



संख्या:No.BB/5177/Vol-IV/2017/ 2123-2129

भारत सरकार

Government of India

जल संसाधन, नदी विकास एवं गंगा संरक्षण मंत्रालय

Ministry of Water Resources, RD& GR

ब्रह्मपुत्र बोर्ड

Brahmaputra Board

Basistha, Guwahati-29

Dated October 11, 2017

### NOTICE INVITING QUOTATION

Sealed quotation in prescribed format is invited from reputed and registered printing firms for carrying out the following work-

Sl. No.	Name of work	Earnest Money in	Time of completion	Cost of quotation document in	Location
1	2	4	5	6	7
1	Printing & binding of Annual Report of Brahmaputra Board for the year 2016-17 (Bilingual in Hindi & English) with colour photo pages and laminated colour cover	Rs. 3500.00	10 days	Rs. 500.00	Brahmaputra Board H.Q. Basistha, Guwahati-29

The quotation containing schedule of works and terms & condition may be obtained from the Brahmaputra Board Secretariat, Basistha, Guwahati-29 upto **6.00 PM** on all working days from **12 to 17 October 2017** on payment of the cost of quotation as shown in **column 6 above** in the form of Bank Draft from Nationalized Bank in favour of Financial Adviser, Brahmaputra Board, Basistha, Guwahati-29. The quotation may also be downloaded from the website of Brahmaputra Board ([www.brahmaputraboard.gov.in/www.eprocure.gov.in](http://www.brahmaputraboard.gov.in/www.eprocure.gov.in)), but the quotationer has to deposit the value of quotation document in the same manner along with the quotation while dropping it, without which the tender will be rejected.

The quotation complete in all respect will be received by the undersigned upto **3.00 PM of 18.10.2017** and will be opened on the same day at **3.30 PM** in the office of the undersigned in presence of the bidders or their authorized representative. The Earnest Money as shown in **column 4 above** should be submitted in the form of call deposit/bank draft in favour of the Financial Adviser, Brahmaputra Board, Basistha, Guwahati-29.

*S. K. Talukdar*  
11.10.2017

(S. K. Talukdar)

Executive Engineer (HQ)

Copy to:

1. The PPS to Chairman, Brahmaputra Board, Basistha, Guwahati-29
2. The PS to Vice-Chairman, Brahmaputra Board, Basistha, Guwahati-29
3. The Chief Engineer-II, Brahmaputra Board, Basistha, Guwahati-29
4. The Superintending Engineer(P), Brahmaputra Board, Basistha, Guwahati-29
5. The Deputy Financial Adviser, Brahmaputra Board, Basistha, Guwahati-29
- ✓ 6. In-charge of IT Cell, Brahmaputra Board for publishing in the web-site of Board and to upload in the e-procurement portal
7. Notice Board

## SCHEDULE OF WORK

Name of work: DTP, Printing & binding of Annual Report of Brahmaputra Board for the year 2016-17 (Bilingual in Hindi & English) with colour photo pages and laminated colour cover)

Sl. No.	Item	Unit	Rate in (Rs)	
			figure	word
1	DTP & Text printing of front/back cover on best quality imported Art paper 220 GSM including accommodation of Photographs/ drawings on either side of cover with layout design in Hindi and English including cost of paper			
	(a) DTP of text, picture and design of cover (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> ) upto 300 sheets	Per Job		
	(b) Printing of colour cover with lamination (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> ) upto 300 sets	Per Job		
2	DTP & printing of text materials (both text & table) in Hindi & English by offset process on 110 GSM Indian Art paper with all materials and labour including 'Proof reading set' making etc. including cost of paper			
	a) DTP of text & table (upto 200 pages)	Per Job		
	b) Printing of text (upto 200 pages for 300 copies)	Per Job		
3	Printing of Map/ Bar Chart/ Photograph etc. on 170 GSM in Multicolour including scanning etc. including paper- upto 20 pages x 300 copies	Per Job		
4	Soft binding & cutting etc. with compact & quality finished - for 300 copies	Per Job		

Signature.....  
Contractor/Firm.....

  
 11.10.2017  
 Executive Engineer (HQ)  
 Brahmaputra Board

## DETAILED TERMS AND CONDITION

1. The work is to be carried out as per Board's specification and direction.
2. The quotation must be accompanied by Earnest Money in the form of call deposit/Bank draft for Rs. 3500.00 (Rupees three thousand five hundred) only drawn on any Nationalized Bank in favour of Financial Adviser, Brahmaputra Board, Basistha, Guwahati-29.
3. Bank Draft of Rs. 500.00 (Five hundred) only pledged to the Financial Adviser, Brahmaputra Board must be submitted/attached with the quotation.
4. The quotation must should have experience of carrying out similar works.
5. The quotationer has to submit documents showing proof of similar nature of work carried out by him i.e. printing of reports, etc. in last three years.
6. The complete quotation document along with copies of Firm Registration certificate, GST Registration certificate, Trade License, proof of past like works, PAN Card, Earnest Money, IPO for the cost of quotation document etc. should be submitted in a sealed envelop subscribing the name of work as in **column 2** of the NIQ and to be dropped in the tender box kept in the office of the undersigned on or before the scheduled date and time.
7. The quotation will be opened on the scheduled date, time and place as mentioned in the Notice Inviting Quotation. If the scheduled date happens to be a holiday, then the quotation will be opened on the next working day. The bidders/representative will have to produce all the original documents at the time of opening the "Eligibility documents" envelope for verification.
8. Rates inclusive of all applicable taxes should be quoted legibly in the enclosed schedule of work both in figures & words for all the items. If quoted rate differ in figure and word, the rate quoted in word would be considered.
9. The quotationers shall sign with date on all the papers of the quotation as well as the documents submitted by the quotationers in support of the quotation.
10. The quotationers shall duly initial/sign on any overwriting/correction made in the quoted rates.
11. Quotations found not in order of any of the guidelines mentioned under the above clause 2 to 10 are liable to be rejected.
12. After allotment of the work, if the selected bidder disagrees to execute the work, his/her Earnest Money will stand forfeited.
13. The Earnest Money of the unsuccessful bidders will be returned after allotment of the work to the successful bidder.
14. Necessary taxes like Income Tax, GST or any other taxes as applicable, will be deducted at source.
15. The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof and is not bound to accept the lowest bidder.
16. The number of pages to be printed as mentioned in the schedule of work (both text & colour) is indicative only. The payment will be made as per the actual work done.
17. The printing materials should be in strict conformity to the specifications laid in the schedule of work and should be of best workmanship and quality.
18. The work is strictly time bound as the reports would be submitted to the Ministry of Water Resources, RD&GR, Government of India by Brahmaputra Board before 31<sup>st</sup> October that the reports scheduled to be placed on the table of both Houses of Parliament.
19. Any legal dispute will be settled within the jurisdiction of the Guwahati High Court.

  
11.10.2017  
Executive Engineer (HQ)  
Brahmaputra Board