



विज्ञान एवं प्रौद्योगिकी उच्च अध्ययन संस्थान
(विज्ञान तथा प्रौद्योगिकी विभाग, भारत सरकार के तहत एक स्वशासी संस्थान)
विज्ञान पथ, पश्चिम बड़ागाँव, गड़चुक, गुवाहाटी- 781035, असम, भारत
INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY
(AN AUTONOMOUS INSTITUTE UNDER DST, GOVT. OF INDIA)
VIGYAN PATH, PASCHIM BORAGAON, GARCHUK, GUWAHATI- 35, ASSAM, INDIA

निविदा सूचना (NIQ)

Advt. No.598

Date: 11.07.2026

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 2025-26 as per specifications and terms & conditions mentioned below.

A. Scope of Work:

Design and Printing of Annual Report of IASST for the year 2025-26 in both English and Hindi. Tentative volume of works shall be as follows

Language	Nos. of Copies	Nos. of pages in each copy (approx.)	Remarks
English	500	230	The exact volume of works shall be stated in the Work Order
Hindi	50	230	

B. Technical Specifications:

1. Design and page layout
2. Cover page design for both front and back side (both outer and inner total 4 pages including side bar)
3. Processing, plate making and multi-coloured printing
4. Inside text paper: 100/80 GSM imported matte art paper.
5. All pages are multicolour of A4 size printing
6. Cover paper 250 GSM imported art board.
7. Cover plate design.
8. Cover multi-coloured print.
9. Matte Lamination for cover.
10. Spot UV Coating for front cover.
11. Perfect binding section sewing
12. Language of the report: Both English and Hindi separately

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 120 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.
 - (vii) Bid fees of Rs. 1,000 in the form of demand draft in favour of Director, IASST payable at Guwahati.
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 all or any quotations without assigning any reason thereof.
8. The selected bidder has to submit minimum 5 nos. of sample designs (both cover page and inside pages).
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, Garchuk, Guwahati-781035 within 15 days from the date of publication of this notice. The quotation will be open on 27th July, 2026 at 3:00 PM.

E. Address for Communication:

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

Registrar, IASST

Form 1: Format for Submitting Quotation

1. Press/Firm/Agency Details:

- a. Name
- b. Address
- c. Phone No
- d. Email

2. Document fees details: DD no..... dt..... Amount.....

3. Registration No. of the Press/Firm/ Agency (attach certificate):

4. GST Registration No (attach certificate)

5. PAN No. (attach certificate)

6. Authorized person:

- a. Name:
- b. Designation:
- c. Mobile Phone No:
- d. Email:

7. 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

8. 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 of Annual Report of IASST for the year 2025-26

Sl No.	Language	Particulars	Cost (INR)	GST (INR)	Total cost (INR)
A. Item wise breakup					
1	English	Cover page design and printing			
2	English	Per page printing			
3	English	Per copy binding			
4	Hindi	Cover page design and printing			
5	Hindi	Per page printing			
6	Hindi	Per copy binding			
B. Total cost					
1	English	Total cost for 500 copies comprising approx. 230 pages in each copy including cost of cover page and binding etc.			
2	Hindi	Total cost for 50 copies comprising approx. 230 pages in each copy including cost of cover page and binding etc.			
3	Total cost (English + Hindi): Rs. In words: Rupees				

Date:

Signature with Seal

Place:

Name of the authorised signatory:

Designation: