



संख्या:BB/5177/Vol-V/2020/...1946-1951
भारत सरकार / Govt. of India
जल शक्ति मंत्रालय / Ministry of Jal Shakti
जल संसाधन, नदी विकास एवं गंगा संरक्षण विभाग
Department of Water Resources,
River Development and Ganga Rejuvenation
ब्रह्मपुत्र बोर्ड / Brahmaputra Board



बशिष्ठ, गुवाहाटी -29
दिनांक: सितंबर 16 2022


कोटेशन आमंत्रण / 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	Estimated cost in Rs.	Time of completion	Location
1	2	3	4	5
1	Printing & binding of Annual Report of Brahmaputra Board (Bilingual in Hindi & English) in demy size for the year 2021-22 (50 copies of about 250 pages each with laminated color cover)	65000.00 (Approx.)	7 (Seven) days	Brahmaputra Board H.Q. Basistha, Guwahati-29

The quotation containing schedule of works and terms & condition may be downloaded from the website of Brahmaputra Board (www.brahmaputraboard.gov.in/) <https://eprocure.gov.in/epublish/app>.

The quotation complete in all respect will be received by the undersigned upto 3.00 PM of 23/09/22 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.


(सौमित्र कुमार देव)

कार्यपालक अभियंता (मु.)

प्रतिलिपि प्रेषित/Copy to:

1. अध्यक्ष, ब्रह्मपुत्र बोर्ड के प्रधान निजी सचिव, बशिष्ठ, गुवाहाटी -29
2. उपाध्यक्ष, ब्रह्मपुत्र बोर्ड के निजी सचिव, बशिष्ठ, गुवाहाटी -29
3. मुख्य अभियंता-I & II, ब्रह्मपुत्र बोर्ड, बशिष्ठ, गुवाहाटी -29
4. उप वित्तीय सलाहकार, ब्रह्मपुत्र बोर्ड, बशिष्ठ, गुवाहाटी -29
5. In-charge of IT Cell, Brahmaputra Board for publishing in the web-site of Board
6. सूचना पट्ट।

SCHEDULE OF WORK

Name of work: Printing & binding of Annual Report of Brahmaputra Board (Bilingual in Hindi & English) in demy size for the year 2021-22 (50 copies of about 250 pages each with laminated color cover)

Sl. No.	Item	Qnty.	Unit	Rate in Rs.		Amount in Rs.
				Figure	Words	
	Printing & binding of Annual Report of Brahmaputra Board (Bilingual in Hindi & English) in demy size for the year 2021-22 (50 copies of about 250 pages each with laminated color cover)			.		
1	Design of Cover	1	Job			
2	Printing of Cover (50 copies)	1	Job			
3	DTP of text materials (both text & table) in Hindi & English.	1	Job			
4	Printing of text (up to 250 pages for 50 copies) in 100 GSM Art paper.	1	Job			
5	Printing of Map & Photo in 130 GSM photo paper in Multicolour (50 sets).	1	Job			
6	Lamination of Cover (50 copies)	1	Job			
7	Soft binding & cutting etc. with compact & quality finished - for 50 copies.	1	Per Job			
	Total Rs.					

(Rupees.....)only

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

TERMS AND CONDITION

1. The work is to be carried out as per Brahmaputra Board's specification/direction/sample.
2. The complete quotation document along with copies of Firm Registration certificate, GST Registration certificate, Trade License, proof of past similar works, PAN Card should be submitted in a 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.
3. 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.
4. Taxes like Income Tax, GST, Service Tax, Duties, or any other taxes as applicable, will be deducted at source.
5. The number of pages to be printed as mentioned in the schedule of work (both text & color) is indicative only and payment will be made as per the actual work done.
6. Three times proof copy of the Annual Report (both Hindi & English) must be submitted prior to final printing for approval.
7. Printed copies of the report (50 copies) along with soft copy of the report in PDF format are to be delivered strictly within 7 (seven) days from the date of issue of work order.
8. Printing materials should be in strict conformity to the specifications laid in the schedule of work and should be of best workmanship and quality.
9. Seal & Signed Scanned copy of Permanent Account Number (PAN) and GST Registration Number to be uploaded in the quotation.
10. The quotationer shall submit a self-declaration indicating that they have quoted for the entire scope of work as per schedule of work mentioned in the quotation. Quotationer shall not indicate any price part in quotation. Quotationer indicating price part in any Documents shall be liable to be rejected.
11. The quotationer should have registered firm at Guwahati with complete setup, adequate manpower resources for time bound deliverables. Documentary evidence of registered firm at Guwahati to be furnished.
12. Quotationer must have experience of carrying out similar works satisfactory viz. design & printing/publishing Reports/ Booklets/ Journals/ Annual Report/ Coffee Table Book, etc.
13. Payment will be made only after satisfactory completion of the work.
14. Any legal dispute will be settled within the jurisdiction of the Guwahati High Court.


Executive Engineer (HQ)
Brahmaputra Board