



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. 142 (NIQ)

Date. 25 /05/2018

Sealed quotations are invited from Publishers/Printing Press for design & printing of IASST Annual Report 2017-2018 in prescribed format. Quotations will be received up to 5:00 PM of 18/06/2018. Date of opening of quotations will be at 11.00 AM on 19/06/2018.

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: 18/06/2018 by 5:00 P.M	Office of the Registrar, IASST, Guwahati – 781035 Date: 19 /06/2018 at 11:00A.M

Format for quotation:**A.**

Sl. No.	Particulars	Quantity	Quoted amount (in Rs.)
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	
10	Hindi Translation	Per page	
11	Hindi typing	Per page	

B.**Net printing cost per copy wise:-****1. English:****2. Hindi:**

Sequence of documents to be provided with quotation:

1. Latest Income Tax Clearance Certificates.
2. Copy of Certificate of Registration under GST.
3. Copy of PAN Card
4. List of similar work done. Proof to be provided along with.

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

- Quotations only in the prescribed format will be accepted.
- Last 03 years' credentials are to be submitted. More weightage will be given to the firms having previous experience of preparing reports/documents of Academic/Research institutions.
- 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.
- Approximate number of pages per copy will be 150.
- Quantity will be approx. 1000 copies of English and 100 copies of Hindi.
- Design and layout of Hindi version will be same as English version except textual part.
- **Prices will be exclusive of taxes.** Appropriate taxes are to be mentioned separately.
- **Net printing cost** per English copy and net printing cost per Hindi copy of the report must be quoted separately.
- After preparation of the soft copy of the annual report (Both Hindi & English), the successful bidder should submit the sample soft copy 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 to support the claim for quality printing work.
- Bid received without bid fee will be summarily rejected.
- Bid documents not submitted strictly in the format published will be rejected overtight.
- The bids received after the deadline for submission of bids prescribed by the IASST will be rejected and such bids shall be marked as late and not considered for further evaluation.
- Any deviation from above particulars in the final print will be taken into consideration for calculating actual amount to be paid by the Institute.

Registrar, IASST