



BB/5177/2008/39
GOVERNMENT OF INDIA
MINISTRY OF WATER RESOURCES
BRAHMAPUTRA BOARD
(Website – www.brahmaputraboard.gov.in)

Basistha, Guwahati-29
Dated 29th August, 2011

NOTICE INVITING QUOTATION

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

Sl. No	Name of work	Estimated value in `	Earnest Money in `	Time of completion	Cost of quotation document in `	Location
1	2	3	4	5	6	7
1	Printing & binding of Annual Report (Bilingual in Hindi & English) of Brahmaputra Board for the year 2010-2011 in demy size (300 copies of about 180 pages each with 10 colour photo pages and colour cover).	99,700.00	2000.00	15 days	150.00	Brahmaputra Board H.Q. Basistha, Guwahati-29

Detailed quotation document can be seen in the website of Brahmaputra Board (www.brahmaputraboard.gov.in) as well as in the Office Notice Board. The quotation document containing schedule of works and terms & condition may be obtained from the Brahmaputra Board Secretariat, Basistha, Guwahati-29, upto **2.00 P.M.** on all working days from **29.08.2011 to 09.09.2011** on payment of the cost of quotation document as shown in **column 6 above** in the form of non-refundable crossed IPO pledged to the Financial Adviser, Brahmaputra Board, Basistha, Guwahati-29. The quotation document can also be downloaded from the website of Board but the quotationers has to deposit the value of quotation document in the same manner alongwith the quotation while dropping it.

The quotation complete in all respect will be received by the undersigned upto **3.00 P.M. of 09.09.2011** and will be opened on the same day at **3.30 P.M.** 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.

Sd/-
Executive Engineer (HQ)

Copy to:

1. The PPS to Chairman, Brahmaputra Board, Basistha, Guwahati-29.
2. The PS to General Manager, Brahmaputra Board, Basistha, Guwahati-29.
3. The Chief Engineer (P&D)/(I&W), Brahmaputra Board, Basistha, Guwahati-29.
4. The Deputy Financial Adviser, Brahmaputra Board, Basistha, Guwahati-29.
5. In-charge of IT Cell, Brahmaputra Board for publishing in the web-site of Board.
6. Notice Board.

SCHEDULE OF WORK

Name of work : DTP, Printing & binding of Annual Report of Brahmaputra Board (Bilingual in Hindi & English) in demy size for the year 2010-2011 (300 copies of about 180 pages each with 10 color photo pages and color cover)

Sl. No.	Item	Quantity	Unit	Rate in (`)		
				figure	word	Amount
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 paper					
	a) DTP of text, picture & design of cover	1	Per/page			
	b) Printing of colour cover with paper	1	Per/page			
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 charges including 'Proof reading set' making etc. with paper					
	a) DTP of text & table	180	Per/page			
	b) Printing of text with paper	180	Per/page			
3	Printing of Map/Bar Chart/Photograph etc on 170 GSM in Multicolour i/c scanning etc. with paper.	10	Per/page			
4	Binding & cutting etc.	300	Per/copy			

Sd/-
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 ` 2000.00 (Rupees two thousand) only drawn on any Nationalized Bank in favour of Financial Adviser, Brahmaputra Board, Basistha, Guwahati-29.
3. A crossed non-refundable IPO of ` 150.00 (One hundred fifty) pledged to the Financial Adviser, Brahmaputra Board must be submitted/attached with the quotation.
4. The quotation must accompany valid VAT registration/clearance 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 work carried out by him i.e. printing of reports, etc. in recent past.
6. The complete quotation document alongwith copies of Firm Registration certificate, VAT Registration/clearance certificate, Trade License, proof of past like 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 envelop indicating the "**Eligibility documents**". The quoted rates of the items in the specified schedule of work should be submitted separately in another sealed envelop 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 tender 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 document as well as the documents submitted by the quotationers in support of the quotation.
10. The quotationers shall duly initial/sign 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, VAT, Service Tax, Duties, or any other taxes as applicable, will be deducted at source.
15. Manuscript may be obtained from the office of the undersigned.
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. A proof copy of the Annual Report (both Hindi & English) must be submitted to the undersigned for final scrutiny, etc.
18. 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.
19. The printed copies of the Annual Report alongwith a CD containing soft copy of the Annual Report in either PDF/Word format are to be delivered within 15(fifteen) days from the date of issue of the work order.
20. 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.
21. Any legal dispute will be settled within the jurisdiction of the Guwahati High Court.

Sd/-
Executive Engineer (HQ)
Brahmaputra Board.