



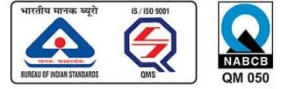
ASSAM ELECTRICITY GRID CORPORATION LIMITED

OFFICE OF THE MANAGING DIRECTOR

Regd. Office:(FIRST FLOOR), BIJULEE BHAWAN, PALTANBAZAR; GUWAHATI - 781001

CIN: U40101AS2003SGC007238 GSTIN: 18AAFCA4973J9Z3

PHONE: 0361-2739520 Web: www.aegcl.co.in



TENDER DOCUMENTS

Work: Printing and Supplying of Calendars for the year 2022

Sl. No.	Particulars	Specification & Quantity	Quantity	Rate including GST (in figure & words)
Option 1				
1	Paper	100 GSM Paper with top mounted by wire 'O' with metal hook.	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 along with date list of previous and succeeding months in smaller fonts.		
Option 2				
2	Paper	130 GSM superior quality glossy art paper with top mounted by wire 'O' with metal hook.	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 along with date list of previous and succeeding months in smaller fonts.		

Seal of the Firm/Agency

Full Signature

:

Name of the Firm/Agency

:

Address

:

Phone no

:

Email-id

:



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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 Calendar of AEGCL for the year 2022**”.
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 49 nos. designated offices of AEGCL within the state of Assam (the details will be informed in due course).
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.

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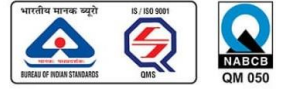
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8. Fabrication: TOP mounted by wire 'O' with metal hook.
9. Calendar shall reach us within 10 days from the date of issue of the work order.
10. Proof of similar work done earlier must be submitted.
11. After supply of all calendars, 90% payment will 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