

OFFICE OF THE MISSION DIRECTOR  
RASHTRIYA MADHYAMIK SIKSHA ABHIJAN, ASSAM  
KAHILIPARA, GUWAHATI-781 019

No: RMSA/Print material/85/2011/148

Dated: 12<sup>th</sup> Jan, 2012

QUOTATION NOTICE

Sealed Quotation affixing non refundable court fee stamp of Rs.8.25 (Rupees eight & paisa twenty five) only from the registered offset printing presses having base at Guwahati are invited for printing and supply Instruction for filling up DCF for SEMIS to the State Mission Office, RMSA, Assam.

The interested parties may submit the quotation as per format at Annexure-A along with the documents mentioned below to the State Mission Office, RMSA, Assam, SEIMAT Building, SSA Campus, Kahilipara, Guwahati -781019 on or before 14.00 hrs. of 20.01.2012. The Mission Director, RMSA, Assam reserves the right to reject any or all the quotation without assigning any reason.

1. Name of the work: Printing and supply Instruction for filling up DCF for SEMIS.
2. Last Date of receipt: Last date of receipt of Quotation is 20.01.2012 up to 14.00 hrs.
3. Date of Opening: Date of opening of Quotation is 20.01.2012 at 15.00 hrs.
4. Address for Communication: The State Mission Office, RMSA, Assam, SEIMAT Building (SSA Campus), Kahilipara, Guwahati -781019.

Terms and Conditions

Printing and supply Instruction for filling up DCF for SEMIS

1. The quotationers will have to submit the following alongwith the quotations:-
  - e) Non -refundable Court Fee Stamp of Rs 8.25 (Rupees eight and paisa twenty five) only.
  - f) Detailed particulars of registration with District Industries Centre (DIC)/Small Scale Industries (SSI)/ Printing & Stationery Department (P&SD), Govt. of Assam.
  - g) PAN number from Income Tax Authority in the name of Press/ Owner.
  - h) Proof of VAT Registration [TIN or GRN]
2. Sample of text and cover paper as specified at Annexure- 'A' will have to be enclosed with the quotation, and the sample of text and cover paper must bear the seal and signature of the quotationer.
3. The specification of printing for "Instruction for filling up DCF for SEMIS" is enclosed at Annexure- 'A'.
4. The quotationers will have to quote their rates both in figures and words clearly, **including all taxes** in the quotationers letterhead as mentioned at Annexure - 'A' and submit in sealed cover. The taxes etc, if any will be deducted as per rules at the time of payment of bill.
5. Only quotationers who are able to supply the ordered materials within 5 (five) days from the issue of the work order or CRC receive should submit quotations.
6. The selected Presses will have to collect the DTP manuscript copy (Camera Ready Copy) within 1 day from the receipt of order. In default, the work order will be cancelled.
7. If the printing, binding and cutting etc. are not as per approved specifications and the text and cover papers submitted alongwith the quotation are not as per the approved sample of text

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thereof as deemed proper. Further, penalty shall be imposed also as per convention of RMSA Assam, if printing, binding, cutting etc. are not as per the approved specifications and the quality of text and papers are not strictly as per the approved specifications.

8. The printed materials of required quantity should be delivered at the office of the Mission Director, RMSA, Assam, Kahilipara, Guwahati- 19 within 5 (five) days from the issue of the order or receiving the CRC. If the full quantity of ordered materials is not delivered within the stipulated period, then fine may be imposed @ Rs. 100/- (Rupees one hundred) only per day on the press for delay of each day from the date of delivery as mentioned in the work order. For the date receiving of CRC.
9. In case of the quality of paper and printing are found not up to the mark as per specifications, the printing materials will be rejected. The party shall not have the claim for payment against rejected copies.
10. When the materials are packed by Presses for delivery, it must be ensured that the ordered quantity is packed fully and as per packing specification. If any shortage is found at the time of opening of the packets in the office, then the short quantity will have to be supplied by the Presses at their own cost, otherwise cost for shortage will be deducted from the bills.
11. The payment will be made after full delivery of the printing materials. The bill must be submitted in triplicate alongwith a copy of printed materials and receipt challan & original CRC.
12. In case of any dispute on Taxes the decision of the assessor shall be final.
13. The authority reserves the right to select/reject any or all quotations received without assigning any reason thereof.
14. Normally the Press whose rate/ rates against item/ items are approved shall be allotted printing works for the whole lot of requirements for that item/ items. But the authority may decide with the aim of ensuring timely delivery of the item/ items to allot, the items or a part thereof among the Presses at the lowest approved rate.

*J. Barua*  
2-1-11

Officer on Special Duty,  
Rashriya Madhyamik Siksha Abhijan, Assam

Copy to:

1. The Commissioner & Secretary, Govt. of Assam, Education Deptt. , Dispur, Assam for your kind information.
2. The Mission Director, SSA, Assam, for your kind information.

*J. Barua*  
2-1-11

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Rashtriya Madhyamik Siksha Abhijan, Assam

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Quotation

Annexure-"A"

Specification for Printing and supply Instruction for filling up DCF for SEMIS 1/8 DD Size on 70 GSM white print D.D. size.

The CRC will be supplied by the State Mission Office, RMSA, Assam.

6.	Name of Items, Versions and size	Printing Instruction for filling up DCF for SEMIS, Version Assamese, Bengali and Bodo languages and in 1/8 DD size
7.	No. of copies to be printed	6000 copies , Text page - 4
8.	Text Paper to be used	70 GSM white printing paper DD size
9.	Binding and cutting	Instructions are to be cut in equal size and to be bound with two wire side stitching
10.	Packing	The item should be packed with Jute Gunny bag containing instructions district wise with good hand writing and mentioning the language.

The quotationers will have to quote their rates in their letterhead including the cost of paper, printing, binding, packing, numbering, forwarding and all the applicable taxes etc.

**Total Rate for:**

The following Printing Instruction for filling up DCF for SEMIS, Version Assamese, Bengali and Bodo languages and in 1/8 DD size

(a) Assamese 4500 copies, Text page - 4, Rs..... (Rupees .....)

(b) Bengali 1000 copies, Text page - 4, Rs..... (Rupees .....)

(a) Bodo 500 copies, Text page - 4, Rs..... (Rupees .....)