

**TENDER DOCUMENT**

**FOR PRINTING OF**

**IEC MATERIAL**

**FOR**

**STATE ADOPTION RESOURCE  
AGENCY, ASSAM**

**O/o STATE CHILD PROTECTION  
SOCIETY, ASSAM**

**#46, SURVEY BUS STOP, BELTOLA  
GUWAHATI, ASSAM  
781028**

## **Size of the Material and specification**

¼ demmy size (6×8.5) inches) 4 pages (English) 6 pages (Assamese) multicolor,  
130 GSM Art Paper

Total nos. of copies:2000 nos. (1000 in English and 1000 in Assamese)

## **TERMS AND CONDITIONS**

1. The tenderer should enclose attested copy of the Government Registration Certificate/  
valid Trade License.
2. The tenderer should have capability and resources to print the IEC material and  
should have PAN and registration under GST/TIN. A copy of certificate of PAN and  
registration under GST/TIN should be enclosed.
3. The tenderer should submit attested copy of the up to date tax clearance certificate.
4. The tenderer should have done similar jobs during last 3 years in Govt./Semi Govt.  
institutions/Govt. of India undertakings/autonomous body.
5. The firm should quote the price for one copy of printed IEC material of aforesaid  
specifications mentioning taxes.
6. The approved price will remain valid up to 12 months from the month of approval

The Member Secretary has the right to accept / reject any one or all tender papers without  
assigning any reason thereof.

Sd/-  
Member Secretary  
State Child Protection Society, Assam  
Beltola, Guwahati – 781 028

**TENDER FORM**

From

M/s

To

The Member Secretary  
State Child Protection Society, Assam  
#46, Beltola Survey, Guwahati – 28

Dear Sir,

1. In response to your Tender Notice No..... dated, ..... for printing IEC material for the financial year 2017-18 and 2018-19. I/we ..... a Company/ a Partnership/ Firm/Sole proprietor ..... carrying on business at ..... hereby tender to supply the items as per the tender schedule.
2. I/we shall be liable for the damages to the extent or the percentage of my/our Tendered value and pay you the same forthwith on demand without protest or demur.
3. I/we hereby agree to abide by and fulfill the terms and conditions set out in the TENDER Notice, which shall be deemed to form a part of this tender & I/we return herewith all these documents attested on each page in token of my/our acceptance thereof.
4. I/we hereby declare that this Tender and your acceptance to be notified by you shall constitute a valid and binding contract between us

Full signature of the Tenderer with Seal  
 Full Address.....  
 .....  
 .....  
 Telephone No.  
 Mobile No.

In presence of

1. Signature of witness .....  
 .....  
 Address.....
2. Signature of witness .....  
 .....  
 Address.....

**Annexure-I**

(Rate to be quoted and kept inside price bid cover)

S.N.	Name of the item to be supplied	Specification	Quantity	Price of one copy (to be quoted)	GST	Total
1	2	3	4	5	6	7
	IEC material	¼ demmy size (6×8.5) inches) 4 pages(English) 6 pages(Assamese), multicolor, 130 GSM Art Paper	1000 copies in English and 1000 copies (Total) 2000 copies)			

Signature of the Tenderer (in full)  
With seal and date

## **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 :  
iv) Fax No. :
  
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. GST/TIN 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 2014-15 :

2015-16 :

2016-17 :

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  
(2014-15, 2015-16 and 2016-17)**

**N.B: Tender opening date is 17<sup>th</sup> March, 2018 at 3:00 pm in presence of the intending suppliers  
or their authorized representative at Directorate of Social Welfare, Assam, Uzanbazaar  
Guwahati-1**