



**INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY**  
**An Autonomous Institute under Department of Science and Technology, Govt. of India,**  
**Paschim Boragaon, Garchuk, Guwahati-781035**  
**Notice Inviting Quotations (NIQ)**

Advt. No. 195(NIQ)

Date. 25/05/2019

Sealed quotations are invited from Publishers/Printing Press for design & printing of IASST Annual Report 2018-2019, Calendar and Planner for the year 2020 in prescribed format. Quotations will be received up to 5:00 PM dt 19 /06/2019. Date of opening of quotations will be at 11.00 AM on dt 21 /06/2019.

Bid fee-DD in favour of Director, IASST	Last Date and Time for submission of bids	Venue for submission & Opening of Bids
Rs.1000/- (non -refundable)	Dt: 19/06/2019 by 5:00 P.M	Office of the Registrar, IASST, Guwahati – 781035 Date: 21 /06/2019 at 11:00A.M

**Item no 1. Format for quotation (Annual Report 2018-19):****A.**

Sl. No.	Particulars	Quantity	Quoted amount (in Rs.)(for Hindi)	Quoted amount (in Rs.)(for English)
1	Design and page layout	Per Page		
2	Cost of Processing, Plate making and multi colored printing	Per plate		
3	Inside text paper : 100 GSM imported matte art paper	Per sheet		
4	Cover Paper : 250 GSM imported art board	Per sheet		
5	Cover Plate design	Per cover		
6	Cover multicolored print	Per cover		
7	Matte lamination	Per cover		
8	Spot UV coating	Front cover		
9	Perfect binding, section sewing	Per book		

**B.****Net printing cost (per copy) :-**

1. English:

2. Hindi:

**Other conditions:-**

- Approximate number of pages per copy will be 150.
- Quantity will be 1000 (approx.) copies of English and 100 copies of Hindi.
- Design and layout of Hindi version will be same as English version except textual part.
- **Net printing cost** per English copy and net printing cost per Hindi copy of the report must be quoted separately.
- **Hindi Translation and Hindi typing part is under institute scope.**

**Item No 2. Format for quotation (Planner 2020):****A.**

Sl. No.	Items	Qty.	Amount /Rs.
1	<b>Size: 7"x9"</b>	<b>500 nos.</b>	
2	<b>Pages/ colors:</b> 16 in colors + 314 in single col + end paper in col + cover pasting in col. Qty.: 500 nos.		
3	<b>Binding:</b> section sewing hard case binding, outer cover lamination (Thermal matt)		
4	<b>Paper:</b> 80 gsm sunshine super paper for inside pages, and 170 gsm art paper for jacket on cover. And cover ,back page and name of the month should be in bilingual format.		
5	<b>Input material:</b> content and photographs to be given by us and designing by you.		
6	<b>Designing Cost</b>		
		<b>Total</b>	

**Item No 3. Format for quotation (Table Calender2020)**

Sl. No.	Items	Qty.	Amount/ Rs.
1	<b>Size: 11"x7.25"</b>	<b>1000 nos.</b>	
2	<b>Sheets:</b> 12+Fly Leaf (fly leaf should be in bilingual format.)		
3	<b>Color:</b> 4+2		
4	<b>Fabrication:</b> Wiro with stand , online coating or matt lamination both side.		
5	<b>Paper:</b> 300 gsm sinarmass Art card (matt) for main sheets and 170 gsm sinarmass Art paper (matt) for Fly leaf.		
		<b>Total</b>	

**Sequence of documents to be provided with quotation:**

2. Latest Income Tax Clearance Certificates.
3. Copy of Certificate of Registration under GST.
4. Copy of PANCard
5. List of similar work done in reputed organizations with documentary evidence thereof.

**Other information's and terms and conditions to note while submitting quotation:**

- Quotations only in the prescribed format will be accepted.
- Quotation should be valid for at least 6 months.
- After getting the order firm should be ready to share at least three numbers of different design templates for each item.
- Last 03 years' credentials are to be submitted. Weightage will be given to the firms having previous experience of preparing reports/documents of Academic/Research institutions.
- **Prices quoted should be shown separately basic cost, tax and other charges.**
- The successful bidder should have to submit the soft copy of annual report (Both Hindi & English), calendar and planner after designing the same to the institute for final approval.
- **Delivery time** will be within 30 days after submission of printing materials from IASST. IASST values quality work. In the interest of producing fine quality printed reports, the institute reserves the right to reject the quote of the lowest bidder. The institute also reserves the right to choose the firm with best quality work from amongst the bidders even if it is not the lowest bidder.
- IASST reserves the right to shortlist only those firms which fulfil all the above terms and conditions.
- The institute reserves the right to negotiate the final printing price with the printing firm.
- The interested firms are encouraged to send hard copies of their printing works (such as annual reports, project reports, etc.) that were produced in the last 3 years as evidences of quality printing work performed by them.
- Bid received without bid fee will be summarily rejected.
- Bid documents not submitted strictly in conformity with the format published will be summarily rejected.
- The bids received after the last date for submission of bids prescribed by the IASST will be rejected and such bids shall be marked as late bid and will not be considered for further evaluation.
- Any deviation from above particulars in the final print will be taken into consideration for calculating amount of penalty to be imposed on successful bidder.

Registrar, IASST