



GOVERNMENT OF ASSAM

ASSAM STATE RURAL LIVELIHOODS MISSION SOCIETY  
PANCHAYAT AND RURAL DEVELOPMENT DEPARTMENT.

SIVA NATH GOGOI PATH, PANJABARI, GUWAHATI, ASSAM-781037

Landline: 0361-2330542 Email: [asrlms.india@gmail.com](mailto:asrlms.india@gmail.com) website: [www.asrlms.in](http://www.asrlms.in)

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**NOTICE INVITING TENDER UNDER LIMITED TENDERING PROCESS FOR DESIGN, DEVELOP AND PRINTING OF CALENDARS FOR 2018.**

Sealed tender affixing Court Fee Stamp of Rs 8.25 only are invited by ASRLMS, Assam, from reputed and registered Printing Presses having permanent branch office in Assam for design, develop and printing of Calendar. The detailed Tender Documents may be obtained from the official website of ASRLMS i.e [www.asrlms.assam.gov.in](http://www.asrlms.assam.gov.in). Interested parties are requested to submit their tender along with the specified documents which will be received till **14-12-2017 up to 2.00 P.M.** The tender may be sent by hand in sealed cover addressed to **“State Mission Director, Assam State Rural Livelihoods Mission Society (ASRLMS), Sivanath Gogoi Path, Panjabari, Guwahati-781037, Assam.”** Tender received after the closing date & time shall not be entertained. The undersigned reserves the right to accept or reject any tender without assigning any reason thereof.

**Tender Reference No.** :ASRLMS/Calendar/948/2017-18/01

**Date of issuing Tender** : 27-11-2017.

**Last Date and Time of receipt of Tender** : 14-12-2017 till 2.00 PM

**Date and Time of opening Bid** : 14-12-2017 at 3.00 PM

**Place of opening Tender** : Office of the State Mission Director, Assam State Rural Livelihoods Mission Society, Sivanath Gogoi Path, Panjabari, Guwahati-37

**Address for Communication:** State Mission Director, , Assam State Rural Livelihoods Mission Society , Sivanath Gogoi Path Panjabari, Guwahati-37

State Mission Director.  
ASRLMS.

Copy to:

- 1) The Finance & Accounts Section- SMMU, ASRLMS , for information and necessary action.
- 2) The MIS Section, SMMU, ASRLMS for information and neccesation action.

State Mission Director.  
ASRLMS.

## Eligibility Criteria

The Eligibility Criteria and the documents required thereof are given in the table below:-

<b>Sl. No.</b>	<b>Eligibility Criteria</b>
<b>A</b>	The Legal status, place of registration and principal place of business of the company or firm or partnership, etc. and should be in operations for minimum of 5 years.
<b>B</b>	Bidder should have Average Annual Turnover of 30.00 Lakhs during the last three completed financial years i.e 2016-17, 2015-16, 2014-15. Photocopy of Audit Reports should be attached.
<b>C</b>	Experience in executing three (3) orders/contracts for printing of Calendars during the last three years in State/Central Govt Sector/PSUs. The Work Completion Certificate should be furnished along with the order.
<b>D</b>	The firm/Agency should have GST Registration Certificate and Permanent Account Number.
<b>E</b>	The Bidder should have their own establishment in Assam with multicolour (Min 4 Colour) Sheet fed Machine with complete list of machineries (Pre Press-Press-Post Press)

## 1. TECHNICAL BID- COVER "A"

The bidder should furnish the following in a separate cover hereinafter called "Cover A". *Court Fee Stamp of Rs 8.25 must be affixed.*

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- a) The tender/bid document should be signed by the bidder in all pages with office seal and submitted with the bid.
- b) The Sample Paper of Calendars should be submitted along with the Bid.

## 2. PRICE BID - COVER "B"

Cover "B" shall contain the Price Bid of the bidder.

- (i) Signature and Seal on each page

Each page of the price bid should be duly signed by the bidder affixing the office seal.

- (ii) Rates quoted

The bidder shall submit the Price Bid (Cover - B) in the format at **Annexure-IV**. The rates quoted shall be inclusive of all taxes and any other charges. The component of Tax should also be shown separately.

The bidder shall put the duly signed **Annexure-IV** in a sealed cover super scribed as "PRICE BID COVER "B" and addressed to the State Mission Director, Assam State Rural Livelihoods Mission Society (ASRLMS), Sivanath Gogoi Path, Panjabari, Guwahati-781037, Assam.

## 3. COVER FOR TECHNICAL BID & PRICE BID

The two separately sealed covers Technical Bid (Cover "A") and Price Bid (Cover "B") shall be placed together inside a Single Cover which shall be sealed and super scribed as **NOTICE INVITING TENDER UNDER LIMITED TENDERING PROCESS FOR DESIGN, DEVELOP AND PRINTING OF CALENDAR.** and addressed to the State Mission Director, Assam State Rural Livelihoods Mission Society (ASRLMS), Sivanath Gogoi Path, Panjabari, Guwahati-781037, Assam.

#### **4. OPENING OF COVER "A" AND COVER "B" OF TENDER**

- (a) Bidders or their authorized representatives are entitled to be present on the date and time of opening of Technical Bid - Cover "A".
- (b) Only those bidders whose Technical Bids are found acceptable will be considered for Financial evaluation.

#### **5. VALIDITY OF BID:**

Bids shall remain valid for acceptance for a period of 60 days after opening of Technical Bid i.e. Cover 'A'. Bids with shorter validity shall be rejected. Tender Inviting Authority may solicit bidders consent for an extension of validity period. A bidder may refuse extension request without forfeiting their EMD.

#### **6. VALIDITY OF OFFER OF SUCCESSFUL BIDDER:**

The validity of offer of the successful bidder shall be till completion of supply from the date of issuing order and the successful bidder will be bound to supply the items at the quoted rate without any changes.

