**TENDER DOCUMENTS**

**Work: Printing and Supplying of Calendars & Notebooks** **for Calendar year 2023**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM** | **PARTICULARS** | **SPECIFICATIONS** | **QUANTITY** | **RATE (INCL. GST) IN FIGURES AND WORDS** |
| **WALL CALENDAR** | Paper | 130 GSM superior quality glossy art paper with top mounted by wire ‘O’ with metal hook. (Sample Paper to be submitted) | **3,500 nos.** |  |
| Size | 14.5”x 19.5” (Wall Calendar)  |
| No. of Sheets | 6 leaves with double side printing |
| Process of Printing | Offset |
| Colour Scheme | Multicolour |
| Printing | The date-sheets to be printed on both sides having date list of single month in both English and Assamese with Holidays mentioned and highlighted. |
| **NOTEBOOK** | Paper | 80 GSM, Cream shade, single colour print with ruled lines | **3,000 nos.** |  |
| Size | A5 |
| Page/Sheet: | 240 pages (including 6 pages multicolour back-to-back print, Paper 100 GSM art), 120 sheets |
| Cover | Soft Cover PU cover (preferably brown) with name & logo to be embossed on cover |

Seal of the Firm/Agency Full Signature :

 Name of the Firm/Agency :

 Address :

Phone no :

Email-id :

**Detail profile of the Firm/Agency (Photo copies to be attached)**

Regd. No. of the Firm/Agency :

Date :

GSTIN No. :

PAN No. :

**N.B. Terms & Conditions of the quotations is given below.**

**TERMS & CONDITIONS**

1. The tender should reach us within the stipulated time and date in sealed cover.
2. The quotation should be super scribed on the sealed cover as **“Quotation for Print & Supply of Calendars & Notebooks** **for Calendar year 2023”.**
3. The design and layout are to be done by the tenderer at his/her own cost (to be approved by AEGCL).
4. The Cost of Tender paper is Rs. 2,000/- (Two Thousand only) in the form of DD/Bankers’ Cheque drawn in favour of the “Managing Director, AEGCL, Bijulee Bhawan, Paltanbazar, Ghy-01” payable at Guwahati failing which the tender will not be considered as valid.
5. The Calendar shall be separately packed containing 20 pieces each and delivered at Bijulee Bhawan and other designated offices of AEGCL within the state of Assam at supplier’s/s’ own expense (as mentioned in Annexure I).
6. The Sundays and other holidays should be printed in the Calendar in red colour. The restricted holidays should be printed in blue colour.
7. The rate should be inclusive of GST & all kinds of duties (if any) and commercial packaging, freight, forwarding, insurance, etc.
8. Fabrication: TOP mounted by wire ‘O’ with met0al hook.
9. Calendar shall reach us within 10 days from the date of issue of the work order.
10. Proof of similar work done earlier must be submitted.
11. After supply of all calendars, 90% payment will be released within 15 days from the date of submission of bill and rest of 10 % shall be released after one month from the date of receipt of the Calendar if no defect/damage is noticed. Cost of defective/damaged Calendars shall be deducted proportionately.
12. In case of failure to supply all Calendars by the stipulated date, penalty @ 1 % on the accepted tender value for each day delay will be deducted from the bill.
13. AEGCL reserves the right to cancel or accept/reject any tender without assigning any reason thereof.
14. AEGCL also reserves the right to accept any quotation irrespective of the price bid and not bound to accept the lowest quotation.

SIGNATURE OF THE QUOTATIONER WITH SEAL