



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. 197(NIQ)

Date. 10/06 /2019

Notice Inviting Quotations for Printing of Newsletter 'Creators'

Ref: IASST/NIQ/

Date:

Institute of Advanced Study in Science & Technology (IASST), Guwahati, invites quotations from the competent printing houses of Guwahati, for the following works :-

- | | |
|------------------------------|--|
| 1. Item to be Printed | - A periodic Newsletter for ISVEC |
| 2. Page Size | - A4 |
| 3. Paper Quality | - Glossy |
| 4. Printing Technology | - Multicolor Offset |
| 5. Paper Thickness | - 170 GSM |
| 6. Printing Content | - Text and images, back to back printing |
| 7. Designing Required | - Yes |
| 8. Binding | - Center folded and stapled |
| 9. Language | - English & Assamese |
| 10. Number of Copies | - 500 English + 500 Assamese |

While the contents for the newsletter will be provided in soft copies in MS Office / image files, the vendor shall be responsible to develop the design and layout, and get it approved from IASST, before taking final print. Before giving final approval, the contents may be revised by IASST as per necessity, any number of times.

The Other Terms & Conditions:

- IASST will have the right to accept or reject, any or all, quotations without assigning any reason thereof to the bidders.
- In case IASST does not find suitable the translation work in Assamese, done by the bidder against any work order, then IASST can get the translation work done by any third party, and ask the successful bidder only for creating the DTP work (either from hard copy or soft copy) and printing. In such events, no remuneration for translation shall be paid to the bidder.
- Any quotations, which is not as per the form attached herewith, is liable to be summarily rejected, at the discretion of IASST.
- The attached form may be filled, duly signed, and submitted in sealed envelope at the tender box, at the following address -

ISVEC

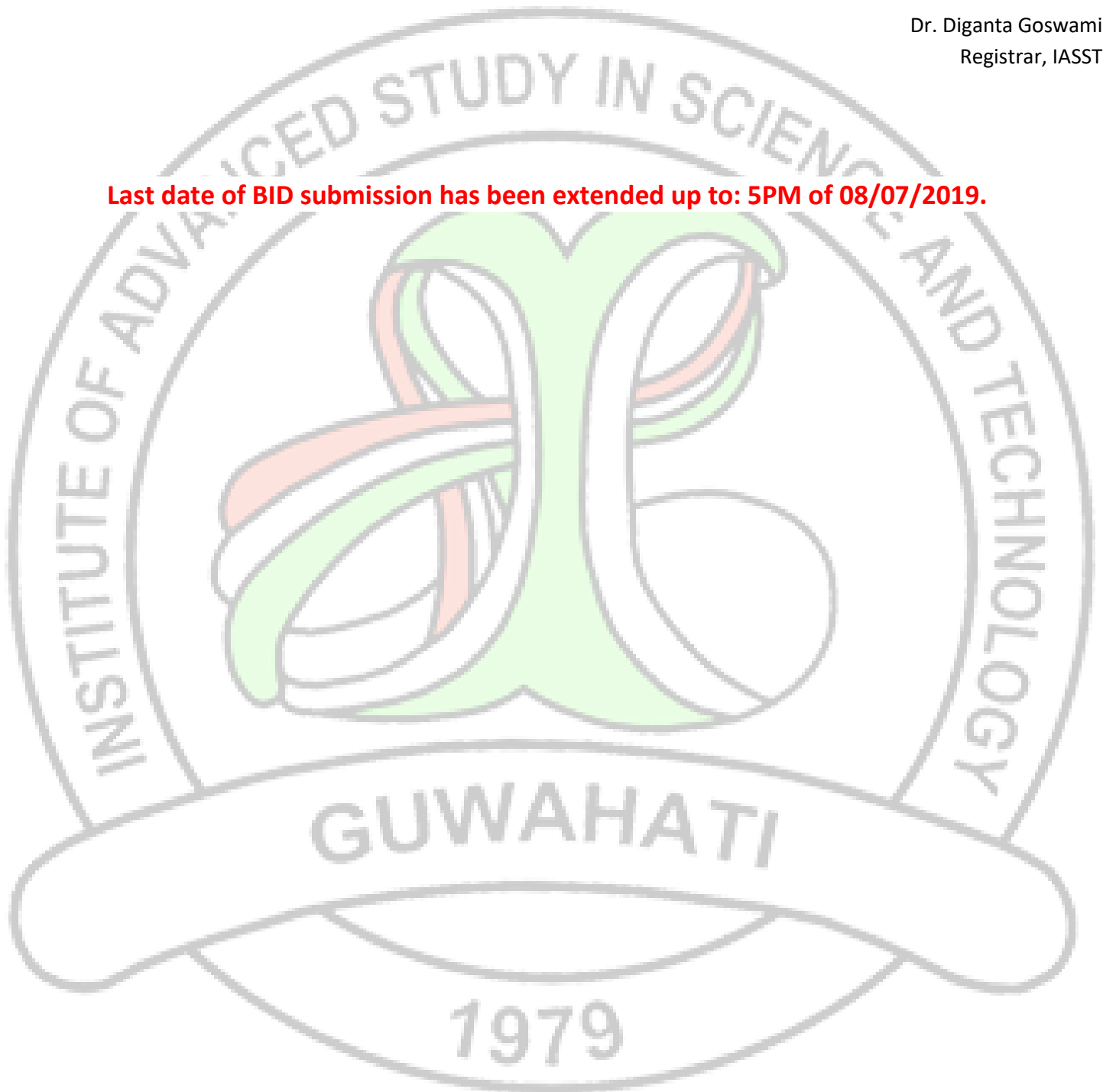
Institute of Advanced Study in Science & Technology (IASST)