#### **9. ACCEPTANCE OF TENDER**

##### **(i) Tender Evaluation**

Tenders will be evaluated with reference to various criteria of technical bid and thereafter on the basis of the price per unit (landed price per unit) for determining the L1 (Lowest) for each item. Conditional discounts shall not be taken into account for price comparison.

##### **(ii) Right to Reject Tender**

Tender Inviting Authority reserves the right to accept the tender or to reject the tender for all items or for any one or more of the items tendered at any point of time without assigning any reason.

##### **(iii) Tender Acceptance**

The acceptance of the tenders will be communicated to the successful bidder in writing.

#### **10. NON ASSIGNMENT OR SUB- LETTING**

The bidder shall not, at any time, assign, sub-let or make over the contract or the benefit thereof or any part thereof to any person or persons, whatsoever.

## 11. COMMUNICATION

All notices or communications relating to or arising out of the agreement or any of the terms thereof shall be considered duly served on or given to the bidder if delivered to him or left at his premises, places of business or abode.

## 12. SUPPLY CONDITIONS:-

### a. Specifications and Quality

The material supplied by the successful bidder shall be of the best quality and shall comply with specifications, stipulations and conditions specified at **Annexure -III**.

b. Delivery Period: Within 10-15 days of receipt of the Work Order.

### c. Penalty for Delayed Delivery

- i. In case there is delay in delivery beyond the stipulated period as mentioned in the purchase order, there shall be reduction in price @ 0.5 per cent of the value of the delayed goods per week of delay or part thereof subject to a maximum of 10 per cent of the total order value.
- ii. Once the maximum price reduction is reached, termination of the contract may be considered. Non-compliance of the contract provisions shall make the successful bidder liable to be disqualified to participate in any tender for the next 5 years, in addition to forfeiture of Security Deposit and other penal actions.

## 13. ARBITRATION

Any dispute whatsoever in any way arising out of or relating to the contract shall be referred to arbitration of the State Mission Director, Assam State Rural Livelihoods Mission Society (ASRLMS), Sivanath Gogoi Path, Panjabari, Guwahati-781037, Assam or to the sole arbitration of some person nominated by him.. The award of the arbitrator shall be final, conclusive and binding on all parties.

## 14. SAVING CLAUSE

No suit, prosecution or any legal proceedings shall lie against Tender Inviting Authority or any person for anything that is done in good faith or intended to be done in pursuance of tender.

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**UNDERTAKING**

To  
State Mission Director,  
Assam State Rural Livelihoods Mission Society (ASRLM), Assam

Tender No. \_\_\_\_\_  
For \_\_\_\_\_

Sir,

1. I, Shri \_\_\_\_\_, on behalf of M/s \_\_\_\_\_ having registered office at \_\_\_\_\_ and branch office at-----, do hereby declare that I have gone through the terms and conditions mentioned for the above and undertake to comply with all tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance during the period of supply from the date of award of Order to us.
2. The tender inviting authority has the right to accept or reject any or all the tenders without assigning any reason.
3. We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.
4. We hereby declare that there is no vigilance/CBI or court case pending/contemplated against us at the moment.

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM :

**Annexure-II**

**ANNUAL TURNOVER STATEMENT OF THE BIDDER (To be submitted with Audit report of last three Financial Years)**

The Annual Turnover of M/s \_\_\_\_\_ for the past three years are given below and certified that the statement are true and correct.

Sl No.	Year	Turnover in Lakh
1.	2014-15	
2.	2015-16	
3.	2016-17	
	Total	- Rs. _____ Lakhs

Seal & Signature of Chartered  
Accountant/ Auditor  
Date:

### **Annexure III:- Technical Specifications and Quantity.**

#### **A 1 : Product Details:**

- (1) Type:** Table Desk CALENDAR
- (2) Size:** 21 cm X 21 cm.
- (3) Page:** 13 Sheeter including Fly leaf.
- (4) Printing:** Multi colour Printing both side.
- (5) Paper:** 300 GSM Art Paper Glossy.
- (6) Binding details:** Hard Wire(o) with Hard Board Stand.

**Quantity:- 2000 Nos.**

#### **Theme of the calendar:-**

- a) Success stories of SHGs through NRLM fold with photographs.
- b) The calendar should include the achievements of DDU-GKY Programme.

***Note: The Theme of Calendar(including design) shall be finalized in consultation with concerned officials of SMMU-ASRLMS before printing.***

#### **A 2: Product Details:**

- 1) Type: Wall Calendar (SINGLE SHEET CALENDAR)**
- 2) Size:** 74 cm X 49 cm.
- 3) Page:** Single Page
- 4) Paper:** 170 GSM Art Paper Glossy.
- 5) Binding details:** Tin mounting both side.

**Quantity:- 12000 Nos.**

The Theme of Single Sheet Calendar shall have special focus on achievement under DDU-GKY Programme and NRLM Programme .

***Note: The Theme of Calendar(including design) shall be finalized in consultation with concerned officials of SMMU-ASRLMS before printing.***



**Annexure IV**

**COVER 'B' - PRICED BID**

Tender No. \_\_\_\_\_

**Rate inclusive of supply, transportation and other charges to be delivered in SMMU-ASRLMS as per specifications.**

Item No	Brief Description of Items	Qty (Total)	Rate per Unit (In Rs)	Taxes per Unit (In Rs)	Total Cost per Unit (In Rs)	FOR Destination Amount	Total Cost (In Rs)
1	2	3	4	5	6 =(4+5)	7	8=(3x4)+7
A.1	Table Desk Calendar.	2000					
A.2	Wall Calendar (Single Sheet)	12000					
	Total (In Rs)						

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM:

