



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

Advt. No: 350

Dated: 06.06.2022

NOTICE INVITING QUOTATION

Sealed quotations in prescribed format are invited from reputed and experienced printing presses/firms having previous experience of doing similar works for the work of design and printing of Annual Report of IASST for the year 2021-22 as per specifications and terms & conditions mentioned below.

A. Scope of Work:

Design and Printing of Annual Report of IASST for the year 2021-22 in English. Tentative volume of works shall be 500 copies comprising approximately 175 pages in A4 size in each copy. However, the exact volume shall be stated in the Work Order.

B. Technical Specifications:

1. Design and page layout
2. Processing, plate making and multicoloured printing
3. Inside text paper: 100GSM imported matte art paper.
4. Cover paper 250 GSM imported art board.
5. Cover plate design.
6. Cover multicoloured print.
7. Matte Lamination for cover.
8. Spot UV Coating for front cover
9. Perfect binding, section sewing
10. Language of the report: English

C. Terms and Conditions:

1. The press should be located in Guwahati
2. The quoted price should be FOR IASST, Guwahati.
3. The quoted price must be valid for 90 days from the date of acceptance of the quotation and no change/ alteration in the quoted price is permissible during the period.
4. Following documents need to be enclosed along with the quotation.
 - (i) Copy of certificate of Registration.
 - (ii) Copy of PAN Card.
 - (iii) Income Tax Return certificate for last 3 years
 - (iv) Copy of GST registration certificate
 - (v) Sample of similar past works with minimum 3 (three) annual reports

- (vi) Copy of the bid document with seal and signature of the Authorized person in each page as a token of acceptance of the bid.
5. Quotation must be submitted on or before the closing date. If the last date falls on a holiday, the next working day shall be considered as the last day.
 6. Quotation must be submitted in the prescribed format given in Annexure-A and Annexure-B. Detail specifications of the item, basic price and taxes (separately) shall be mentioned in the quotation. Incomplete quotations, quotation not submitted in prescribed format and quotation received after due date shall not be accepted.
 7. The authority possesses the right to cancel quotations, any or all without assigning any reason thereof.
 8. The selected bidder has to submit minimum 5 nos. of sample design (both coverpage and internal) for IASST
 9. The Payment will be made after delivery of materials.

D. Date and Place of Submission:

The sealed quotation shall be received in the Office of the Registrar, IASST, Paschim Borogaon, Gorchuk, Guwahati-781035 **within 15 days** from the date of publication of this notice.

E. Address for Communication:

All communication to be made in the following address only.

Registrar
Institute of Advanced Study in Science and Technology (IASST)
Vigyan Path, Paschim Borogaon, Gorchuk
Guwahati, Assam. Pin – 781035
Phone: 0361-2270095
Email: registrar@iasst.gov.in

Registrar, IASST

Form1: Format for Submitting Quotation

1. Press/Firm/Agency Details :
 - a. Name
 - b. Address
 - c. Phone No
 - d. Email
2. Registration No. of the Press/Firm/ Agency (attach certificate) :
3. GST Registration No (attach certificate)
4. PAN No. (attach certificate)
5. Authorized person:
 - a. Name:
 - b. Designation:
 - c. Mobile Phone No:
 - d. Email:

6. Previous Experience of design and printing of Annual Report:

(Write minimum 3 records. Submit sample reports along with the quotation)

Sl. No	Name of the Institute/Organization	Year of the Annual Report	No. of Copies Printed

7. Technical Specifications of the offered items

Sl No.	Item Name	Specification

Date:

Signature with Seal

Place:

Name of the authorised signatory:

Designation:

Form 2: Price Bid Format

Advt No: dtd

Printing cost (per copy) of Annual Report of IASST for the year 2021-22

Sl No.	Per Copy printing cost (INR)	GST 5%	Total cost (INR)	Total Cost in Words
1				

Date:

Signature with Seal

Place:

Name of the authorised signatory:

Designation: