 25, 2017** at 02.00 pm. The quotations shall be opened on the same day i.e. **September 25, 2017** at **3 pm**. The interested firms may collect the tender documents from the Administrative Officer, Assam Administrative Staff College during the office hours before **September 25, 2017** on payment of Rs. 500.00 (Rupees Five Hundred) only in cash which would be non-refundable.

The tender documents may also be downloaded from the website, [www.aasc.gov.in](http://www.aasc.gov.in). However, the payment of Rs 500.00 in cash only will have to be made in any case.

The Director of Training, Assam Administrative Staff College reserves the right to accept or reject any or all tender papers without assigning any reasons thereof.

*Sd/-*  
Director of Training  
Assam Administrative Staff College  
Guwahati – 781 022

# **TENDER DOCUMENT**

## **FOR BACKDROP (FLEX/VINYL) PRINTING REQUIREMENTS**

**AT**

**ASSAM ADMINISTRATIVE STAFF  
COLLEGE  
JAWAHARNAGAR, KHANAPARA,  
GUWAHATI, ASSAM  
781022**

Web Site: [www.aasc.gov.in](http://www.aasc.gov.in)

## TERMS AND CONDITIONS

1. Tenderer should enclose copy of the up to date Trade License.
2. Tenderer should have PAN and registration under GST. A copy of certificate of PAN and registration under GST should be enclosed.
3. Tenderer should have done similar jobs during last 3 years in Govt./Semi Govt. institutions/Govt. of India and its undertakings/autonomous body etc. The tenderer should furnish the copies of the work order executed in similar type of printing works during the last three years i.e.2014-2015, 2015-2016 and 2016-2017.
4. Item-wise rates should be quoted in words as well as figures. Quoted rates should be inclusive of all charges, including admissible taxes and should be valid for a period of 1 (one) year.
5. The quoted rates should be inclusive of all costs of flex, ink, fitting, frames etc.
6. The firm should have an annual turnover of Rs. 05.00 lakh or more per year during the last 3 years i.e.2014-2015, 2015-2016 and 2016-2017.
7. AASC lets out its conference halls to other departments/organizations from time to time. The backdrop printing/standee etc for these organizations/departments will be done by the selected firm only.
8. During final printing colour proof / sample print should be shown and got approved as per directions of the officer giving the work order.
9. Delivery of the printed matter is the responsibility of the printer / supplier.
10. In case the material is not delivered in time or quality of the job is unsatisfactory, AASC may impose suitable penalty to such an extent as deemed fit. Assam Administrative Staff College can also reject the supply out right if the quality of the work is not satisfactory
11. Assam Administrative Staff College will not make any advance payment. The firm will have to carry out the entire job on its own and the amount will be paid only after satisfactory completion of the job and submission of bill in that regard.
12. The tender should be accompanied by earnest money of Rs.10,000/-(Rupees Ten thousand only) in the form of demand draft in favour of “Director, Assam Administrative Staff College Society”. Tenders without earnest money shall be rejected.

The Director has the right to accept / reject any one or all tender papers without assigning any reason thereof.

*Sd/-*

Director of Training  
Assam Administrative Staff College  
Jawaharnagar, Khanapara, Guwahati – 781 022

## **Part –I**

### **Technical Bid**

(The documents has to be arranged serially as per the order mentioned below)

- i. Name of the organization
  
- ii. Address
  
- iii. Telephone nos
  
- iv. PAN (Photocopy of PAN)
  
- v. Details of Security deposit (EMD) of Rs.10,000/- submitted by the organization
  
- vi. Work order copies of the similar flex printing works executed during the last three years.

## **DECLARATION**

I / we hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of my /our knowledge. I / we understand that in case of any deviation in the above statement at any state, our Firm/Agency will be blacklisted and will not have any dealing with your organization in future.

(Signature and seal of the authorized signatory)

Part II

**Financial  
Bid**

<b>SI No</b>	<b>Item</b>	<b>Specifications</b>	<b>Rate</b>
1	Printing of Flex	Size of flex poster : 15 ft x 8 ft with frame and stand for Hall 308, 309, 303 and 205. The frame and stand will be a one-time investment	
		Printing Type : Multi Colour (best quality starflex)	
		Rate per sq. feet	
		All taxes	
		Total (15 ft x 8 ft) inclusive of all taxes	
2	Printing of Flex	Size of flex poster : 11 ft x 10 ft with frame and stand for outdoor (near gate) The frame and stand will be a one-time investment	
		Printing Type : Multi Colour (best quality starflex)	
		Rate per sq. feet	
		All taxes	
		Total (11 ft x 10 ft) inclusive of all taxes	
3	Standee	Size of standee : 6 ft X 3 ft with foldable frame	
		Printing Type : Multi Colour (best quality starflex)	
		Rate per sq. feet	
		All taxes	
		Total(6 ft X 3 ft) inclusive of all taxes	