

No. BB/11217/2018/1  
Government of India  
Ministry of Water Resources  
River Development and Ganga Rejuvenation  
Brahmaputra Board

Basistha, Guwahati-29  
Dated. 16-11-2018

**NOTICE INVITING QUOTATION**

Sealed quotation in prescribed format in two envelop system is invited from reputed and registered printing firms located at Guwahati for carrying out the following works:

Gr. No	Name of work	Location	Estd. Cost in Rs. (approx.)	Earnest Money in Rs.	Cost of tender paper in Rs.	Time of Completion of the work	Remarks
1	2	3	4	5	6	7	
A	Printing and supply of Executive Diary for the year 2019 in respect of Brahmaputra Board	Brahmaputra Board, Basistha, Guwahati-29	123200.00	2500.00	100.00	20 (twenty) days	Schedule-1
B	Publication of Wall Calendar for the year 2019 in respect of Brahmaputra Board with colour photo pages		187000.00	3800.00	100.00	20 (twenty) days	Schedule-2
C	Printing and supply of Table Calendar for the year 2019 in respect of Brahmaputra Board with colour photo pages and cover		30800.00	600.00	100.00	20 (twenty) days	Schedule-3

The quotation containing schedule of work and terms and conditions may be obtained from the office of the undersigned up to 6.00 Pm on all working days from 19-11-2018 to 30-11-2018. The tender paper may also be downloaded from the website of Brahmaputra Board [www.brahmaputra board.gov.in](http://www.brahmaputra board.gov.in).

The tender complete in all respect will be received by the undersigned up to 03:00 PM of 03-12-2018 and will be opened on the same day at 03:30 PM in the office of the undersigned in presence of bidders or their authorized agents/ representatives. The earnest money as shown in the column 5 above should be submitted in the form of call deposit/ bank draft in favour of Financial Adviser, Brahmaputra Board, Guwahati -29.

*B. Kalita*  
16.11.2018  
Executive Engineer (H.Q.)

Copy for information to:

1. The PPS to the Chairman, Brahmaputra Board, Basistha, Guwahati -781029.
2. The PS to the Vice-Chairman, Brahmaputra Board, Basistha, Guwahati -781029.
3. The Secretary, Brahmaputra Board, Basistha, Guwahati -781029.
4. The Deputy Financial Adviser, Brahmaputra Board, Basistha, Guwahati -781029.
5. The Superintending Engineer (P), Brahmaputra Board, Basistha, Guwahati -781029.
6. The Superintending Engineer (W), Brahmaputra Board, Basistha, Guwahati -781029.
7. The incharge, IT Cell, Brahmaputra Board, Basistha, Guwahati -781029 for publication in Board's website.
8. Notice Board, Brahmaputra Board H.Q. Office, Brahmaputra Board, Basistha, Guwahati -781029.

## 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 as mentioned in the Column- 5 of NIQ in the form of call deposit/ Bank draft drawn on any Nationalized Bank in favour of Financial Adviser, Brahmaputra Board, Basistha, Guwahati-29.
3. A crossed non-refundable IPO of Rs. 100.00 (one hundred) only for each of the Group pledged to the Financial Adviser, Brahmaputra Board must be submitted/attached with the quotation in case of documents downloaded from website.
4. The quotation must accompany GST certificate, Firm Registration certificate, Trade License and copy of Pan Card in favour of the firm.
5. The quotationer has to submit documents showing proof of similar nature of works carried out by him i.e. printing of Diary, Wall Calendar, Table Calendar etc. in recent past.
6. The complete quotation document along with copies of Firm Registration certificate, GST Registration certificate, Trade License, proof of past works, PAN Card, Earnest Money, IPO for the cost of quotation document (in case of quotation downloaded from the web-site), etc. should be submitted in a sealed envelope indicating the "**Eligibility documents**". The quoted rates of the items in the specified schedule of work should be submitted separately in another sealed envelope indicating "**Financial bid**". Both the envelopes should be put together in another sealed envelope 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 quotations 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 differs in figure and words, 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. Any legal dispute will be settled within the jurisdiction of the Guwahati High Court.

*G. Boreketa*  
16.11.2018

Executive Engineer (H.Q.)  
Brahmaputra Board

*16/11*

## SCHEDULE -I

Name of Work:- Printing and supply of Executive Diary for the year 2019 in respect of Brahmaputra Board with colour photo pages and cover

SI No	Item	Unit	Rate in Rs.	
			Figure	Word
	<p>Printing and supply of Executive Diary for the year 2018 in respect of Brahmaputra Board with colour photo pages and cover, specification as detailed below:</p> <p>Printing of Executive Diary, Design: Multicolour &amp; single colour, Size: 9'' x 7.5'', pages: Total 356 pages ( 336 in single colour, 16 in Multicolour 4 pages multicolour cover), paper: 80 GSM Maplitho paper for single colour printing 336 pages, 130 GSM Art Paper for Multicolour offset printing for 16 pages text and cover, Printing: Single colour printing 336 pages, Multicolour offset printing for 16 pages text and cover, Binding: Hard binding etc.</p> <p>Qntty. = 500 (five hundred) nos.</p>	Per Job		

Signature of bidder.....

Contractor/ Firm.....

**SCHEDULE -2**

Name of Work:- Printing and supply of Wall Calendar for the year 2019 in respect of Brahmaputra Board with colour photo pages and cover

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SI No	Item	Unit	Rate in Rs.	
			Figure	Word
	Publication of Wall Calendar for the year 2019 in respect of Brahmaputra Board with colour photo pages as detailed below:  Printing of Wall Calendar Design: Multicolour, Size: 20'' x 30'', pages: Total 14 pages ( 7 leafs), paper: 170 GSM Art Paper for 6 (six) leafs, 100 GSM Maplitho paper for fly leaf, Printing: Multicolour Photo litho print with sharp printing back to back, Binding: Wiro binding with hanger  Qntty. = 2000 (two hundred) nos.	Per Job		

Signature of bidder.....

Contractor/ Firm.....

### SCHEDULE -3

Name of Work:- Printing and supply of Table Calendar for the year 2019 in respect of Brahmaputra Board with colour photo pages and cover

SI No	Item	Unit	Rate in Rs.	
			Figure	Word
	<p>Printing and supply of Table Calendar for the year 2018 in respect of Brahmaputra Board with colour photo pages and cover, specification as detailed below:</p> <p>Printing of Table Calendar, Design: Multicolour, Size: 9'' x 7.5'', pages: Total 26 pages ( 13 leafs), paper: 170 GSM Art Paper            Printing: Multicolour screen printing Binding: Wiro binding with stand</p> <p>Qntty. = 500 (five hundred) nos.</p>	Per Job		

Signature of bidder.....

Contractor/ Firm.....