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)

NIQ No.6   Date.22.06.2016

Sealed quotations are invited from Publishers/Printing Press for design & printing of IASST Annual Report 2015-2016 in the prescribed format. Quotations will be received in the office of the Registrar, IASST up to 5:00 PM of 8/07/2016. Date of opening of quotations will be at 11.00 AM on 11/07/2016.

Registrar, IASST

Format for quotations :

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

Other information and terms and conditions to note while submitting the quotation:

1. Approximate number of pages per copy will be 150.
2. Quantity will be 1000 copies of English and 100 copies of Hindi.
3. **Design and layout of Hindi version will be same as English version except textual part**
4. **Prices will be exclusive of taxes**. Appropriate taxes are to be mentioned separately.
5. **Quotations only in the prescribed format will be accepted.**

6. **Delivery time will be mentioned after submission of printing materials from IASST.**
7. **Calculation sheet estimating English and Hindi version is to be attached for ready reference.**
8. The print house must provide evidence of their ability to carry out Hindi translation in professional manner and within short time of finalization of the English version.
9. IASST reserves the right to shortlist only those firms which fulfil all the above terms and conditions.

Registrar, IASST