

GOVERNMENT OF ASSAM
DIRECTORATE OF MUSEUMS: GUWAHATI -1

No. DMA 714/2021/15

Dated Guwahati the 5th January 2023

Short Tender Notice

The undersigned invites sealed tenders affixing non refundable court fee of Rs. 8.25 (Rupees eight and 25 paise only) from registered firms for undertaking of printing of the “Yearly Booklet: Museum Connet” by the office within 1400 hrs, 27-01-2023

A. Name of the work : Printing of “**YEARLY BOOKLET: MUSEUM-CONNECT**”

B. Scope of work : Printing of 100 copies of the YEARLY BOOKLET: MUSEUM-CONNECT of the Directorate of Museums

C. Details of work

Sl. No	Particulars	Details
1	Size of catalogue	25 cm x 19 cm
2	Inner Paper type	170 GSM Matt multicolour premium paper
5	Composition and Design	Digital and Graphics
6	Binding	Saddle Stitching and Perfect Binding.
7	Quantity	100
8	Total pages	75 approx
9	Cover	Soft bound with Matt premium cover
10	Miscellaneous	Satin page separator thread with printed bookmarks

Note: Price may be quoted in a separate column. Total bid shall include all taxes

D. Value of Work : Rs. 1, 13,000 (Rupees One lakh thirteen Thousand only)

E. Documents to be submitted (in order):

1. Copy of valid trade license(self attested)
2. Copy of GST registration
3. Copy of PAN card
4. Forwarding letter in letter head of the vendor with affixed, non-refundable prescribed court fee stating the offer of tender and signed copy of the tender document as acceptance of the terms and conditions.
5. Price quotation inclusive of all taxes

6. Experience Documents
7. Bank account number and IFSC code

The tenderer who fails to submit the documents mentioned above shall stand disqualified for the bid.

G. Terms and Conditions

1. Tender without court fee stamp will not be accepted. No tender will be received after the above scheduled date and time.
2. The cost of tender is NIL. The tender documents are not transferable.
3. Full production cost (i.e. remuneration to proof reader, illustrator and graphic designer will have to be paid by the firm)
4. All documents including quotation should be put in an envelope super scribed with the name of the work and addressed to the undersigned. The name of the vendor with address and contact number be clearly written at left bottom of the envelope.
5. Firms have to collect the matter (text and photographs) during the office hours.
6. Order shall be placed as per quoted price by successful bidder and budget provision.
7. Bids would be evaluated based on the documents submitted showing specific experience and price quotation. Preference would be given to firms having experience in designing and publishing of museum publications/catalogues/journals/magazines etc. Minimum 2 printed copies of the same to be furnished.
8. Work order and subsequent payment on completion of work is subject to the financial sanction and release of funds by higher authority as per Govt. Rules and procedures. No interest will be paid to the firm if the payment is delayed due to non-availability of fund.
9. Work to be completed within 20 days from the date of issue of the work order.
10. The competent authority of the Directorate of Museums reserves the right to accept or reject part or whole of the tender without assigning any reason whatsoever. **“This Office gives no assurance to the L-1 bidder to award the work at his quoted rate”.**
11. All disputes are subject to the jurisdiction in Kamrup (Metro) Assam.

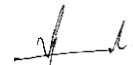
Director of Museums, Assam
Guwahati-1

Memo No. DMA 714/2021/15-A

Dated Guwahati, the 5th January 2023

Copy to:

1. The Director, DIPR, Dispur, Guwahati-6 for information
2. The FAO, Directorate of Museums, Guwahati-1 for information
3. The Content manager, website (<https://museums.assam.gov.in>), Directorate of Museums for wide publicity
4. Office Notice Board



Director of Museums, Assam
Guwahati-1