Vigyan Path, Paschim Boragaon, P.O. : Garchuk
Guwahati – 781035

- The phrase - ' **Quotation for Printing of Newsletter against NIQ No.** ' should be written on the envelope.
- **The Last Date of Submission of Quotations : for Physical submission: 01-07-2019 upto 5:00 PM**

Dr. Diganta Goswami
Registrar, IASST

Last date of BID submission has been extended up to: 5PM of 08/07/2019.



< To be Printed on the letterhead of the vendor >

To,
The Director,
IASST, Guwahati – 781035

SUB: Quotation For Printing Of Newsletter “Creators”

Ref: Your Notice Inviting Quotation No. IASST/NIQ/

dtd.

Respected Sir,

With respect to the above, hereby I quote my best rates for printing of the newsletter of ISVEC , ‘Creators’ , as follows:-

Item 1. English Version : for 500 copies

| Number of Pages per copy | Base Rate for 500 copies | Applicable GST Amount in Rupees on (A) | Total Amount (Rs) |
|--------------------------|--------------------------|--|-------------------|
| | (A) | (B) | (C) |
| 1* | | | |
| 2* | | | |
| 4 | | | |
| 8 | | | |
| 12 | | | |
| 16 | | | |
| 20 | | | |

*Central Folding & Binding are not applicable for copies having 1 page or 2 pages.

Item 2. Assamese Version (Excluding Translation Charges): for 500 copies

| Number of Pages per copy | Base Rate for 500 copies | Applicable GST Amount in Rupees on (A) | Total Amount (Rs) |
|--------------------------|--------------------------|--|-------------------|
| | (A) | (B) | (C) |
| 1* | | | |
| 2* | | | |
| 4 | | | |
| 8 | | | |
| 12 | | | |
| 16 | | | |
| 20 | | | |

*Central Folding & Binding are not applicable for copies having 1 page or 2 pages.

Item 3. English to Assamese Translation Charges :

| Base Rate per 4 pages | Applicable GST Amount in Rupees | Total Amount (Rs) |
|-----------------------|---------------------------------|-------------------|
| (A) | (B) | (C) |
| | | |
| | | |

< Signature of the vendor >



In pursuant to our Quotation against the Notice Inviting Quotation Number **IASST/NIQ/** **dtd.**
I/we further accept and declare the following -

1. I/we have read and understood the and agree by all of the contents the Notice Inviting Quotation, as referred above.
2. The rates quoted for item no. (1) & (2) are inclusive of charges for - designing and developing layout with necessary DTP works, cost of paper and printing, necessary central folding and Binding.
3. The quoted Base Rates shall be valid for receiving work order(s) upto 30-06-2020. The tax component may change only with any change of taxation by government, on printing services.
4. IASST may give any number of work-orders against this quotation, within the validity period of this quotation.
5. At any time IASST will have the liberty to stop giving work to us, and award to any other party of its choice, if the execution of the work by us is not found satisfactory.
6. The payments shall be made to us after execution of work against the respective work orders.
7. IASST shall be the sole judge about the quality of execution of work done.
8. This quotation shall hold good, even if any work order is issued for printing of any literature other than the newsletter, so long as the specifications are as per the above referred NIQ.

Thanking you

For _____

Name & Signature of the vendor

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