



STATE CHILD PROTECTION SOCIETY, ASSAM

(An Assam Government Organisation)

46, Survey Bus Stop, Beltola, Guwahati-28

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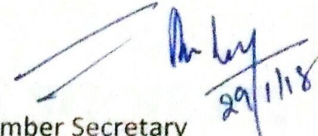
No. SCPS (G) 305/2016-17/ 75

Dtd. Guwahati the 29th Jan 2018

SHORT NOTICE INVITING TENDER

Proposals are invited for designing & printing of Banners, Flex Standees and IEC materials for State Child Protection Society, Assam. The interested firms may submit the tender documents to the Office of the State Child Protection Society, Assam during the office hours before 5th February 2018 during the office hours before 5.00 pm.

Specifications/detail about the designing and terms & conditions can be collected from the website-www.scpsassam.org


Member Secretary


State Child Protection Society, Assam

Memo No. SCPS (G) 305/2016-17/ 75-A

Dtd Guwahati the 29th Jan, 2018

Copy forwarded for information to:

1. The Principal Secretary to the Govt. of Assam, Social Welfare Deptt, Dispur & Chairperson SCPS, Assam for information
2. The Director, Director of Social Welfare, Uzan Bazar, Guwahati-01 for information
3. Notice Board, Director of Social Welfare, Uzan Bazar, Guwahati-01 for information
4. Notice Board, State Child Protection Society, Assam, Guwahati-28
5. Notice Board of the Office of Deputy Commissioner, Kamrup Metro, Guwahati-01
6. Office file


Member Secretary

State Child Protection Society, Assam

TENDER DOCUMENT

**DESIGNING & PRINTING
FOR
STATE CHILD PROTECTION SOCIETY,
ASSAM
#46, SURVEY BUS STOP, BELTOLA
GUWAHATI, ASSAM
781028**

DESIGNING & PRINTING PROPOSAL

Title: DESIGNING & PRINTING

Target Market/ Audience:	General Public, Youth, Children and other stakeholders
Purpose:	Awareness generation regarding child protection issues
Specific Objectives:	<ul style="list-style-type: none"> • To raise the profile of all issues connected with child protection, including child abuse prevention, Child Rights, child labour, child marriage, child trafficking, education, etc. • To create a mass awareness on the prevailing issues on child protection
Specifications:	Banners, Flex Standees, Hoardings and IEC materials for State Child Protection Society, Assam.

TERMS AND CONDITIONS FOR DESIGNING & PRINTING

1. The firms must demonstrate the following qualifications and experience while submitting letter:
 - Capability statement including technical team with past experience.
 - Evidence of past experience in undertaking similar assignments.
 - At least three years work experience in designing and printing.
 - The ability to start designing immediately and having latest designing / editing equipment / infrastructure.
2. The selected firm for designing IEC materials will submit proposal along with budget breakup for designing & printing to the Member Secretary, State Child Protection Society, Assam, within seven days.
3. The assignment will be offered to a firm after approval of proposal and budget breakup by the Committee especially constituted for the purpose.
4. After receiving acceptance of terms and conditions from the firm and approval of budget, task will formally be assigned.
5. The firm will be bound to complete the assignment within time frame given by the undersigned.
6. The Designing will be in Assamese, English & Bengali and any other languages. The Firm has to submit proof reading/sample to review within 05 days before giving final printing to the Member Secretary, State Child Protection Society, Assam after the job was assigned. .
7. The firm will provide a certified financial budget statement / bill for designing & printing of the IEC materials along with completion with certificate.
8. No expense beyond the approved budget will be reimbursed.
9. The payment will be made to the firm after completion of work assigned.

**Sd/-
Member Secretary
State Child Protection Society
Assam**

Particulars/Profile of the firm

1. Name of the Tendering firm :

2. Office address in Guwahati :

3. i) Telephone No. :
ii) Mobile phone No. :
iii) E-Mail :

4. Name/residential address/Phone No. Of :
Contact person during working days and weekends

5. Whether the firm is proprietary/partnership :

6. PAN no. :

7. GSTIN Registration :

8. Name & Address of partners :
(Please enclose a copy of partnership deed/power of attorney)

9. Details of dealerships obtained from different:
Manufacturers(Additional sheets may be attached if required)

10. Date of establishment of the firm :

11. Business turnover of the firm during last 3 years
i.e. during 2015-16 :
2016-17 :
2017-18 :

Signature _____

Name & Address of the firm_with seal

**Please attach separate sheet/s, if
required and Photocopies of Balance
sheets of the last 3 years (2015-16,
2016-17 and 2017-18)**